GLEN EIRA CITY COUNCIL

ORDINARY COUNCIL MEETING

TUESDAY 1 DECEMBER 2026

AGENDA

**Meeting to be held in the Council Chambers,
Corner Hawthorn and Glen Eira Roads, Caulfield
at 7.30pm**

*"The role of a Council is to provide good governance
in its municipal district for the benefit and
wellbeing of the municipal community."*

- *S8(1) Local Government Act 2020*

Councillors: The Mayor, Councillor Li Zhang
Councillor Arabella Daniel
Councillor Margaret Esakoff
Councillor Jane Karslake
Councillor Sam Parasol
Councillor Luca Ragni
Councillor Kay Rimbaldo
Councillor Kimberley Young
Councillor Simone Zmood

Chief Executive Officer: Lucy Roffey

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1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Glen Eira City Council acknowledges the Boon Wurrung/Bunurong and Wurundjeri Woi Wurrung peoples of the Kulin Nation as Traditional Owners and Custodians, and pays respect to their Elders past and present. We acknowledge and uphold Traditional Owner's continuing relationship to the land and waterways. Council extends its respect to all Aboriginal and Torres Strait Islander peoples.

2. APOLOGIES

3. REMINDER TO DISCLOSE ANY CONFLICTS OF INTEREST IN ANY ITEMS ON THE AGENDA

Councillors are reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda, or which are considered at this meeting, in accordance with Section 130(2) of the *Local Government Act 2020* and Rule 85 of the Glen Eira City Council Governance Rules. Councillors are now invited to indicate any such conflict of interest.

PROCEDURAL MOTION

That Council:

1. where meetings are held in-person, can continue the meeting if the livestream of the meeting fails;
2. considers the meeting to be adjourned for 10 minutes from the commencement of any technical problem where a Councillor is participating virtually; and
3. where a Councillor is participating virtually and the meeting cannot be resumed within 30 minutes from the commencement of the technical problem, the meeting is to be reconvened on Wednesday 2 December 2026 at 7.30pm.

4. PUBLIC PARTICIPATION

5. WRITTEN PUBLIC QUESTIONS TO COUNCIL

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING OR MEETINGS

Copies of Minutes previously circulated.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 4 November 2026 and the Special Council Meeting held on 17 November 2026 be confirmed.

7. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

8. REPORTS BY DELEGATES APPOINTED BY COUNCIL TO VARIOUS ORGANISATIONS

8.1 MAV MAKE GOOD HAPPEN MAYORAL DELEGATION TO CANBERRA

Author: *Cr Dr Simone Zmood*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1395194*

Attachments: *1. MAV Make Good Happen Brochure Digital ⇩*

1. Purpose

This report informs Council of the Municipal Association of Victoria (MAV) Make Good Happen Mayoral Delegation to Canberra, held from 12 to 14 October 2026. It explains the role and purpose of the delegation within the MAV's federal advocacy, summarises the engagement with Commonwealth ministers and parliamentarians, sets out the priorities advanced on behalf of Victorian local government, and outlines the outcomes and next steps.

2. Executive summary

The MAV is the statutory peak body for Victoria's 79 councils. Twice a year, through its Mayoral Delegation, it takes a group of Victorian Mayors to Canberra to advocate directly to the Commonwealth on behalf of the sector. The October 2026 delegation was the third held under the MAV's Make Good Happen campaign, and was led by MAV President Cr Jennifer Anderson with the Mayors of Glen Eira, Mitchell, Surf Coast and Maribyrnong.

Over three days the delegation met with Commonwealth ministers, shadow ministers, members of parliament and the Parliamentary Friends of Local Government. It advanced the five Make Good Happen priorities: community infrastructure, safer roads, fairer energy, resilient communities and local democracy. It also raised housing and homelessness, aged care, disaster recovery funding and community cohesion.

The delegation strengthened relationships across the Parliament and raised the profile of the sector's priorities. The MAV will pursue the matters raised through ongoing engagement and federal budget advocacy, including its two Mayoral Delegations planned for 2027.

3. Background

3.1 The Municipal Association of Victoria

The MAV is the legislated peak body for local government in Victoria, representing all 79 councils. Its purpose, set out in *Shaping Our Future: MAV Strategic Plan 2024–2027*, is to mobilise action that supports Victorian councils to create cities, regions and towns that are thriving, resilient and inclusive. One of the roles the Plan assigns to the MAV is that of **influencer advocate**: giving voice to communities' needs and calling on other levels of government for policy and regulatory reform and changes to service provision.

3.2 The Make Good Happen campaign

Make Good Happen is the MAV's federal advocacy campaign, presented as *A Unified Voice for Victorian Councils*. It was launched in February 2025 ahead of the federal election and sets out five priorities for Commonwealth investment and reform. The MAV has continued to advance these priorities with the Commonwealth since the election, including through each Mayoral Delegation.

3.3 Role and purpose of the Mayoral Delegation

The Mayoral Delegation is an established mechanism within MAV's Intergovernmental Relations and Advocacy Framework, providing opportunities for Victorian local government leaders to engage directly with Commonwealth decision-makers.

The delegations bring together mayors representing diverse Victorian communities to share local experiences, advocate for agreed sector priorities and strengthen relationships across the Parliament. They complement MAV's broader advocacy activities, including submissions, meetings and partnerships, and seek to influence Commonwealth policy and funding decisions through a coordinated, evidence-based approach.

Delegations are timed to support engagement with Commonwealth budget and policy processes, providing a unified voice for Victorian local government while recognising the different challenges facing metropolitan, regional and rural councils.

Under the MAV's Intergovernmental Relations and Advocacy Framework, adopted in April 2025, parliamentary delegations are one of the MAV's escalated advocacy tools.

3.4 Why Commonwealth engagement matters to councils

Many Commonwealth policies and programs are delivered in, or depend on, local communities. They include Financial Assistance Grants, local roads funding, the Disaster Recovery Funding Arrangements (DRFA), housing and infrastructure investment, and the Commonwealth Home Support Programme (CHSP). Decisions on these settings directly affect councils' financial sustainability and the services and infrastructure they provide to residents. Direct engagement helps ensure those decisions are informed by local government experience.

4. Discussion

4.1 Delegation members

Delegate	Council
Cr Jennifer Anderson, MAV President (delegation lead)	Municipal Association of Victoria
Cr Dr Simone Zmood, Mayor	Glen Eira City Council
Cr John Dougall, Mayor	Mitchell Shire Council
Cr Libby Stapleton, Mayor	Surf Coast Shire Council
Cr Mohamed Semra, Mayor	Maribyrnong City Council

The delegation brought together metropolitan, peri-urban, coastal regional and culturally diverse municipalities, enabling Mayors to show the practical effect of Commonwealth policy and funding decisions across different community settings.

4.2 Summary of engagements

Representative	Role	Key matters discussed
Commonwealth Government		
The Hon Kristy McBain MP	Minister for Regional Development, Local Government and Territories; Minister for Emergency Management	Federal advocacy priorities, Commonwealth–local government partnership, disaster recovery and resilience, community cohesion
The Hon Clare O'Neil MP	Minister for Housing, Homelessness and Cities	Housing affordability, homelessness, population growth and enabling infrastructure
The Hon Sam Rae MP	Minister for Aged Care and Seniors	Commonwealth Home Support Programme, funding certainty and service continuity
The Hon Julian Hill MP	Assistant Minister for Citizenship, Customs and Multicultural Affairs; Assistant Minister for International Education	Community cohesion, multicultural inclusion, responses to antisemitism
Office of the Hon Dr Anne Aly MP	Minister for Small Business; Minister for International Development; Minister for Multicultural Affairs	Small business support, multicultural affairs, international engagement
Office of Senator the Hon Dr Jess Walsh	Minister for Early Childhood Education; Minister for Youth	Youth initiatives and the MAV's Thriving Kids research
Josh Burns MP	Special Envoy for Social Housing and Homelessness	Social housing, homelessness and community cohesion
Libby Coker MP	Member for Corangamite	Regional infrastructure and local priorities
Rob Mitchell MP	Member for McEwen	Growth area infrastructure and local priorities
Opposition		
The Hon Dan Tehan MP	Manager of Opposition Business; Member for Wannon	Bipartisan support for local government funding, regional infrastructure
Office of Senator the Hon Bridget McKenzie	Leader of The Nationals in the Senate; Shadow Minister for Regional Development, Local Government and Territories	Local roads, regional investment, local government funding and reform

Representative	Role	Key matters discussed
The Hon David Littleproud MP	Shadow Minister for Emergency Management; Shadow Minister for Tourism	Disaster preparedness, recovery and resilience funding
Parliamentary forum		
Parliamentary Friends of Local Government	Bipartisan group co-chaired by Dr Trish Cook MP and Jamie Chaffey MP (Shadow Assistant Minister for Regional Development, Local Government and Territories)	Profile of the Make Good Happen campaign and the case for a stronger Commonwealth–local government partnership. Attendees included Mark Dreyfus KC MP, Senator Lisa Darmanin and Darren Chester MP.

4.3 Key matters raised

Sustainable investment in local infrastructure and services. The delegation highlighted the financial pressures facing Victorian councils and advocated for sustainable Commonwealth investment in essential infrastructure and services, recognising councils' important role as delivery partners.

Disaster preparedness, recovery and resilience. The delegation advocated for improvements to the Disaster Recovery Funding Arrangements and greater investment in disaster mitigation and resilient infrastructure to reduce future recovery costs.

Local roads and regional infrastructure. The delegation reinforced the need for continued Commonwealth investment in local road maintenance, renewal and safety improvements, alongside broader regional infrastructure needs.

Housing, homelessness and social infrastructure. The delegation emphasised the need to align Commonwealth housing investment with funding for essential local infrastructure and services, supported by meaningful council involvement in planning and delivery.

Aged care and local service delivery. The delegation raised challenges facing councils delivering services under the Commonwealth Home Support Programme (CHSP), particularly funding certainty, transition arrangements and continuity of care.

Community cohesion and inclusion. The delegation highlighted councils' role in strengthening social cohesion, promoting multicultural inclusion and responding to antisemitism, seeking greater Commonwealth collaboration and support for locally led initiatives.

Bipartisan support. The delegation reinforced the importance of bipartisan support for sustainable local government funding and reform, recognising the diverse needs of metropolitan, regional and rural communities.

4.4 Make Good Happen priorities

Throughout the delegation, the MAV promoted the five Make Good Happen priorities for Victorian local government:

Priority	Focus
Making Community Infrastructure Happen	Sustainable investment in the community facilities and local infrastructure that growing communities need

Priority	Focus
Making Safer Roads Happen	Commonwealth investment in local road repair, renewal, upgrades and safety
Making Fairer Energy Happen	Ensuring communities hosting energy and critical minerals projects share in the benefits of the energy transition, with genuine engagement with host councils
Making Resilient Communities Happen	Investment in disaster preparedness, mitigation and resilient infrastructure, alongside improved recovery arrangements
Making Local Democracy Happen	Supporting active local democracy, community cohesion and inclusion, and councils' capacity to counter disinformation

Further discussions addressed local government financial sustainability, housing and homelessness, aged care, regional development and a stronger Commonwealth–local government partnership.

4.5 Outcomes

The delegation achieved three principal objectives:

- **Strengthened Commonwealth engagement.** Direct discussions with ministers, opposition representatives and other parliamentarians built relationships and improved understanding of the issues facing Victorian councils.
- **Elevated local government priorities.** The delegation promoted the Make Good Happen campaign and reinforced the case for sustainable Commonwealth funding, improved policy settings and stronger partnerships with councils.
- **Demonstrated local government perspectives.** Participating Mayors shared practical experience of the challenges facing metropolitan, regional and rural communities, strengthening the case for locally informed Commonwealth decisions.

The discussions provided a constructive platform for ongoing advocacy and strengthened relationships with Commonwealth decision-makers. While no new funding or formal policy commitments were confirmed through the delegation, the engagements established opportunities for continued discussions and advocacy on matters of importance to Victorian councils.

4.6 Next steps

- The MAV will pursue the priorities raised through continued engagement with relevant Commonwealth ministers, parliamentarians and departments, including through its 2027–28 Federal Budget advocacy.
- The MAV is planning two Mayoral Delegations in 2027, including one ahead of the 2027–28 Federal Budget, to progress the *Make Good Happen* priorities and seek tangible Commonwealth funding and policy commitments.
- The MAV will continue to advocate for meaningful involvement of local government in developing Commonwealth policies and funding arrangements that affect councils and their communities.

- Participating councils and the broader sector will be kept informed of significant developments and advocacy outcomes as they arise.

5. Council Plan and policy alignment

Participating in the MAV Mayoral Delegation supported the Glen Eira Council Plan 2025–2029, particularly Strategic Direction 1: Community safety, cohesion, health and wellbeing and Strategic Direction 4: Innovative and financially sustainable. It also contributed to Strategic Direction 2: Diverse, welcoming and accessible places and Strategic Direction 3: Environmental stewardship through advocacy relating to housing and infrastructure, safer roads, resilience and the energy transition.

The Mayoral Delegation advanced priorities that directly affect Council's capacity to deliver positive outcomes for the Glen Eira community, including sustainable investment in local infrastructure and services, housing and homelessness, aged care, community cohesion and inclusion, and stronger Commonwealth–local government partnerships.

Participation in the delegation particularly supported Council's commitment to strengthening partnerships with other levels of government and advocating for investment and policy settings that respond to community needs and support Council's long-term financial sustainability and service delivery. The advocacy on community cohesion, multicultural inclusion and responses to antisemitism also directly supports Council's objective of strengthening a safe, inclusive and connected community.

6. Consultation and communication

The delegation's priorities reflect the MAV's federal advocacy positions, developed with the Victorian local government sector. The MAV President has reported on the delegation to Mayors, Councillors and CEOs, and the MAV will continue to update the sector on outcomes.

7. Conclusion

The Mayoral Delegation is a central part of the MAV's federal advocacy, giving Victorian local government a direct, credible and unified voice with the Commonwealth. The October 2026 delegation strengthened engagement across the Parliament and reinforced the case for a sustainable, constructive partnership between local government and the Commonwealth.

Through its ongoing advocacy, the MAV will continue to represent the interests of Victorian councils and their communities, seeking improved policy and funding arrangements that support the delivery of essential local infrastructure and services.

MAV
MUNICIPAL ASSOCIATION OF VICTORIA

MAKE GOOD HAPPEN

A unified voice
for Victorian councils



MAKE
GOOD
HAPPEN

As the peak body for local government in Victoria, the MAV is giving voice to the needs and aspirations of communities across Victoria, and supporting Victorian councils to create cities, regions, towns and growing suburbs that are thriving, resilient and sustainable.

01.

Local councils are equipped with intimate knowledge of the needs and capabilities of their local communities – and the MAV is uniquely placed to unite this knowledge to identify both common priorities and stand-out best practice programs across Victoria.

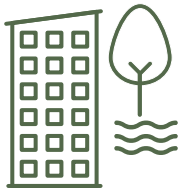
There has never been a more important time to advocate on behalf of our communities for policies, initiatives and investments that will help build a resilient and sustainable Victoria.

– Kelly Grigsby
CEO Municipal Association of Victoria

MAKE GOOD HAPPEN

FIVE priorities for Victorian councils this federal election.

Together with Victoria's 79 local councils we have identified five themes representing the most pressing priorities for Victorian communities.



MAKE COMMUNITY INFRASTRUCTURE HAPPEN

Delivering the infrastructure growing communities need



MAKE SAFER ROADS HAPPEN

Connecting communities and supporting a safer and more productive Victoria



MAKE FAIRER ENERGY HAPPEN

Engaging communities in Victoria's energy transition

MAKE RESILIENT COMMUNITIES HAPPEN

Future-proofing communities to withstand natural disaster

MAKE LOCAL DEMOCRACY HAPPEN

Supporting stronger, safer communities and countering disinformation

03.

MAKE GOOD HAPPEN

Building connected communities

–

Delivering the infrastructure growing communities need to thrive.

MAKE COMMUNITY INFRASTRUCTURE HAPPEN



04.

THE NEED

- **The Federal Government's Housing Accord target is to build 1.2M new, well-located homes nationally by 2029.**
- **Building these new homes is about building communities too – with public spaces and shared facilities.**
- **Current funding won't deliver all the infrastructure new and growing communities need to thrive.**

[CASE STUDY]

MAKING GOOD HAPPEN IN MELTON

Melton is the 4th fastest growing municipality in Australia. A lack of fit-for-purpose, co-located accommodation in its centre was standing in the way of health and community service provision.

State and Federal Government funding is making the Cobblebank Community Services Hub possible – an 8,000 sqm community and commercial services space in a five-storey, Five-Star Green Rating building.

Due to open in 2026, the Hub will deliver services including education, employment, health, family violence prevention.

THE INVESTMENT

A dedicated 'Building Connected Communities' Fund to enable councils across Victoria to partner in realising the full community benefit of current record-level commitments to housing provision.

In some parts of the state, like Melbourne's west, housing supply is moving at pace while community infrastructure lags, leaving residents stranded.



05.

MAKE GOOD HAPPEN

Community roads repair blitz

–

Connecting communities and supporting a safer and more productive Victoria.

MAKE SAFER ROADS HAPPEN



06.

THE NEED

- Funding road maintenance is essential to the overall financial sustainability of councils.
- Victorian councils have relied on the Local Roads and Community Infrastructure fund (LRCI) to fund maintenance of the Victorian local road network – this has now expired.
- Increased traffic and growing truck numbers are increasing road maintenance and funding needs – and delayed repairs are compromising safety and productivity through last mile impact.

THE INVESTMENT

- We need a repair and renewal blitz to ensure the safety and efficiency of local roads.
- A dedicated 'Community Roads Repair Blitz' Fund would allow councils to address priority road repairs across Victoria to boost economic activity and productivity of the nation.

> *"Many councils do not have a realistic way of raising the money they need to keep their roads in good condition, especially rural and remote councils."*
>
> *Potholes and pitfalls: How to fix local roads, Grattan Institute, 2023*

Councils maintain 87% of Victoria's road network. Victorians tell us they want a smoother, safer ride.

The local government sector is making our roads safer in the most efficient way possible, creating the MAV Procurement Statewide Roads Contract, designed to give councils bang-for-buck on their works. However, Victorian councils remain concerned about road safety, asset deterioration, road smoothness, network disruptions and economic impacts.



07.

MAKE GOOD HAPPEN

Powering communities

–

Engaging communities in Victoria's energy transition.

MAKE FAIRER ENERGY HAPPEN



THE NEED

- Victoria is targeting net zero emissions by 2045 – five years earlier than the current national target, requiring real acceleration in renewable energy generation, particularly wind and solar.
- Communities and local governments are in a unique position to deliver locally supported outcomes but lack resources to facilitate participation in the process.
- A lack of standardisation in community benefit sharing arrangements is contributing to confusion, consultation fatigue and tension within and between communities, risking loss of social license for projects.

THE INVESTMENT

- MAV is seeking $5 million in funding to develop its 'Powering Communities' initiative to distribute knowledge and tools needed to bring innovative community benefit-sharing arrangements to life as the energy transition is expedited.
- Powering Communities will provide a coordinated and consistent approach to support host councils and communities to realise benefit-sharing alongside energy transition projects over the coming decade.

A CLEAR MESSAGE FROM VICTORIAN COMMUNITIES HOSTING THE ENERGY TRANSITION

- The need to protect biodiversity and natural environment and agriculture land use
- Concern about the impact on regions to service city energy demands
- Natural hazard vulnerability
- Concerns related to the nature and accessibility of engagement feedback
- The extent of regional opportunity

Draft Victorian Transmission Guidelines Final Engagement Report, VicGrid, 2024



"*It's about making sure planning is robust enough to ensure promised community benefits can be delivered not just now but ten to fifteen years down the track. This is more than just energy company logos on local footy jumpers, it's about delivering future community benefits.*"

South Gippsland Shire Mayor Cr John Schelling

MAKE GOOD HAPPEN

Building to withstand

–

Future-proofing communities to withstand natural disaster.

MAKE RESILIENT COMMUNITIES HAPPEN

THE NEED

- Governments across the nation have come to terms with the need to fund 'building back better' as extreme weather events wreak havoc on community infrastructure with increasing regularity.
- It's time to think further ahead to fund resilient infrastructure that can withstand storms, bushfires and floods, and avoid the need for costly and repeated rebuilding.
- Weather damage already costs Victoria about $2.7 billion a year. Without action to better protect infrastructure, reconstruction costs and insurance premiums will grow.

[CASE STUDY]

DRFA FUNDING WASHES AWAY IN HUME

The Hume region is highly susceptible to natural disasters. Since 2019 there have been significant bushfires and two major floods in October 2022 and January 2024.

In the wake of the 2022 floods, DRFA funding allowed damage to be repaired and infrastructure restored to its previous condition. A lack of betterment funding, however, meant that this work did not include improved resilience measures and was damaged by floods again only fifteen months later.



10.

THE INVESTMENT

A dedicated 'Build to Withstand' Fund would allow Victorian Councils to conduct priority pre-disaster investigation work to identify and address the highest priority infrastructure for resilience upgrades across the state.

"

Nicholls is ranked number one most at-risk electorate in the Climate Council's 'Uninsurable Nation: Australia's Most Climate Vulnerable Places Report.

"



11.

MAKE GOOD HAPPEN

Safe and cohesive communities

–

Supporting stronger, safer communities and countering disinformation.

MAKE LOCAL DEMOCRACY HAPPEN



12.

THE NEED

- **When disinformation influences public opinion and fuels division it erodes trust in institutions and discourages community members from participating in local forums and events.**
- **Democratic processes like local government elections also suffer when candidates are discouraged from participating.**
- **Leaders in local governments across Victoria want to support safer, more connected communities by countering disinformation – but need the tools to do it.**

[CASE STUDY]

DISRUPTION TO LOCAL DEMOCRACY ON THE RISE

In recent years there has been a significant increase in the number of Council meetings that have been disrupted by groups opposing liberal democracy.

In 2023 alone 15 councils reported disruptions to their proceedings from one such group.

In a particularly disruptive incident in the City of Monash angry protesters besieged council chambers, confronting council representatives and resulting in police being called.

THE INVESTMENT

- **A $4.5 million 'Local Issues, Local Solutions' Active Local Democracy Fund will allow Victorian councils to design and pilot programs that promote active democracy and combat disinformation at the community and neighbourhood level.**
- **The pilot program will allow the MAV to develop a scalable toolkit that can be rolled out to Councils across the state and nationally to tackle disinformation and protect the foundations of our democracy.**



"As community leaders we have a responsibility to ensure the words that we speak are uniting not dividing ones."

Monash Mayor, Cr Paul Klisaris

13.

MAKE
GOOD
HAPPEN

MAV
MUNICIPAL ASSOCIATION OF VICTORIA

mav.asn.au/make-good-happen

9. REPORTS FROM COMMITTEES AND RECORDS OF ASSEMBLY

9.1 Advisory Committees

Nil

9.2 Records of Assembly

9.2.1 RECORDS OF ASSEMBLY

Author: *Karling Colomiere, Coordinator Councillor Business*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1395447*

Attachments:
1. *Record of Assembly - 20 October 2026* ⇩
2. *Record of Assembly - 27 October 2026* ⇩
3. *Record of Assembly - 4 November 2026 Pre-meeting* ⇩

RECOMMENDATION

That Council notes the Records of Assemblies for:

1. 20 October 2026 Assembly;
2. 27 October 2026 Assembly; and
3. 4 November 2026 Pre-meeting.

OFFICIAL

Assembly of Councillors – Running Sheet

20 October 2026

Assembly commenced at 5.00pm

Councillors Present:	**Officers Present:**	
Mayor, Cr Simone Zmood	Lucy Roffey	Harley Moraitis
Cr Arabella Daniel	Jane Price	Isabella Stanley
Cr Margaret Esakoff	Kellie Vise	Alex Leamy
Cr Jane Karslake	Niall McDonagh	Georgia Logan
Cr Kay Rimbaldo	Rosa Zouzoulas	Geoff Hills
Cr Sam Parasol	John Vastianos	Ram Kamalanandan
Cr Li Zhang	Joanne McKay	Damien Connell
	Cheyenne Thygesen-Sutton	Brooke Ranken
		Lauren Richardson

1. Acknowledgement

2. Apologies & Conflicts of Interest
   Apology – Cr Young

3. Councillor only discussion

4. Reconciliation Action Plan 2026-2028

5. Municipal Association of Victoria October 2026 State Council Voting Recommendations

6. Aged Care Services - Responsible Persons Report Q4 (April to June 2026)

7. DRAFT OCM Agenda Review – 4 November 2026

8. General Business
   -Cr Ragni – Praise youth services
   -Cr Zhang – Constituent meeting enquiry
   -Cr Daniel – Query, advocacy
   -Cr Daniel – Query, Data Centres, AI
   -Cr Karslake - Query, Date Centres, AI
   -Cr Esakoff - MAV motion support
   -Cr Karslake – Query, ALGA motions
   -Cr Daniel - Query, Glen Eira Band
   -Cr Esakoff - Gift Declarations
   -Cr Zhang – Praise for Cr Ragni

9. CEO/Councillor only time (Cr Parasol)
   - Meeting debrief

Assembly concluded at 9:37pm

OFFICIAL: Sensitive

Assembly of Councillors – Running Sheet

27 OCTOBER 2026

Assembly commenced at 5.00pm

Councillors Present:	**Officers Present:**	
Mayor, Cr Simone Zmood	Lucy Roffey	Georgia Logan
Cr Arabella Daniel	Jane Price	Brooke Ranken
Cr Margaret Esakoff (online)	Kellie Vise	Harish Kirubakaran
Cr Jane Karslake	Niall McDonagh	Ram Kamalanandan
Cr Kay Rimbaldo	Rosa Zouzoulas	Andrea Pogue
Cr Sam Parasol	John Vastianos	Lisa Hill
Cr Li Zhang	Diana Vaynrib	Harley Moraitis
	Cheyenne Thygesen-Sutton	Ruth Hennell
		Leigh Northwood

1. Acknowledgement:
- Apologies & Conflicts of Interest
- Apology – Cr Young
- Conflicts of Interest - Cr Parasol, Cr Esakoff – OCM Agenda Review Item, 10.2 41-47 Hawthorn Road Caulfield North

2. Councillor appointments to External and Other Committees and Advisory Committees

3. Significant Diplomatic and Political Events Protocol

4. Cat Curfew Review

5. OCM Agenda Review Item, 10.2 41-47 Hawthorn Road Caulfield North
- Cr Esakoff declared a conflict of interest and left the hybrid meeting at 5:46pm

-Cr Daniel left the room at 5:49pm returned 5:53pm

-Cr Rimbaldo left the room at 5:57pm returned at 6pm

-Cr Karslake left the room at 5:58pm returned at 6pm

6. Draft Pavilion Strategy - Initiation and redevelopment process
-Cr Esakoff returned to the hybrid meeting 6:30pm
-Cr Karslake left the room at 6:30pm and returned 6:37pm

7. Draft Strategic Asset Reserve prioritised pipeline
-Cr Parasol arrived to the meeting at 7:09pm

8. Caulfield and Elsternwick Maternal and Child Health Services and Infrastructure

9. DRAFT OCM Agenda Check-in – 4 November 2026

10. General Business
- Rosa Z – Update on Caulfield plaza

OFFICIAL: Sensitive

- Rosa Z – Update on Activity Centre parking sensors
- Cr Esakoff – Query, Caulfield Plaza
- Jane P – Update on armed security at council buildings
- Lucy R – Update on armed security at council buildings
- Cr Parasol – Praise regarding planting trees
- Cr Daniel - Query, Tackling racism event
- Jane P – GESAC pride
- Cr Ragni – Query, Duncan McKinnon volunteer access to the facility
- Kellie V – Update on meeting schedule
- Cr Zmood – Helen Haines civility pledge, Murrindindi Shire visit
- Cr Parasol - query, parking security
- Rosa Z – update parking security

11. CEO/Councillor only time (Cr Ragni)

- Meeting debrief

Assembly concluded at 8:11pm

OFFICIAL

OCM Pre-meeting Record of Assembly

4 November 2026
Commenced at 6.45pm

Councillors Present:	**Officers Present:**
Mayor, Cr Simone Zmood	Lucy Roffey (CEO)
Cr Arabella Daniel	Kellie Vise
Cr Margaret Esakoff (online)	Niall McDonagh
Cr Jane Karslake	Jane Price
Cr Rimbaldo	Rosa Zouzoulas
Cr Sam Parasol	John Vastianos
Cr Li Zhang	Karling Colomiere

1. Acknowledgement

2. Apologies - Cr Young, Cr Ragni

3. Written Public Questions to Council discussion: 1 Written Public Question

4. General business:
   - Director, Customer and Corporate Affairs – Election Caretaker Discussion
   - Cr Zhang – Invitation to Community Event Discussion
   - Cr Parasol – Conflict of Interest Discussion
   - Director Community Wellbeing – Diwali Festival Update
   - Cr Zmood – Newspaper Article Discussion

5. Discussion on any other items on tonight's agenda

End of pre-meeting at 7.09pm

10. OFFICER REPORTS (AS LISTED)

10.1 87 ROBERT STREET, BENTLEIGH

Author: *Luke Watts, Senior Urban Planner*

Director: *Rosa Zouzoulas, Director Planning and Place*

Trim No: *26/1295958*

Attachments:
1. *87 Robert Street Bentleigh - GE DP-38490 2026 - Clause 57 assessment* ⇩
2. *87 Robert Street Bentleigh - GE DP-38490 2026 - Advertised Plans* ⇩
3. *87 Robert Street Bentleigh - GE/DP-38490/2026 - Draft Operational Management Plan* ⇩

EXECUTIVE SUMMARY

This report is to provide Council with an assessment of the planning permit application GE/DP-38490/2026 lodged at 87 Robert Street Bentleigh which seeks approval for the construction of a four-storey building comprising community care accommodation and a place of assembly with a reduction to the statutory parking requirements.

The proposal is to use the ground floor of the building as a Place of Assembly with floors one to three to be used as lodging houses for community care.

It is noted that the Planning Scheme defines Community Care Accommodation and Place of Assembly as follows:

> *Community Care Accommodation*
>
> *Land used to provide accommodation and care services. It includes permanent, temporary and emergency accommodation. It may include supervisory staff and support services for residents and visitors.*
>
> *Place of Assembly*
>
> *Land where people congregate for religious, spiritual or cultural activities, entertainment, or meetings.*

The proposal broadly falls into the Community Care Accommodation definition; however, the applicant has sought to include a Place of Assembly for the ground floor community hub to allow for flexibility in the operation of the use.

It is noted that the site has been operating as a Place of Worship since the 1960's. A Place of Worship sits within the broader land use definition of Place of Assembly which this application seeks permission for. It is of note however, that whilst the broader land use will remain applicable to the site, the applicant does seek formal planning permission to use the land as a place of assembly rather than being confined to the existing place of worship use. This would enable the provision of support and community services within the proposed ground floor community hub to be the dominant use rather than ancillary land use.

The subject land is located within the Residential Growth Zone, Schedule 1 (RGZ) and is also affected by the Parking Overlay (PO2-3) and the Infrastructure Contributions Overlay,

Schedule 4 (ICO4). The parking overlay at this site relates only to Student Accommodation and is therefore of no consequence to this application.

A planning permit is required as follows:

- Clause 32.07-2: Use land for community care accommodation
- Clause 32.07-2: Use land for a place of assembly
- Clause 32.07-6: Construct or extend a residential building
- Clause 32.07-9: Construct a building or construct or carry out works for a Section 2 use (community care and place of assembly)
- Clause 52.06-3: Reduce the number of car parking spaces required for the Place of Assembly

There is no statutory requirement for the number of car parking spaces associated with a community care facility, and therefore the number of spaces must be to the satisfaction of Council.

The key considerations are whether the built form and appearance of the buildings are appropriate having regard to the zoning, policy and built form context of the area; whether the proposal will cause any unreasonable amenity impacts on adjoining and nearby properties; whether there are sufficient on-site car parking and bicycle facilities**;** and whether there will be any unacceptable impacts on traffic, parking and safety in the area.

As part of the process, the application was advertised to the surrounding community and at the time of preparing this report 68 objections were received. These concerns include excessive built form and visual bulk, inadequate parking facility and increased traffic to the laneway and surrounding streets including pedestrian safety issues, overshadowing towards neighbouring private open spaces, overlooking, noise and lighting impacts from the proposed operating hours, safety and security including details on incident management, anti-social behaviour, stormwater and drainage, and impacts from construction.

The proposal has been assessed against the relevant planning policies contained in the Glen Eira Planning Scheme, the purpose and decision guidelines of the Residential Growth Zone, the car parking requirements at Clause 52.06, the bicycle parking requirements and Clause 52.34 and the design standards for the construction of residential buildings of four storeys in height (Clause 57).

On balance, the proposal is an appropriate design response and is in an area where substantial change and community care accommodation is visioned by the Planning Scheme. The buildings perform well in relation to the design and siting requirements of the Glen Eira Planning Scheme and future residential occupants will be afforded a high level of internal amenity. Amenity impacts from the proposed uses will be limited and acceptable within the context of the area, being both residential and along the commercial edge of Bentleigh. The reduction of car parking is supported as it relates to the proposed place of assembly, which has previously operated on the site with no on-site carparking.

It is therefore recommended that Council issue a Notice of Decision to Grant a Planning Permit.

RECOMMENDATION

That Council issues a Notice of Decision to Grant a Planning Permit for Application No. GE/DP-38490/2026 at 87 Robert Street Bentleigh in accordance with the following conditions:

Amended plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must be generally in accordance with the advertised plans identified as sheets TP2000-TP2003, TP2101, TP3000-TP3001, TP4000-TP4002, TP5000-TP5002 and TP700 dated 4 June 2026 and prepared by Arcadia, but further modified to show:

   (a) The parking spaces increased to 2.6 metres in width.
   (b) The unit 104 and 204 balconies to include an overlooking device with no more than 25 per cent visual transparency to a height of 1.7 metres from finished floor level of the respective balconies where views are permissible into adjoining secluded private open space.
   (c) The ground floor paving amended to be of a pervious material to achieve a total of 20 per cent permeability across the site. Non pervious paving will be permitted where the site has achieved 20 per cent permeability.
   (d) The provision of lighting along the southern pedestrian accessway between the communal garden and the bicycle storage area.
   (e) Any requirements as a result of condition 14.
   (f) Internal waste and recycling spaces to each lodging unit which are a minimum size of 0.07 cubic metres and a minimum depth of 250 millimetres.

Layout not to be altered

2. The development and layout and description of the uses as shown on the endorsed plans must not be altered or modified (unless the Glen Eira Planning Scheme specifies a permit is not required) except with the prior written consent of the Responsible Authority.

Hours of operation

3. The place of assembly must only operate between the hours of 8:00am to 8:00pm Monday to Sunday, except with the prior written consent of the Responsible Authority.

Deliveries

4. Deliveries of goods associated with the land must only occur between the hours of 7:00am to 6:00pm Monday to Friday, and 8:00am to 6:00pm on Saturdays. No deliveries are permitted on Sundays or Public Holidays, except with the prior written consent of the Responsible Authority.

Staff numbers

5. No more than two staff (excluding volunteers) may be working on the land at any one time, except with the prior written consent of the Responsible Authority.

Patron numbers

6. No more than 25 non-resident patrons may be present on the land at any one time, except with the prior written consent of the Responsible Authority.

Loudspeakers

7. No external sound amplification equipment or loudspeakers are to be used for announcements, broadcasts, or playing music or a similar purpose.

Amended landscaping plans

8. Before the development starts, amended landscape plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must be generally in accordance with the advertised plans identified as sheets LCD-001-LCD-005 dated 2 June 2026 and prepared by Hansen, but further modified to show:

   (a) The Swan Hill Olive Tree located in the rear setback to be located outside a planter box.
   (b) Sectional diagrams of the proposed garden beds located in the rear setback demonstrate that the planter boxes will not be constructed below surface level where they are within the deep soil area of the Swan Hill Olive Tree.

Completion of landscaping

9. Before the buildings are occupied, or by such later date as approved in writing by the Responsible Authority, the landscaping works shown on the endorsed Landscaping Plan must be carried out and completed and photographs or other evidence demonstrating this provided to the Responsible Authority.

Landscaping Maintenance

10. The landscaping shown on the endorsed Landscaping Plan must be maintained to the satisfaction of the Responsible Authority in accordance with the endorsed Landscape Plan in Condition 10, including by:

    (a) Implementing and complying with the provisions, recommendations and requirements of the endorsed landscape plan.
    (b) Not using the areas set aside on the endorsed landscape plan for landscaping for any other purpose.
    (c) Replacing any dead, diseased, dying or damaged plants.

Green Travel Plan

11. Before the use of the land (community care accommodation) commences, a Green Travel Plan must be prepared to the satisfaction of the Responsible Authority. The Plan must be prepared by a suitably qualified person and must encourage the use of non-private vehicle transport modes by the occupiers of the land. The Plan must include the following:

    (a) A description of the location in the context of alternate modes of transport and

objectives for the Green Travel Plan;

(b) Outline Green Travel Plan measures for the development including, but not limited to:
   (i) Household welcome packs – tram, train and bus timetable information relevant to the local area must be included in the pack of information provided to occupants upon occupation of a lodging house;
   (ii) Bicycle parking and facilities available on the land;
   (iii) Pedestrian routes to key destinations.

The Green Travel Plan must not be amended without the written consent of the Responsible Authority.

12. The provisions and requirements of the endorsed Green Travel Plan must be implemented and complied with to the satisfaction of the Responsible Authority and must not be varied except with the written approval of the Responsible Authority.

Provision of a Waste Management Plan

13. Before the development starts, a Waste Management Plan (WMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the WMP will be endorsed and will then form part of the permit. The WMP must be consistent with the WMP prepared by Traffix Group and dated March 2026, but modified to include the following:

   (a) The replacement of the swing safety cage gate within the bin chute room with a sliding gate or similar.
   (b) Operational details concerning the management of the moving of waste bins from the storage area to the collection point with regard to the vehicles which may be parked in the parking space. This may involve the reduction of size to the decking or similar.
   (c) The plans amended to demonstrate the placement of a hard waste storage area within the bin store.

Implementation of the Waste Management Plan

14. The provisions, recommendations and requirements of the endorsed Waste Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority and must not be varied except with the prior written consent of the Responsible Authority.

Operational and Patron Management Plan

15. Before the uses start, an Operational and Patron Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The Operational and Patron Management Plan must include, but not be limited to:

   (a) Detailed description of various activities that will occur on site. The description should contain details of when and where these activities will be taking place;
   (b) Patron Numbers;
   (c) Operating hours of each component of the use;

(d) Details of signage to be installed at the front entrance which is accessible for viewing by the general public which includes details of the complaint handling process and a contact point.
(e) Complaint handling process to effectively manage any complaints received. This must include a Complaints Register to be kept at the premises which records details of the complaint received, any action taken and the response provided to the complainant.

Implementation of the Operational and Patron Management Plan

16. The provisions and requirements of the endorsed Operational and Patron Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority and must not be varied except with the written approval of the Responsible Authority.

Control of noise

17. Before the development starts, an acoustic report prepared by a suitably qualified acoustic engineer must be submitted to and approved by the responsible authority to its satisfaction. When approved, the acoustic report will be endorsed and then form part of this permit. The acoustic report must demonstrate how the place of assembly use will comply with condition 18 of this permit.

18. Noise levels generated from the use must not exceed those required to be met under the Environment Protection Regulations 2021 and EPA Publication 1826.4 noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues, or any other equivalent or applicable State or relevant policy and should meet accepted sleep disturbance criteria EPA Publication 1254.2 and any other relevant guideline or Australian Standard.

Acoustic report after use commences

19. Within two months of the use (Place of Assembly) commencing, an acoustic report prepared by a suitably qualified acoustic engineer and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The acoustic report must demonstrate compliance with conditions 17 and 18 and that the required level of noise attenuation has been achieved or, if not, what work must be undertaken to achieve the required levels of noise attenuation.

If any additional noise attenuation measures are required, these must be installed and implemented to the satisfaction of the Responsible Authority within three months of the acoustic report being approved by the Responsible Authority, or at a later date with the written consent of the Responsible Authority. Evidence of the installation of additional noise attenuation measures in accordance with the requirements of this condition must be submitted to the Responsible Authority. Compliance testing must be undertaken with the use operating at practical worst caseloads.

Environmentally Sustainable Design Report

20. Concurrent with the endorsement of amended plans as required by Condition 1 of this permit, the Sustainability Management Plan prepared by Rewild and dated 2 April 2026 is to be endorsed and form part of this permit.

21. The provisions, recommendations and requirements of the endorsed Environmentally Sustainable Design Report must be implemented and complied with to the satisfaction of the Responsible Authority and must not be varied except with the written approval of the Responsible Authority.

Construction Management Plan

22. Before the development starts (including demolition), a Construction Management Plan (CMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The CMP must show:

    (a) Construction activity must only occur between the hours of 7.00 am and 6.00 pm, Monday to Friday, 9.00 am to 3.00 pm on Saturday and no construction on Sunday and Public Holidays;
    (a) Measures to control noise, dust and water and sediment-laden runoff Measures to maintain safe, navigable and step-free public access around and past the site;
    (b) Measures to prevent silt or other pollutants from entering into any underground drainage system or gutters within the surrounding road network;
    (c) A plan showing the location and design of a vehicle wash-down bay for construction vehicles on the site;
    (d) Measures relating to the cleaning and maintaining of surrounding road surfaces;
    (e) A site plan showing the location of any site sheds, on-site amenities, building waste storage and the like;
    (f) A plan showing the location of parking areas for construction and subcontractors' vehicles on and surrounding the site, to ensure vehicles associated with construction activity cause minimum disruption to surrounding premises. Any basement car park on the land must be made available for use by subcontractors/tradespeople upon completion of such areas, without delay;
    (g) Delivery and unloading points and expected frequency;
    (h) A traffic management plan showing truck routes to and from the site;
    (i) Swept path analysis demonstrating the ability of trucks to enter/exit the site in a safe manner for the largest anticipated truck associated with the construction;
    (j) An outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services;
    (k) Measures relating to public safety and site security including the delivery and removal of materials from the site;
    (l) Any construction lighting designed, baffled and located to prevent any adverse effect from light spill to the amenity of abutting and adjoining land;
    (m) Measures to ensure that subcontractors/tradespeople operating on the site are aware of the contents of the construction management plan;
    (n) Contact details of key construction site staff; and
    (o) Any other relevant matters including the requirements of VicRoads, the Department of Transport and Council Local Law's.

Implementation of Construction Management Plan

23. All construction (including demolition and excavation) must be carried out and complied with in accordance with the approved Construction Management Plan to the satisfaction of the Responsible Authority and must not be varied except with the prior written consent of the Responsible Authority.

Car parking layout and access

24. Before the use starts, the areas set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:

    (a) fully constructed
    (b) properly formed to such levels that may be used in accordance with the plans
    (c) surfaced with an all weather surface or seal coat (as appropriate)
    (d) drained and maintained in a continuously usable condition
    (e) line marked to indicate each car space, loading bay and/or access lane
    (f) clearly marked to show the direction of traffic along access lanes and driveways
    (g) signage which designates that the parking areas are to be used by staff and employees only

    all to the satisfaction of the Responsible Authority.

    Screening of windows

25. Before the building is occupied, all screening shown on the endorsed plans must be installed and permanently maintained in accordance with the endorsed plans. The screening measures as shown on the endorsed plans are not to be altered or removed except with the prior written consent of the Responsible Authority.

    Plant and equipment

26. No plant, equipment, services and substations other than those shown on the endorsed plans are permitted except with the prior written consent of the Responsible Authority

    Public Services

27. Any modification to existing infrastructure and services within the road reserve (including, but not limited to electricity supply, telecommunications services, gas supply, water supply, sewerage services and stormwater drainage) necessary to provide the required access to the site, must be undertaken by the permit holder to the satisfaction of the relevant authority. All expenses to undertake modification to infrastructure and services must be met by the owner of the land.

    Construction over an easement

28. No buildings are to be constructed over or works undertaken under any easement or other area of land where there is a restriction (including sewers, drains, pipes, wires or cables) under the control of a public authority, except with the prior written consent of the relevant authority.

    Permit expiry (development and use)

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

    (a) The development is not started within two years of the date of this permit.
    (b) The development is not completed within four years of the date of this permit.
    (c) The use is not started within two years of the completion of the development.
    (d) The use is discontinued for a period of two years.

    The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of *Planning and Environment Act* 1987.

Address	87 Robert Street, Bentleigh
Title details	Land in Plan of Consolidation 108993
Restrictions on title	Two covenants affect the site, covenant 1245002 and 1378927. Covenant 1245002 states: "…will not excavate or open up upon the said land any sand pit or quarry and shall not save for the purpose of erecting a dwelling house or residence and outbuildings on the said lot dig excavate take up carry away or remove from the said lot or any part thereof any sand stone or earth." Covenant 1378927 states: "…will not excavate or open up upon the said lot any sand pit or quarry and shall not save for the purpose of erecting a dwelling house or residence and outbuildings on the said lot dig excavate take up carry away or remove from the said lot or any part thereof any sand stone or earth. The proposal will not contravene the restrictive covenants. The covenant comprises two parts, firstly *"…will not excavate or open up upon the said lot any sand pit or quarry…"* this proposal is not to use or develop the land for any sand pit or quarrying purposes. Secondly, *"...shall not save for the purpose of erecting a dwelling house or residence and outbuildings on the said lot dig excavate take up carry away or remove from the said lot or any part thereof any sand stone or earth."* The proposal is to use the land for residences (being community care accommodation) alongside a place of assembly. Given the land will be used for residential purposes, it is considered that any excavation associated with the construction of the building will be within the allowances of the covenant on the land.
Zoning and Overlay Controls	Residential Growth Zone (Schedule 1) Parking Overlay (PO2-3) Infrastructure Contributions Overlay (Schedule 4)
Permit requirements	Clause 32.07-2: Use land for community care accommodation Clause 32.07-2: Use land for a place of assembly Clause 32.07-6: Construct or extend a residential building Clause 32.07-9: Construct a building or construct or carry out works for a Section 2 use (community care and place of assembly) Clause 52.06-3: Reduce the number of car parking spaces required for the Place of Assembly
Relevant Planning Scheme provisions	Clause 32.07 (Residential Growth Zone) Clause 45.09 (Parking Overlay) Clause 52.06 (Car parking) Clause 52.34 (Bicycle facilities) Clause 52.22 (Community Care Accommodation) Clause 53.18 (Stormwater Management in Urban Development) Clause 57 (Two or more dwellings on a lot and residential

	buildings of four storeys)
Seriously entertained amendments	None
Notification	Notice undertaken in accordance with Section 52 of the *Planning and Environment Act* 1987, including two notices on site and a notice mailed to the owners and occupiers of 13 surrounding properties
Submissions	68 objections received and are detailed in the report
Cultural Heritage Management Plan required	No Cultural Heritage Management Plan is required as whilst the site is located in an area identified as being of Aboriginal Cultural Heritage Sensitivity, the land has been significantly disturbed noting the existing 79.7 per cent site cover and the 96.8 per cent impervious areas. The proposal is therefore no longer a high impact activity, and a Cultural Heritage Management Plan is therefore not required.

DESCRIPTION OF PROPOSAL

Construction of a four storey building comprising 14 lodging units for Community Care and a Place of Assembly at ground level along with a reduction in the parking requirements for the Place of Assembly. Specific details of the proposal include:

- Demolition of the existing building (no permit required).
- Use of the land for community care accommodation with 14 lodging units on levels one to three (comprising ten one-bedroom units and four two-bedroom units) capable of accommodating 18 residents, with a lobby and support services at ground floor level.
- Use of the land for a place of assembly which will operate 8am to 8pm seven days a week, with 25 non-resident patrons (in addition to the residents of the community care accommodation) at any one time and two youth support service staff. Staff will be supported by volunteers including chaplaincy and community connection activities under supervision by the operator.
- Two on-site parking spaces at the rear to be associated with the place of assembly, with one to be a dual-purpose loading bay. These spaces are to be accessed from the laneway which runs parallel to the north of the site.
- 18 bicycle parking spaces, with four being dedicated visitor spaces.
- The ground floor is to have a two metre setback to the southern boundary (aside for a 6.2 metre long wall on boundary) and a street setback ranging between 4.2 metres and 5 metres.
- At first and second floor level, there is a setback to the southern boundary which ranges from 2.1 metres to 4.5 metres with a street setback ranging from 0.3 metres to 3.8 metres.
- At third floor level, there is a setback to the southern boundary which ranges from three metres to 7.3 metres and a street setback which ranges from 0.3 metres to 3.1 metres.
- Along the northern boundary, abutting the laneway, the proposed building will include a wall on boundary is proposed which runs the length of the building, being 31.24 metres and is 13.5 metres in height.
- A minimum setback of 7.7 metres to the west boundary is proposed.

The following is an artist's rendering of the proposed building when viewed from Robert Street:



Figure 1 - Artists rendering of the proposal, viewed from Robert Street

LAND DESCRIPTION AND SURROUNDING AREA

Subject site

The subject site is approximately 689.84 square metres in area and is generally a regular rectangular shaped allotment, however at the rear is a 'battle-axe' arrangement where the site adjoins the Council car park. The site fronts onto Robert Street with a 12.79 metre front boundary. An unnamed laneway runs along the northern boundary where the site shares a 42.45 metre boundary. A 3.49 metre splay is located in the north-east corner of the site to allow for pedestrian visibility where vehicles exit the laneway. A 1.83 metre wide easement runs through the middle of the property, however towards the western end of the site.

An existing Salvation Army building occupies the site and was constructed in the 1960's. The building is single storey at the front of the site, then becoming double storey at the rear and occupies the majority of the land, with the existing site coverage being 79.7 per cent.

The site is located within the Residential Growth Zone (Schedule 1) and is also affected by the Parking Overlay (PO2-3) and Infrastructure Contributions Overlay (Schedule 4) as is demonstrated in the below figures.

Surrounding area

South and south-west

To the south and south-west of the site are residential dwellings. Immediately south at 85 Robert Street is a three storey residential building which includes four dwellings, all of which have their secluded private open space areas in the form of balconies which face north and are located on their first floor.

To the site to the south-west at 90 Mitchell Street is a single storey dwelling with a large secluded private open space area to the rear which interfaces with the proposed development.

Further along Mitchell Street and Robert Street, the area includes a mix of housing types. While a number of single-storey detached dwellings remain, the area is increasingly characterised by townhouses and multi-unit residential development, reflecting the proximity to the Bentleigh Activity Centre, public transport and community services.

The land immediately south and south-west along Robert and Mitchell Streets are located in the Residential Growth Zone (Schedule 1) until 75 Robert street and 80 Mitchell Street, where the Housing Choice and Transport Zone starts. A Special Building Overlay (flooding) is located along properties to the south, however, does not extend into the subject site.

East

To the east of the site is the Council managed Bentleigh Library and Youth Hub and associate car parking facilities which is located in the Public Use Zone (Schedule 6).

West

Immediately abutting the site to the east is a Council run car park, which includes two large trees located in the south-east corner of the site and is located in the Residential Growth Zone.

North

To the north of the site is a range of commercial premises which are located on Centre Road and are within the Commercial 1 Zone. These properties are also affected by the recently introduced Built Form Overlay (BFO8) which guides the built form response in the Bentleigh Train and Tram Zone Activity Centre. A Heritage Overlay (HO160) for the Bentleigh Retail Precinct also affects the properties to the north.



Figure 2 - Aerial view of site and surrounding properties

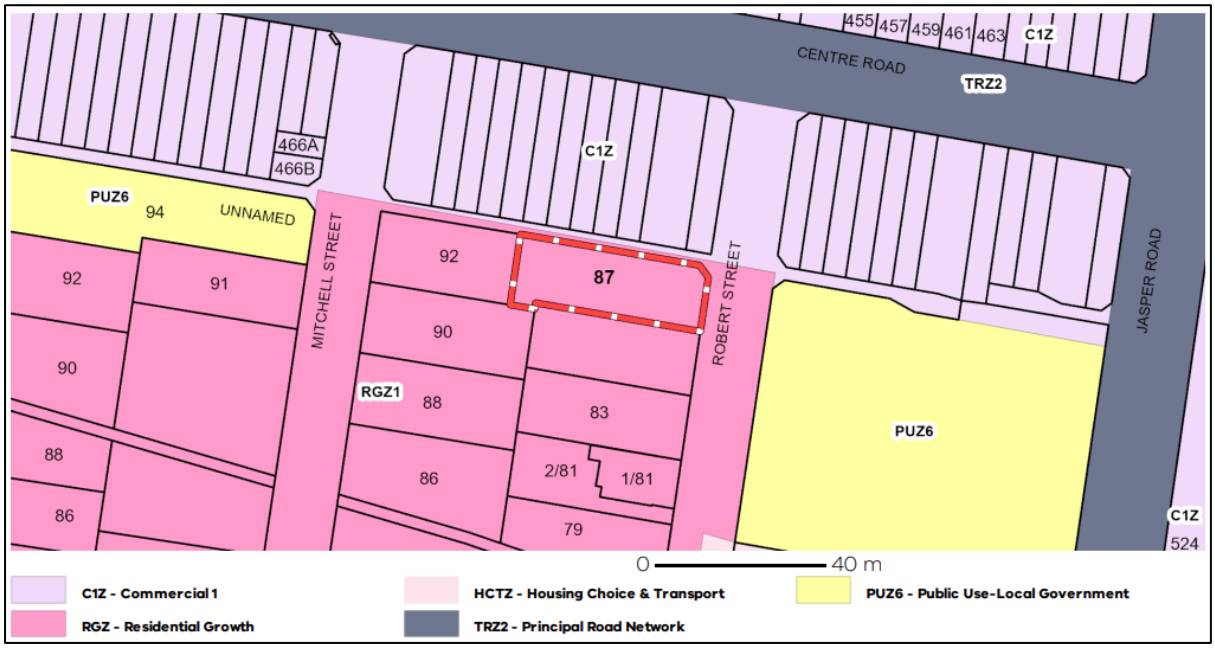


Figure 3 - Zoning of the land and surrounding properties

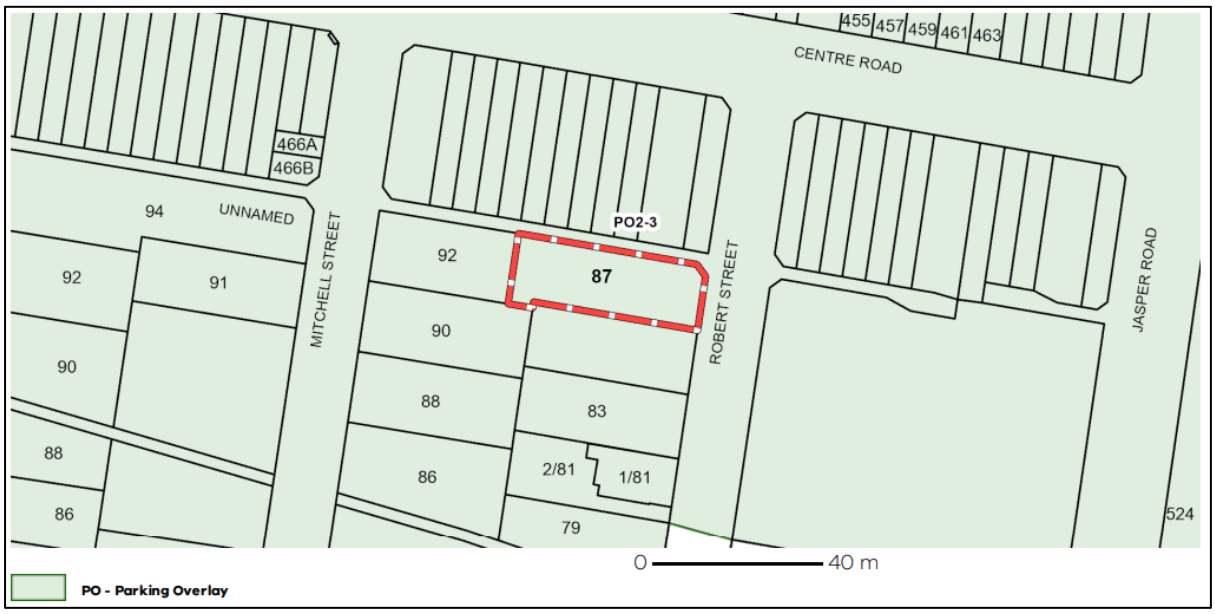


Figure 4 - Overlay controls applying to the site

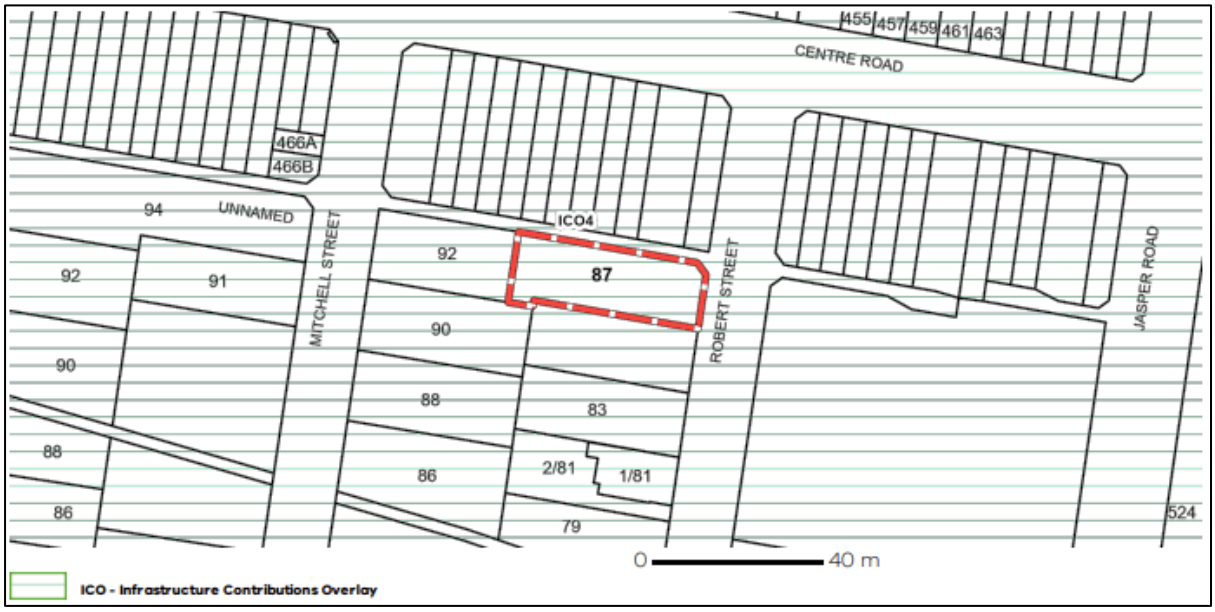


Figure 5 - Overlay controls applying to the site

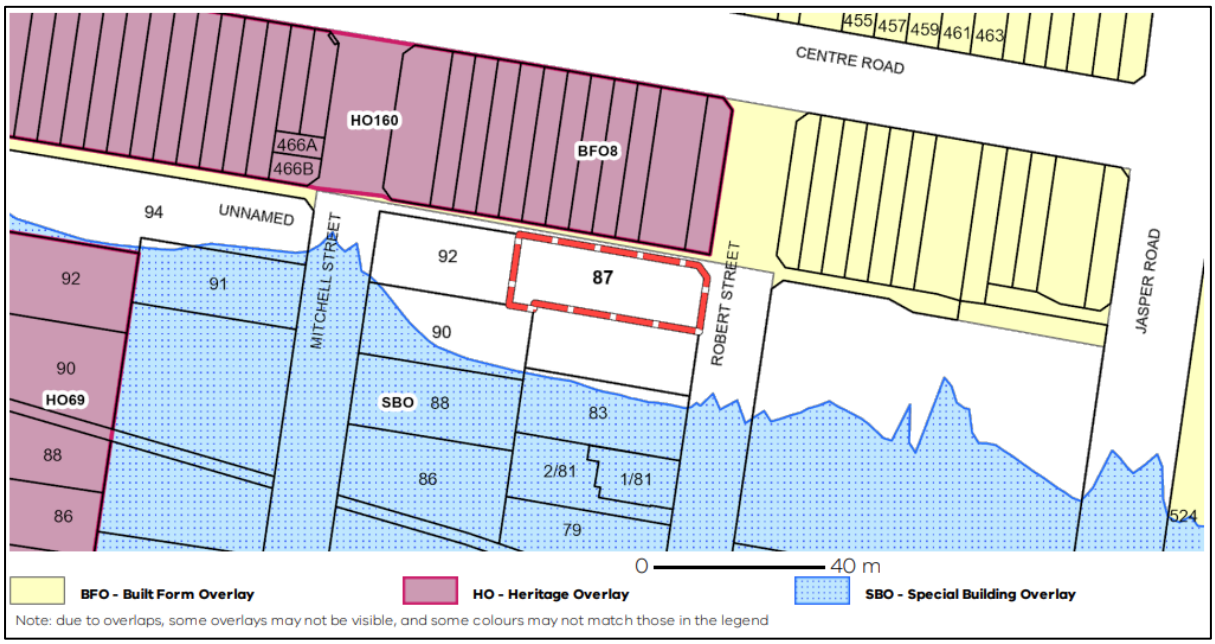


Figure 6 - Overlay controls applying to surrounding properties

CONSULTATION AND ENGAGEMENT

There were 68 objections received as part of the notification process and included the following concerns:

- Traffic and car parking.
- Safety of pedestrians and vehicles utilising the laneway.
- Loss of sunlight access/overshadowing.
- Loss of privacy/overlooking.
- Excessive building bulk/scale and overdevelopment.
- Concern of inadequate front street setback and side laneway setback.
- Concerns of proposed seating within the front setback.
- Disruption during construction.
- Inadequate information about the proposed community care.
- Concerns of community safety, security and incident management.
- Impact of noise, light, deliveries and disruptions as a result of the proposed operating hours.
- Concerns of stormwater and drainage.
- Concerns of residents who will be housed at the site, including anti-social behaviour and what support services will be required.
- Concerns on the total number of daily visitors to the site.

A planning conference was chaired by Cr. Daniel and attended by the applicant and six objectors.

No further changes were agreed to at the meeting.

Objectors reiterated and expanded on the concerns raised in their written submissions. No new matters were raised regarding the relevant Planning Scheme controls or the issues under consideration in this application.

Following the planning conference and discussions with officers, the applicant provided a draft operational management plan that set out some more of the particulars of the

operations, with the view of this providing a response to recommended condition 15. Whilst this does not form part of the lodged application documents, it is helpful with informing Council's decision on the application as it explains in more details the specific aspects of the proposal. It has been circulated to all objectors.

REFERRALS

The following is a summary of comments and requirements from relevant referral areas:

Non-statutory referrals	
Transport Planning	Council's traffic engineers provided support to the application with the following notes: • The proposed development would be ineligible for parking permits and this should be noted on the planning permit if one is issued. • It is noted that the proposed standard car parking space is only 2.4 metres. As per the statutory requirements under Clause 52.06-9, a car parking width of 2.6 metres should be provided. • A total of 18 bicycle spaces including 14 resident spaces and four visitor spaces is provided onsite, exceeding the statutory requirements. The proposed dimensions of the bicycle parking comply with the Australian Standards. • An onsite loading bay accommodating vehicles up to the size of a B99 vehicle is provided within the rear carpark. Deliveries requiring larger vehicles can be accommodated within any available on-street spaces. Based on this, Transport Engineering is satisfied with the loading arrangement. • Waste collection is proposed to be undertaken along adjacent laneway via private collection. This is consistent with the existing waste collection arrangement for the site. On this basis, Transport Engineering is satisfied with the proposed waste collection arrangement. • The floor area of the existing community facility is proposed to be reduced, as such the level of traffic generated by the proposed development is expected to be lower. The traffic generated by the proposed two car spaces is not expected to have a material impact on the operation and function of the laneway and the surrounding road network. • As outlined within the traffic report prepared by Traffix Group, the proposed community care accommodation will be operated by Salvation Army Housing. The purpose of the accommodation is to support individuals experiencing or at risk of homelessness or require specific support needs. These individuals typically experience financial distress and are not expected to own a vehicle, as such not anticipated to generate a demand for car parking. • The proposed development provides two car parking spaces onsite for the community facility. Given that the provision of two car parking spaces is an improvement to the existing condition and the community care accommodation is not expected to generate any car parking demand, Transport Engineering is satisfied with the

	proposed car parking provision.
Asset Engineering	Supportive of the application subject to notes being placed on the permit relating to drainage and storm water runoff, build over easement, laneway lighting and all relevant engineering permits (including asset protection and build over easement) to be obtained.
Landscape Officer	Council's arborist provided support to the application with the following comments: • The canopy species is supported. • The minimum canopy coverage (10 per cent has not been met) • The deep soil areas have not been demonstrated, and the planter boxes are not of adequate size. It is noted that following amended plans, the above matters have been resolved subject to a condition which is proposed to remove one canopy tree from a garden planter.
Waste Services	Waste services were supportive of the application subject to the following recommendations: • Amend the Waste Management Plan (WMP) to ensure complete accessibility and manoeuvrability of bins in and out of the chute room, as well as to and from the collection point along the bin transfer pathway. The current design is flawed and does not permit the bins clear path. • Amend the WMP to include a temporary storage space for hard rubbish in the bin store, that does not impact accessibility to bins and bins manoeuvrability.
Environmentally Sustainable Design	Council's Sustainable Design Officer provided support to the proposal subject to the ESD features and commitments being shown on the set of plans, with any features unable to be shown to be listed in a table. Council's Sustainable Design Officer additionally sought the following changes: • The proposed solar panels to be mounted on a 10-degree incline; • The proposed solar hot water system to be replaced with an electric hot water system; • The roof to be specified as a colour no darker than medium; and • That the thermal performance modelling result is either removed or provide the National Construction Code Section J4D6 façade assessment.

WHY IS A PLANNING PERMIT REQUIRED AND WHAT NEEDS TO BE CONSIDERED?

The following sets out why a planning permit is required based on the applicable planning controls in the Glen Eira Planning Scheme (the Scheme), what the applicable decision guidelines require to be considered and a list of the relevant policies and provisions in relation to this application.

Clause 32.07 (Residential Growth Zone)

Under the provisions of the Residential Growth Zone at Clause 32.07 of the Scheme, a planning permit is required to:

- Use land for community care accommodation where the requirements of Clause 52.22-2 have not been met (Clause 32.07-2)
- Use land for a Place of Assembly (Clause 32.07-2)
- Construct or extend a residential building (Clause 32.07-6)
- Construct a building or construct or carry out works for a use in Section 2 of Clause 32.07-2 (Clause 32.07-9)

It is noted that Clause 52.22-2 states the following:

> *Any requirement in the Activity Centre Zone, Capital City Zone, Commercial 1 Zone, General Residential Zone, Housing Choice and Transport Zone, Low Density Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Precinct Zone, Residential Growth Zone, Rural Living Zone or Township Zone to obtain a permit to use land for community care accommodation does not apply if all of the following requirements are met:*
>
> - *Any condition opposite the use 'community care accommodation' in the table of uses in the zone or schedule to the zone is met.*
> - *The use is:*
> - *funded by, or carried out by or on behalf of, a government department or public authority, including a public authority established for a public purpose under a Commonwealth Act; or*
> - *funded by, or carried out by, a registered National Disability Insurance Scheme (NDIS) provider if the design of the building is certified to the NDIS Specialist Disability Accommodation Design Standard by an accredited third party NDIS Specialist Disability Accommodation assessor.*
> - *No more than 20 clients are accommodated. This does not include staff.*
> - *No more than 5 persons at any one time who are not accommodated on the land may access support services provided on the land.*

The proposed community care accommodation use is not to be carried out by or on behalf of a government department, public authority or registered National Disability Insurance Scheme (NDIS) provider, therefore the above exemption does not apply.

The purpose of the zone and the applicable decision guidelines include:

> *Purpose*
>
> - *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
> - *To provide housing at increased densities in buildings up to and including four storey buildings.*
> - *To encourage a diversity of housing types in locations offering good access to services and transport including activity centres and town centres.*
> - *To encourage a scale of development that provides a transition between areas of more intensive use and development and other residential areas.*
> - *To ensure residential development achieves design objectives specified in a schedule to this zone.*
> - *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*
>
> *Decision Guidelines*

General

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of this zone.*
- *The objectives set out in a schedule to this zone.*
- *Opportunities to maximise development through consolidation of lots.*
- *The layout and appearance of areas set aside for car parking, access and egress, loading and unloading and the location of any proposed off-street car parking.*
- *The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a Housing Choice and Transport Zone, Mixed Use Zone or Residential Growth Zone.*

Dwellings, small second dwellings and residential buildings

- *For the construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings of four to six storeys, excluding a basement, the objectives, standards and decision guidelines of clause 57.*

Non-residential use and development

- *Whether the use or development is compatible with residential use.*
- *Whether the use generally serves local community needs.*
- *The scale and intensity of the use and development.*
- *The design, height, setback and appearance of the proposed buildings and works.*
- *The proposed landscaping.*
- *The provision of car and bicycle parking and associated accessways.*
- *Any proposed loading and refuse collection facilities.*
- *The safety, efficiency and amenity effects of traffic to be generated by the proposal.*

Clause 45.09 (Parking Overlay)

Whilst the site is in the Parking Overlay, a planning permit is not required under this provision as the applicable schedule provides varied parking rates in relation to student accommodation proposals only.

Clause 45.11 (Infrastructure Contributions Overlay, Schedule 4)

Schedule 4 of the Infrastructure Contributions Overlay was introduced into the Glen Eira Planning Scheme through Planning Scheme Amendment GC298 which was published in the Government Gazette and begun operation on 12 November 2026.

The Infrastructure Contributions Overlay requires monetary contributions for development specified in the Caulfield to Bentleigh Activity Centres Infrastructure Contributions Plan, September 2026.

Part 9.0 of the Schedule 4 to Clause 45.11 specifies that an application for a Planning Permit made before 1 July 2027 is exempt from payment for an infrastructure contribution. Therefore, no infrastructure contribution payments would be required in the event a permit was granted.

Clause 52.06 (Car parking)

Under the provisions of Clause 52.06 (Car parking) of the Scheme, the total number of car parking spaces required for the proposal are as follows, noting that the subject site is located in category 2 car parking area as identified in the *Car Parking Requirement Maps* (Department of Transport and Planning, 2025) (CPR maps).

- Place of assembly requires 0.15 spaces to each patron.
- Community care accommodation is not a listed use in Table 1 of Clause 52.06-5 and therefore the number of car parking spaces must be provided to the satisfaction of Council.

It is noted that if the above number is not a whole number, then the requirement is rounded down.

The place of assembly proposes 25 patrons which equates to 3.75 car spaces being required.

The application proposes two car spaces for the place of assembly use (three required) and zero car spaces for the community care accommodation. The proposal is for two car parking spaces at the rear of the site, meaning a parking reduction of one space is required for the place of assembly.

The applicable decision guidelines are:

- *The Car Parking Demand Assessment.*
- *Any relevant local planning policy or incorporated plan.*
- *The availability of alternative car parking in the locality of the land, including:*
  - *Efficiencies gained from the consolidation of shared car parking spaces.*
  - *Public car parks intended to serve the land.*
  - *On street parking in non residential zones.*
  - *Streets in residential zones specifically managed for non-residential parking.*
- *On street parking in residential zones in the locality of the land that is intended to be for residential use.*
- *The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.*
- *Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.*
- *The future growth and development of any nearby activity centre.*
- *Any car parking deficiency associated with the existing use of the land.*
- *Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.*
- *Local traffic management in the locality of the land.*
- *The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.*
- *The need to create safe, functional and attractive parking areas.*
- *Access to or provision of alternative transport modes to and from the land.*
- *The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.*
- *The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.*
- *Any other matter specified in a schedule to the Parking Overlay.*

- *Any other relevant consideration.*

Clause 52.34 (Bicycle facilities)

Under the provisions of Clause 52.34 (Bicycle facilities) of the Scheme, the total number of bicycle spaces required is as follows:

- Place of assembly uses require one bicycle space to each 1, 500 square metres of net floor area for each employee.
- Place of assembly uses require two bicycle spaces for each patron plus an additional one space for every 1, 500 square metres of net floor area.
- Residential buildings (community care accommodation) require one bicycle parking space for residents for each ten lodging rooms.
- Residential buildings (community care accommodation) require one bicycle parking space for visitors for each ten lodging rooms.

The place of assembly use is proposed to be 207 square metres in area, this results in a requirement of zero spaces for employees being required and two spaces for visitors.

The community care accommodation use is proposed to include 14 lodging rooms, this results in a requirement of one space for residents being required and one space for visitors.

The communal facility requirements in Tables 2 and 3 do not apply as there are no employee bicycle parking spaces required.

The application proposes 18 bicycle spaces in total, 14 for the use of residents within a secure parking area and four for the use of visitors located in the front setback, meaning no reduction is required.

Clause 53.18 (Stormwater Management in Urban Development)

Under the provisions of Clause 53.18 of the Scheme, consideration to the management of stormwater on development sites both during construction and post-development is given.

The purpose of Clause 53.18 is as follows:

> *To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.*

The clause requires consideration of two development standards and objectives.

It is noted that one of the standards is largely mirrored through the Clause 57 assessment in relation to meeting best practice performance objectives for stormwater quality as contained in the *Urban stormwater management guidance* (Environment Protection Authority - Publication 1739.1, 2021).

Clause 57 (Two or more dwellings on a lot and residential buildings of four storeys)

It is noted that Clause 57 of the Scheme was amended through Planning Scheme Amendment VC300 which was published in the Government Gazette on 19 March 2026.

The amendment made changes to the objectives and standards of Clause 57 as well as the operation of the Clause by introducing a 'deemed-to-comply' system.

Whilst the amendment was published in the Government Gazette on 19 March 2026, the amendment did not become operative until 16 April 2026.

Clause 32.07-6 of the Scheme includes the following transitional provision:

> *Clauses 32.07-6, 57 and 58 of this planning scheme, as in force immediately before the commencement of Amendment VC300, continue to apply to:*
> - *An application for a planning permit lodged before that date.*
> - *An application for an amendment of a permit under section 72 of the Act, if the original permit application was lodged before that date.*

The application was lodged with Council on 15 April 2026 which was before the commencement date of amendment VC300. Therefore, the above transitional provisions apply and the version of Clause 57 which this application is to be assessed against is the non 'deemed-to-comply' version.

The purpose of Clause 57 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage residential development that provides reasonable standards of amenity for existing and new residents.*
- *To encourage residential development that responds to the site and the surrounding area.*

All objectives of Clause 57 apply, other than the objectives contained in clauses 57.03-12, 57.05-3 and 57.05-7 which do not apply to the construction of a residential building.

This clause sets a series of 'objectives' that must be met, 'standards' that should be met and 'decision guidelines' that must be considered before deciding if an application meets the objective.

An assessment against the key amenity based objectives of this clause will be undertaken below, with the remainder being in the attached Clause 57 assessment sheet.

<u>Relevant planning policies to consider as part of the application</u>

The relevant policies in the Scheme include:

Clause 02.03-1 (Settlement and activity centres)

- *Support an activity centre hierarchy across the municipality that reflects the role and function of each centre to meet the needs of the Glen Eira community.*
- *Support 20-minute neighbourhoods where residents can reach employment, shops and services within a 20 minute walk, cycle or public transport trip.*
- *Direct employment and housing growth into activity centres and along transport corridors at a scale that reflects local opportunities and context.*
- *Support each activity centre to reflect its unique characteristics and the aspirations of the community it services.*

- *Facilitate activity centres to be vibrant, sustainable and liveable places and the centre of community life.*

Clause 02.03-3 (Built environment and heritage)

- *Support development and landscape outcomes that respect the amenity, character and heritage values of existing areas.*
- *Provide for a transition of built form height and scale across the City, aligned to Council's growth strategies for the municipality and local context.*
- *Support development that provides good internal amenity and outlook.*

- *Support the diversity, character and heritage of Glen Eira's residential and commercial areas.*

- *Provide for built form outcomes which respect the neighbourhood character objectives of land environed for incremental built form outcomes.*
- *Support high quality development at a scale that responds appropriately to structure plans and the local context in activity centres and other substantial change areas.*
- *Support the application of environmentally sustainable design principles for development.*

Clause 02.03-4 (Housing)

- *The highest intensity of new housing will be directed into 'substantial housing change areas' identified in City Plan, that are best placed to accommodate housing diversity and change in the most sustainable manner. Accordingly, 80 per cent of future housing growth to 2036 will be directed into Glen Eira's activity centres, being close to existing services, jobs and public transport, and along transport corridors. Within these substantial change areas, a transition of building scale and height from the activity centre's core to the surroundings will allow for amenity, character and heritage issues to be managed in response to the local context and residential interfaces.*
- *Provide for built form outcomes which respect the neighbourhood character objectives of land environed for incremental built form outcomes.*
- *Provide for built form outcomes which respect the neighbourhood character objectives of land environed for incremental built form outcomes.*

To plan for and manage housing growth in Glen Eira to meet community needs now and into the future, Council will:

- *Facilitate a diversity of housing to meet the changing needs of the community.*
- *Support housing growth across the City that reflects the level of preferred change and building scale for each local area.*
- *Focus new housing and increased population densities in locations close to transport, shops and services.*

Clause 02.04 (Strategic framework plans)

The 'Strategic framework plan' at Clause 02.04-1 (Strategic framework plan) and 'Activity centre hierarchy plan' at Clause 02.04-2 (Activity centre hierarchy plan) identify the site as being located adjacent to the Bentleigh Major Activity Centre and within an area of Substantial Change.

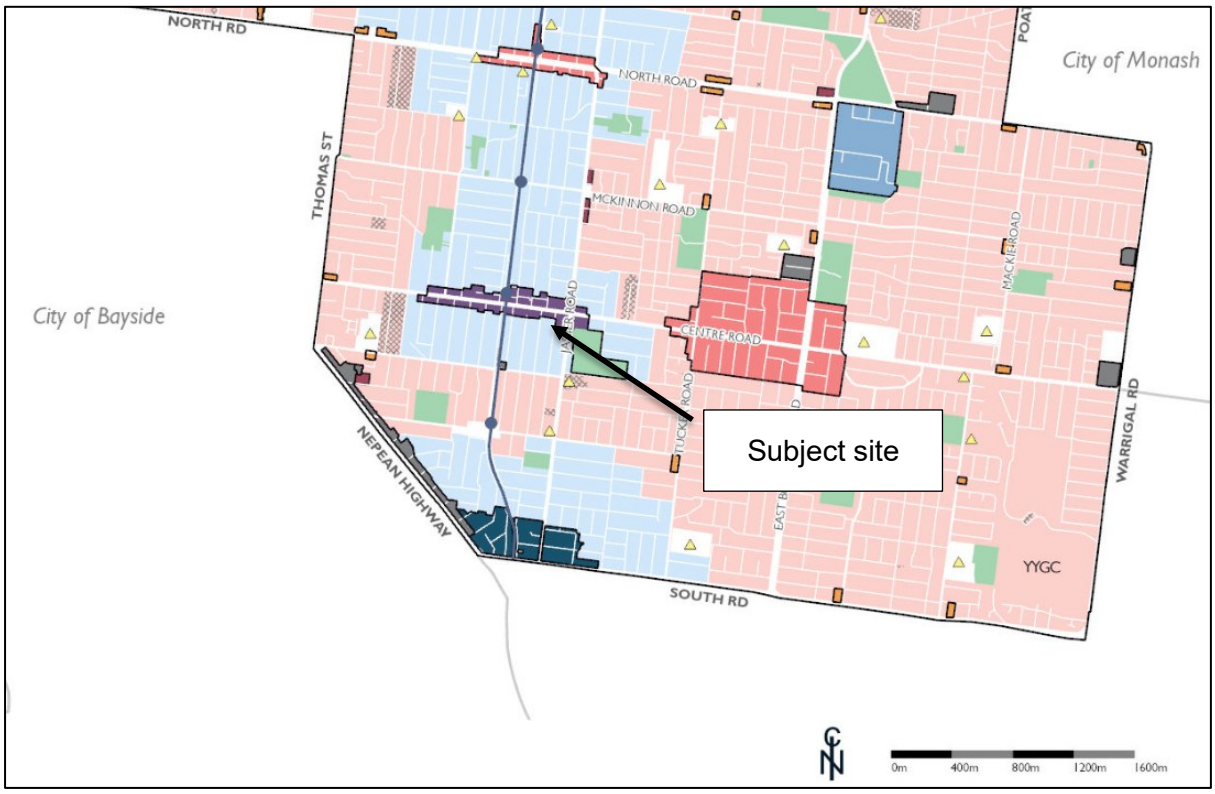


Figure 7 - Strategic framework plan

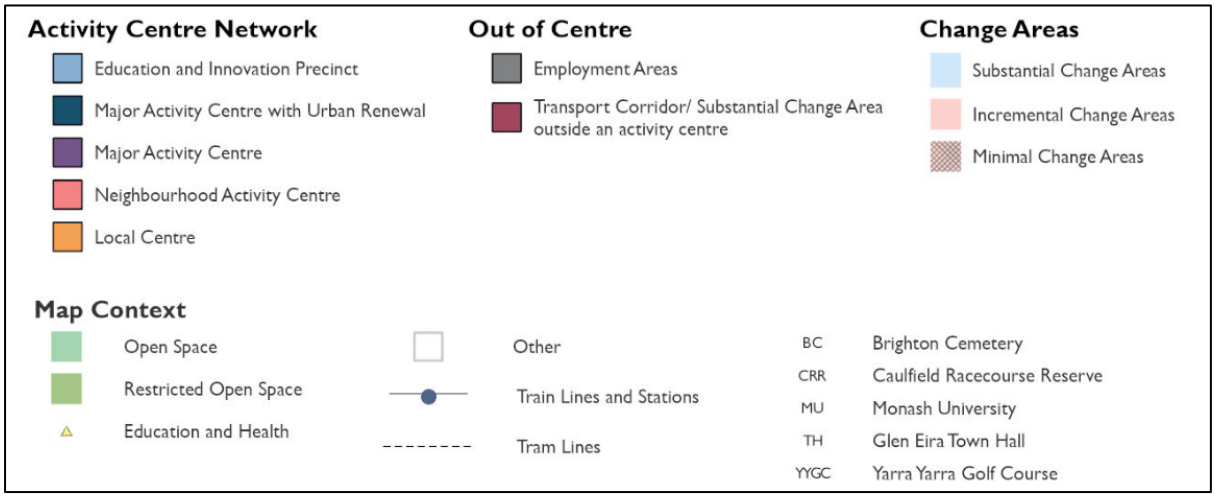


Figure 8 - Legend to strategic framework plan

Clause 11.01-1S (Settlement)

This policy seeks to at a state level facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements. This will be achieved through the following relevant strategies:

- *Plan for the delivery of 2.24 million homes across Victoria by 2051.*
- *Develop sustainable communities through a settlement framework that:*
  - *Offers a range of housing choices.*
  - *Provides convenient access to jobs, services, infrastructure and community facilities.*
  - *Takes into account regional and municipal contexts and frameworks.*

- *Manage the expansion of settlements by:*
  - *Creating and reinforcing settlement boundaries. Where no settlement boundary is identified, limit the expansion of a settlement to the extent of existing urban zoned land.*
  - *Promoting and capitalising on opportunities for urban renewal and infill redevelopment.*
  - *Limiting urban sprawl and directing growth into existing settlements.*
  - *Ensuring land that may be required for future urban expansion is not compromised.*
- *Provide for growth in population and development of facilities and services across a regional or sub-regional network in accordance with housing targets.*
- *Plan for development and investment opportunities that make best use of existing and planned transport infrastructure.*
- *Deliver networks of high-quality integrated settlements, suburbs and towns that:*
  - *Are great places with a strong identity and sense of place.*
  - *Are inclusive, prosperous, liveable and sustainable.*
  - *Comprise a form and density that supports healthy, active and sustainable transport.*
  - *Are based around compact existing or planned activity centres to maximise accessibility to facilities and services.*
  - *Concentrate retail, office-based employment, community facilities and services in central locations.*

Clause 11.02-1S (Development capacity)

This policy at state level seeks to ensure sufficient development opportunities are available to meet the needs of current and future Victorians. This will be achieved through the following relevant strategies:

- *Ensure that sufficient land is available to meet forecast demand and the needs of current and future Victorians for commercial, retail, recreational, institutional and other community needs.*
- *Planning for urban growth should consider:*
  - *Opportunities for the consolidation, redevelopment and intensification of existing urban areas with good access to jobs and services.*
  - *The liveability of neighbourhoods and delivery of quality urban landscapes.*
  - *The limits of land capability and natural hazards and environmental quality.*
  - *Service limitations and the costs of providing infrastructure.*

Clause 11.03-1R (Activity centres and precincts – Metropolitan Melbourne)

This policy at a regional level builds on the state level policy at clause 11.03-1S which seeks to encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres with good public transport services.

Relevant policy at a regional level is:

- *Locate new small scale education, health and community facilities that meet local needs in or around activity centres.*

Clause 11.03-1L (Activity centres)

This policy at a local level seeks to apply the following general strategies relevant to the application:

- *Support a transition of employment and housing growth across the activity centre network by:*
  - *Supporting housing growth to provide a transition in building scale and height from the commercial core to the lower scale residential built form within and adjoining activity centres.*
- *Discourage development that represents a significant under-development of land.*
- *Facilitate land use, building and streetscape design and public realm improvements that foster social interaction and support community life.*

Clause 13.07-1L (Non-residential uses and development in residential areas)

This policy at a local level seeks to:

- *Direct non-residential uses to main or secondary roads identified on the Preferred Road Abuttals for Non-Residential Uses map to this clause.*
- *Avoid non-residential uses in other locations unless the location and intensity of the use and the design of the development will not compromise residential amenity.*
- *Design and site buildings to be of a scale and character compatible with the adjoining properties, the surrounding residential area and the streetscape.*
- *Support development that is consistent with the design and siting requirements that would apply to a dwelling having regard to:*
  - *Building height.*
  - *Setbacks.*
  - *Walls on boundaries.*
  - *Front fences.*
- *Provide landscape buffers and other screening measures as necessary, to screen car parking areas, accessways and service areas from adjoining residential boundaries and the street.*
- *Avoid car parking within front setbacks where the use is not located on a preferred road abuttal as identified in the map to this Clause.*
- *Separate vehicle and pedestrian entrances.*
- *Avoid the use of accessways for drop-off and pick up.*
- *Support land use and development that is compatible with a residential environment and minimises negative amenity impacts on nearby residential properties, having regard to:*
  - *Nature and intensity of the use.*
  - *Hours of operation.*
  - *Proposed staff and visitor numbers.*
  - *Traffic movement and parking.*
  - *Type of activities to be carried out on the land.*
  - *Noise, light spill, fumes and air emissions.*
  - *Waste management, deliveries and service areas.*

Policy guidelines to the clause are as follows:

- *Preferred hours of operation (including deliveries and waste collection) between:*
  - *Monday – Friday:* *7.00am – 6.30pm*
  - *Saturdays:* *8.00am – 6.00pm*
  - *Sundays and Public Holidays:* *Not Preferred*

- *Providing a minimum landscape buffer of 3 metres from the street frontage to any car parking area, and 2 metres from a side street.*
- *Providing a minimum landscape buffer of 1 metre from car parking areas to any adjoining residential boundary.*
- *Providing a minimum landscape buffer of 0.5 metres from accessways to any adjoining residential boundary.*
- *Screening of service areas from adjoining residential boundaries.*



Figure 9 - Preferred road abuttals for non-residential uses

Clause 15.01-1S (Urban design)

This policy at a state level seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity. This will be achieved through the following strategies:

- *Require development to respond to its context in terms of character, cultural identity and heritage, natural features, surrounding landscape and climate.*
- *Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.*
- *Ensure the interface between the private and public realm protects and enhances personal safety.*

- *Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.*
- *Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.*
- *Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.*
- *Promote good urban design along and abutting transport corridors.*

Clause 15.01-1L (Landscaping)

This policy at a local level seeks to strengthen the landscape character across Glen Eira and mitigate the impact of urban heat island effect and support community health and wellbeing. This will be achieved through the following relevant strategies:

- *Maximise retention of existing canopy trees and gardens.*
- *Integrate landscaping, including canopy trees, into development design.*
- *Ensure new landscaping responds to the landscape character of the surrounding area.*
- *Avoid adverse impacts on vegetation on adjoining properties.*
- *Provide for landscaping that will:*
  - *Soften the built form.*
  - *Positively contribute to the visual amenity and character of the area, including the public realm.*
  - *Provide for high levels of on-site amenity and privacy.*
  - *Provide shade and contribute to passive cooling of hard surfaces.*
  - *Use materials, landscape treatments and plants that are permeable, durable and resistant to adverse environmental conditions.*
- *Support urban landscaping opportunities, including green roofs, planter boxes, green walls and landscaping within building entries.*

Relevant policy guidelines are as follows:

- *Maintaining deep soil areas for canopy trees to grow to full size at maturity.*
- *In residential zones, landscaping to provide for:*
  - *The provision of a minimum of one 8 metre high canopy tree for every 8 metres of the front boundary. If the result is not a whole number, round to the nearest whole number.*

Clause 15.01-2S (Building design)

This policy at a state level seeks to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development. This will be achieved through the following relevant strategies:

- *Ensure a comprehensive site analysis forms the starting point of the design process and provides the basis for the consideration of height, scale, massing and energy performance of new development.*
- *Ensure development responds and contributes to the strategic and cultural context of its location.*

- *Minimise the detrimental impact of development on neighbouring properties, the public realm and the natural environment.*
- *Improve the energy performance of buildings through siting and design measures that encourage:*
  - *Passive design responses that minimise the need for heating, cooling and lighting.*
  - *On-site renewable energy generation and storage technology.*
  - *Use of low embodied energy materials.*
- *Ensure the layout and design of development supports resource recovery, including separation, storage and collection of waste, mixed recycling, glass, organics and e-waste.*
- *Encourage water efficiency and the use of rainwater, stormwater and recycled water.*
- *Minimise stormwater discharge through site layout and landscaping measures that support on-site infiltration and stormwater reuse.*
- *Ensure development considers and responds to transport movement networks and provides safe access and egress for pedestrians, cyclists and vehicles.*
- *Ensure development provides landscaping that responds to its site context, enhances the built form, creates safe and attractive spaces and supports cooling and greening of urban areas.*

Clause 15.01-2L-01 (Building design)

This policy seeks to at a local level to:

General

- *Encourage transition in scale from larger buildings to adjacent areas of smaller scale.*
- *Achieve dwelling privacy through design and separation rather than screening.*
- *Encourage development to:*
  - *Utilise durable and sustainable building materials.*
  - *Utilise building materials that respond to local characteristics through type, colour, texture and contrast.*
  - *Utilise building materials that highlight features, create visual interest and reduce the impact of upper floors.*
  - *Consolidate and conceal building services within sites and within buildings.*
  - *Integrate any externally accessible services or substations into the façade design.*

Strategies – Impact on streetscape, public realm and public open space

- *Encourage interaction and passive surveillance of the street and public spaces with windows, balconies and design features that allow for visibility.*

Clause 15.01-2L-02 (Environmentally sustainable development)

This policy seeks to at a local level to achieve best practice in environmentally sustainable development from the design stage through to construction and operation. Relevant policy guidelines to achieve this objective are to provide a sustainability management plan and a green travel plan for a building to be used as accommodation with a gross floor area of more than 1000 square metres and a sustainable design assessment for a non-residential building with a gross floor area of between 100 and 1000 square metres.

Clause 15.01-5S (Neighbourhood character)

This policy at a state level seeks to recognise, support and protect neighbourhood character, cultural identity, and sense of place. This will be achieved through the following relevant strategies:

- *Support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character.*
- *Ensure the preferred neighbourhood character is consistent with medium and higher density housing outcomes in areas identified for increased housing.*
- *Ensure development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by respecting the:*
  - *Pattern of local urban structure and subdivision*
  - *Underlying natural landscape character and significant vegetation*
  - *Neighbourhood character values and built form that reflect community identity.*

Clause 16.01-1S (Housing supply)

This policy at a state level seeks to facilitate well-located, integrated and diverse housing that meets community needs. This will be achieved through the following relevant strategies:

- *Plan to accommodate housing targets specified in this clause by ensuring zones and overlays deliver sufficient realisable development capacity.*
- *Ensure that an appropriate quantity, quality and type of housing is provided, including aged care facilities and other housing suitable for older people, supported accommodation for people with disability, rooming houses, student accommodation and social housing.*
- *Encourage higher density housing development on sites that are well located in relation to jobs, services and public transport.*
- *Support opportunities for a range of income groups to choose housing in well-serviced locations.*

Clause 16.01-1R (Housing supply – Metropolitan Melbourne)

This policy at a regional level includes the following relevant strategies:

- *Create development opportunities to meet housing targets, population growth and create a sustainable city by developing housing and mixed use development opportunities in locations that are:*
  - *Areas for residential growth.*
- *Identify areas that offer opportunities for more medium and high density housing near employment and transport in Metropolitan Melbourne.*

Clause 16.01-1L-01 (Housing supply)

This policy at a local level seeks to:

Location of residential development

- *Provide for a transition of building height and scale across the municipality consistent with the scale of housing change identified on the Housing Change Area map to this clause.*
- *Direct substantial housing growth into Substantial Change Areas identified on the Housing Change Area map to this clause.*

The 'Housing change area map' at Clause 16.01-1L-01 (Housing supply) identifies the site as being within a 'Substantial Change Area'.

Clause 16.01-5L (Residential aged care and community care accommodation)

This policy at a local level seeks to ensure housing for older people and people requiring community care accommodation is located close to services, retail and social facilities, has convenient access to public transport, delivers quality living environments for occupants and minimises off-site amenity impacts. This will be achieved through the following relevant strategies:

- *Direct accommodation for older people and community care accommodation to the following locations:*
  - *Areas identified for substantial housing change at Clause 16.01-1L-01.*
  - *Residential areas with convenient access to public transport.*
- *Provide secluded private open space, in addition to communal open space for accommodation where residents have a high degree of independence and minimal support from staff.*
- *Ensure communal open space is provided for accommodation providing moderate or maximum levels of support from staff.*
- *Ensure adequate on-site facilities and amenity and privacy levels for residents are provided to reflect the level of care to be provided.*
- *Ensure any support services provided for people who are not residents are ancillary to the primary use of the site.*
- *Site and design development to minimise off-site amenity impacts associated with car parking, lighting, plant and equipment, noise, deliveries and other facility operations.*
- *Provide landscape buffers and other screening measures as necessary, to screen car parking areas, accessways and service areas from adjoining residential boundaries and the street.*
- *Provide efficient onsite carparking and access provision for residents, visitors, staff and delivery vehicles.*

Relevant policy guidelines are as follows:

- *The use of an operational management plan or an alternative arrangement to:*
  - *Manage facilities including car parking, on-site deliveries and waste management.*
  - *Manage services provided to residents on-site and any support services provided to people who are not residents*

Design car parking and accessways to:

- *Provide clearly marked car parking areas for use by residents, visitors, staff or those who require accessible spaces.*
- *Ensure parking is provided on site to residents, visitors and staff at all times.*
- *Allow for access and egress of larger vehicles, such as minibuses, ambulances, private recycling and garbage collection vehicles to occur in a forward direction.*
- *Provide weather-protected drop-off and pick-up areas.*
- *Provide for grading of pedestrian and vehicular accessways having regard to the access and mobility needs of residents.*

Clause 18.01-1S (Land use and transport integration)

This policy at a state level seeks to facilitate access to social, cultural and economic opportunities by effectively integrating land use and transport. This will be achieved by supporting urban development that makes jobs and services more accessible, by taking advantage of all available modes of transport.

Clause 18.01-3S (Sustainable and safe transport)

This policy seeks to facilitate an environmentally sustainable transport system that is safe and supports health and wellbeing. This will be achieved by designing development to promote walking, cycling and the use of public transport, in that order, and minimise car dependency.

Clause 18.02-4-01 (Road system and access)

This policy at a local level seeks to:

- *Minimise new crossovers on key road corridors, safe cycling routes and pedestrian priority streets.*
- *Separate pedestrian and vehicular accessways in commercial and mixed use development.*

Clause 18.02-4L-02 (Car parking)

This policy at a local level seeks to ensure an adequate supply of car parking that is appropriately designed and located. This will be achieved through the following relevant strategies:

- *Allocate or require land to be set aside for car parking subject to the existing and potential modes of access including public transport, the demand for off-street car parking, road capacity and the potential for demand management of car parking.*
- *Encourage the efficient provision of car parking by consolidating car parking facilities.*

Other relevant matters

In addition to the above requirements, the assessment must have regard to the general decision guidelines at Clause 65 of the Scheme and matters set out at Section 60 of the *Planning and Environment Act 1987.* These are embedded in the assessment of this application.

Clause 71.02 of the Scheme provides the operational provisions for the planning policy framework. In relation to integrated decision making, Clause 71.02-3 sets out that:

> *Victorians have various needs and expectations such as land for settlement, protection of the environment, economic wellbeing, various social needs, proper management of resources and infrastructure. Planning aims to meet these needs and expectations by addressing aspects of economic, environmental and social wellbeing affected by land use and development.*
>
> *The Planning Policy Framework operates together with the remainder of the scheme to deliver integrated decision making. Planning and responsible authorities should endeavour to integrate the range of planning policies relevant to the issues to be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations. However, in*

bushfire affected areas, and areas subject to high, very high and extreme flood risk, planning and responsible authorities must prioritise the protection of human life over all other policy considerations.

Planning authorities should identify the potential for regional impacts in their decision making and coordinate strategic planning with their neighbours and other public bodies to achieve sustainable development and effective and efficient use of resources.

ISSUES AND DISCUSSION

Does the proposal respond appropriately to the Municipal Planning Strategy and the Planning Policy Framework?

The proposal generally responds favourably to the Municipal Planning Strategy and the Planning Policy Framework.

The site is located within an area identified for substantial change in the strategic framework plan at Clause 02.04-1 and the housing change map at Clause 16.01-1L-01. This area is where the planning scheme at Clause 16.01-1R and 16.01-1L-01 seeks to direct development opportunities as they relate to high intensity development. Clause 16.01-5L also seeks to direct community care accommodation into these areas of substantial housing change.

Importantly, while the Bentleigh Activity Centre is defined in the planning scheme with a defined boundary, the strategic intent of the Activity Centre is not limited to a line on a Map. Activity centres operate as integrated places which rely on a range of contributory sites and uses which support this centre to function. The subject site forms part of that broader activity centre environment as an existing community service. Its location both within the Bentleigh Activity Centre and a designated Substantial Change Area reinforces the site's intent to accommodate higher and more intensive forms of development with a community-focused use. The proposal is consistent with the strategic vision for growth, housing diversity and increased activity within an established activity centre.

Community care accommodation policy at Clause 16.01-5L also seeks to provide both communal and secluded private open space to future residents, with the proposal responding with balconies to each lodging unit and 85 square metres of open garden space available to future occupants.

Clause 16.01-5L also seeks to ensure that support services provided for people who are not residents are ancillary to the primary use of the site. In this instance, the proposal includes a separately defined Place of Assembly at the ground floor level, which forms an intentional and distinct part of the development. The site has historically operated as a Salvation Army place of worship and support service from the 1960's, the proposal seeks to retain the ongoing provision of this service on the land, while incorporating community care accommodation on the upper levels.

While the support services are not strictly tied in with the operation of the accommodation component, they are complimentary to the overall purpose and use of the land and consistent with the historical use of the site. The application recognises the Place of Assembly as a separate use, and as such Council proposes to regulate these uses through permit conditions, including limiting numbers, staffing, operation hours which is proposed by the inclusion of an Operational and Patron Management Plan.

As such, consideration has been given to ensuring that the operation of the Place of Assembly does not result in any unreasonable off-site amenity impacts. The policy guidelines recommend the use of an operational management plan which has been included in the proposed conditions accordingly.

Non-residential uses and development in residential areas policy at Clause 13.07-1L seeks to ensure that any amenity impacts of non-residential use in residential areas is appropriately managed.

The policy seeks to ensure that car-parking areas are sited behind the development or behind vegetation. This proposal seeks to use the rear of the site with access from the laneway for the car parking area and appropriately responds to this requirement.

Policy guidelines include preferred hours of operations (inclusive of deliveries and waste collection) between 7:00am to 6:30pm Monday-Friday, 8:00am to 6:00pm on Saturdays and a preference for no hours on Sundays and Public Holidays.

The place of assembly is proposed to operate 8:00am to 8:00pm seven days a week.

The variation to this policy is considered acceptable, noting the site is within the catchment area for the Bentleigh Activity Centre where evening and night-time trading is expected. Additionally, the use is primarily for the occupants of the building with upwards of 25 external patrons. The activities proposed for the place of assembly relate to support services for youth experiencing homelessness. It is not expected that these activities will cause any unreasonable amenity impacts, particularly when contrasted with the use which currently operates on the land.

Should Council be of a mind to grant a planning permit it is recommended that conditions restricting deliveries to between 7:00am and 6:30 pm on Monday to Friday and 8:00am to 6:00pm on Saturdays with no deliveries on Sundays or Public Holidays. A condition is also recommended that the use of external amplified noise is not to be permitted to ensure that any noise generated by the use does not have any adverse amenity impacts on adjoining properties.

Further consideration of relevant policy relates to environmentally sustainable design at Clause 15.01-2L-02 of the Scheme. Clause 15.01-2L-02 requires a Sustainable Management Plan and a Green Travel Plan to be assessed as part of the planning permit application.

A Sustainable Management Plan was submitted with the application and demonstrates that best practice has been achieved with an overall Better Environment Sustainability Scorecard result of 56 per cent. It is noted that Council's Sustainable Design Officer sought for the sustainable design features and commitments to be clearly notated on the plans, however, should a permit be granted the Sustainable Management Plan will form an endorsed document, and this is not considered necessary. Furthermore, as the proposal meets best practice, Council cannot require further design changes.

<u>Is the proposal consistent with the purpose of the Residential Growth Zone?</u>

The purpose of the Residential Growth Zone is to implement the Municipal Planning Strategy and Planning Policy Framework; provide housing at increased densities in buildings up to and including four storey buildings; encourage a diversity of housing types in locations offering good access to services and transport including activity centres and town centres; encourage a scale of development that provides a transition between areas of more

intensive use and development and other residential areas; ensure residential development achieves design objectives specified in the schedule to the zone; and to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

The proposal aligns with the purpose of the Residential Growth Zone, by providing community care accommodation (as well as other community services) within a four-storey building in a location identified for substantial housing change and increased residential density. The proposal delivers a specialised form of housing that responds to an identified community need, it aligns with existing Council services immediately adjacent including the library and Councils own youth services hub. The location is well serviced being walking distance to public transport, community services and the Bentleigh Activity Centre.

The site also offers a transitional location between the Activity Centre Commercial zone to the north where a discretionary height limit of 21 metres is afforded under the Built Form Overlay (Schedule 8) and the lower scale residential neighbourhood to the south. It is bounded by a laneway, and car parking areas to the north and west, and as mentioned above directly abuts the Bentleigh Library and Youth Hub. These surrounding uses, the intended built form outcomes envisaged by the Zone and adjoining zones, in addition to its proximity to public transport make it well suited to a more intensive built form with a mix of community use and accommodation which is consistent with the intent of the Residential Growth Zone and the intended built form outcomes of the activity centre.

Is the design and built form acceptable?

The proposal is considered to represent an appropriate built form response to both the site and its strategic context, and specifically the built form controls.

Urban design and building policy at Clauses 15.01-1S, 15.01-2S and 15.01-2L-01 generally seek to ensure that the design of a building has responded to an analysis of the site and surrounding area. The policy also seeks to ensure that high-quality building materials and effective building layout has been achieved whilst incorporating appropriately into the public realm.

The proposal as identified above features a graduated and staggered setback approach between the residential properties to the south and the commercial shopping strip to the north. The building also uses multiple forms of rendering and tiled cladding along the façade at the points of articulation in addition to the break in visual bulk that will be afforded by the street facing balconies.

The development demonstrates clear understanding of the site constraints and advantages. The building mass is very carefully considered to utilise the vacant laneway to the north and serve as a buffer between the commercial land and the residential properties on Robert Street.

The design maximises separation from the adjoining residential townhouse which is apparent in the substantial central setbacks of the upper levels which improves outlook, solar access and reduces visual bulk which shows careful consideration of this interface.

Does the proposal cause unacceptable amenity impacts?

Off-site amenity

The directly adjoining neighbours to the subject site include:

- Units 1 to 4 85 Robert Street, being a three-storey tandem set of units located to the southern side of the proposed development which include north facing habitable room windows and balconies facing the site.
- A Council car park and the Bentleigh Library located east and west of the site.
- Commercial properties at 480 to 494 Centre Road located to the north of the site.
- A single storey dwelling at 90 Mitchell Street to the south-west of the site.

The following standards and objectives of Clause 57 guide external amenity impacts to surrounding residential land.

Clause 57.02-1 – Street setback objective (Standard E2-1):

The site is located on a corner, with the standard requiring a street setback of 4.8 metres to Robert Street and two metres to the unnamed laneway to the north.

The proposal seeks a minimum setback to the front street of 0.3 metres at the corner splay of the laneway and 2.4 metres to the main street frontage, before graduating to a 3.8 metre setback.

A zero-metre setback to the laneway is proposed.

The following decision guidelines guide Council's assessment in determining whether the objective of ensuring that the setbacks of buildings from a street respond to the existing or preferred neighbourhood character and make efficient use of the site:

- *Any relevant neighbourhood character objective, policy or statement set out in this scheme.*
- *The design response.*
- *Whether the siting of the building is constrained by the shape, dimensions, slope or other conditions of the site.*
- *Whether a different setback would be more appropriate taking into account the prevailing setbacks of existing buildings on nearby lots.*
- *The visual impact of the building when viewed from the street and from adjoining properties.*
- *Whether a different setback affects the ability to retain or plant canopy trees.*

It is noted that to the north of the site where the zero-metre setback is proposed, there are generally no sensitive interfaces, with the properties to the north being commercial. There are two residential 'shop-top' dwellings, however the rear interface is limited to car parking. It is also noted that the existing building at the site has a wall located on the boundary with the laneway.

The street setback to Robert Street allows for a graduated setback design, being located 2.4 metres from the street where the site is closest to the Centre Road properties which have a zero-metre setback to Robert Street and graduating to 3.8 metres where the proposal meets the interface with 85 Robert Street which has a 4.8 metre setback.

The graduated setbacks help established an appropriate transition between the commercial activity centre and the residential properties to the south.

Clause 57.02-3 – Side and rear setbacks objective (Standard E2-3):

The setback requirements of the proposed building to the western interface have been met.

The building has a height of 13.5 metres, with standard E2-3 requiring an 8.59 metre setback to the west boundary. An 8.8 metre setback is provided to the main wall of the third floor.

A 7.8 metre setback is provided to the third-floor balcony, however this area has a maximum height of 11.4 metres which requires a 6.49 metre setback.

Regarding the southern interface, variations to the standard are proposed as follows:

- Ground floor proposed setbacks range between 2 metres and 3.1 metres, the required setback is 1.18 metres.
- First floor proposed setbacks range between 2.1 metres and 4.5 metres, the required setback is 2.09 metres.
- Second floor proposed setbacks range between 2.1 metres and 4.5 metres, the required setback is 5.43 metres.
- Third floor proposed setbacks range between three metres and 7.3 metres, the required setback is 8.57 metres.

The objective is to ensure that the height and setback of a building from a boundary responds to the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings or small second dwellings. The following decision guidelines guide the decision maker on the acceptability of the proposal:

- *Any relevant neighbourhood character objective, policy or statement set out in this scheme.*
- *The design response.*
- *The impact on the amenity of the habitable room windows and private open space of existing dwellings or small second dwellings.*
- *Whether the wall is opposite an existing or simultaneously constructed wall built to the boundary.*
- *Whether the wall abuts a side or rear lane.*
- *Whether a different setback in a rear yard affects the ability to retain or plant canopy trees.*

As has been identified, there is a variation to the standard from the second and third floor. The following figures demonstrate the impacts at the most severe and the best points.

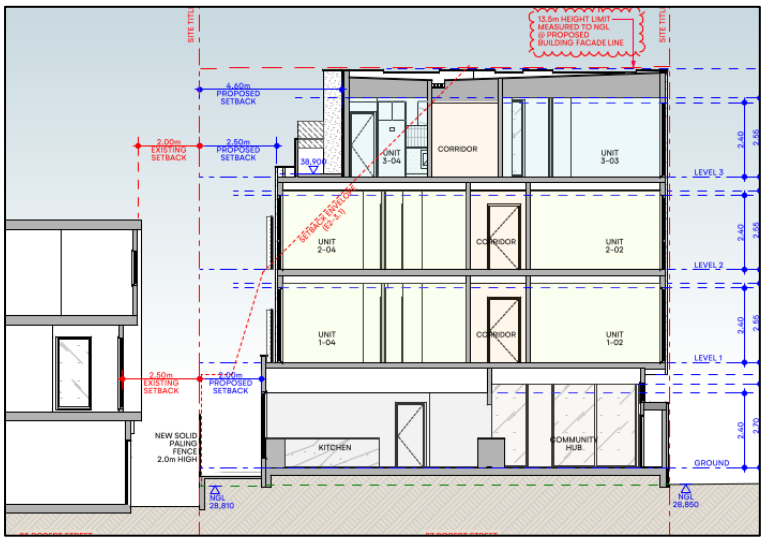


Figure 10 - Worst case southern setbacks

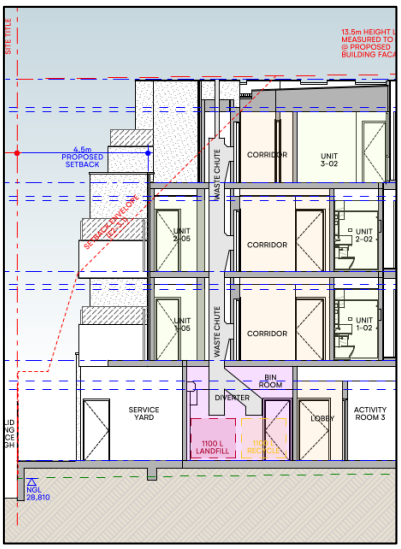


Figure 11 - Best case southern setbacks

The proposed building does seek variations to the standard, and as discussed above has deliberately been designed with orientation of the bulk to the north with generous upper-level recession to recognise the sensitive interface with the residential development to the south. The setbacks are considerable being 4.5 metres at the second floor and 7.3 metres at the first floor. The setbacks also have the added benefit of creating a sense of openness and outlook to the potential future occupants. This further serves as evidence of this development being both site responsive and transitional between the two distinct areas that it sits.

Clause 57.04-1 – Daylight to existing windows objective (Standard E4-1):

Existing habitable room windows are located on the northern side of the units at 85 Robert Street, on their respective levels one and two.

The closest habitable room windows at 85 Robert Street on level one are 5.5 metres from the highest point of the proposed development (stairwell location). The wall height of the stairwell opposite, as measured from the floor level of level one at 85 Robert Street, is 11.3 metres in height which would require a 5.65 metre setback.

At the second floor of 85 Robert Street, the maximum wall height of the proposed development is 8.0 metres above the floor level of this floor which requires a 4.0 metre setback between the habitable room windows and the development, with a 5.0 metre setback provided at the closest point.

Therefore, a variation is sought to the standard, and Council should have regard to the following decision guidelines to determine if the objective of allowing adequate daylight into existing habitable room windows has been met:

- *The design response.*
- *The extent to which the existing dwelling or small second dwelling has provided for reasonable daylight access to its habitable rooms through the siting and orientation of its habitable room windows.*
- *The impact on the amenity of existing dwellings or small second dwellings.*

The variation is minor in nature and limited to 15 centimetres for level one windows. It has been demonstrated on plans below (Windows 22 September) that it will not materially alter daylight conditions given the orientation of windows and the existing extent of the setback to balcony windows which already have their own level of shadowing which has been created by the balcony structures themselves.

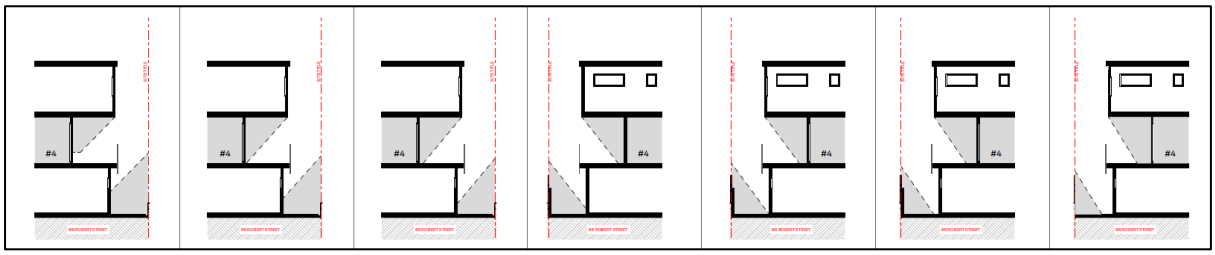


Figure 12 - Unit 1 85 Robert Street, Bentleigh – Existing balcony shadows 9am to 3pm 22 September

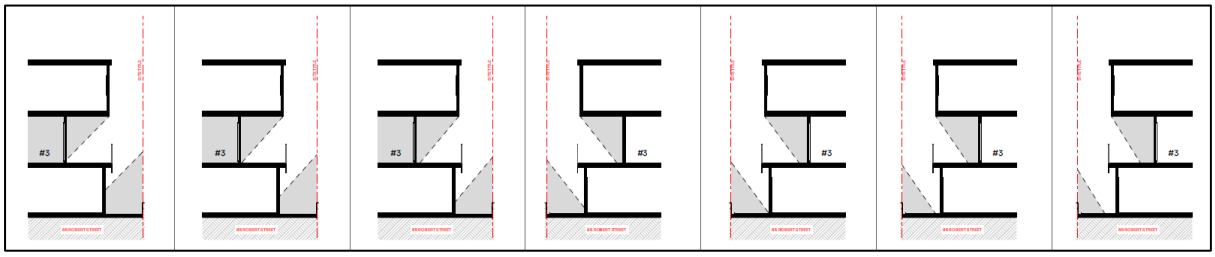


Figure 13 - Unit 2 85 Robert Street, Bentleigh – Existing balcony shadows 9am to 3pm 22 September

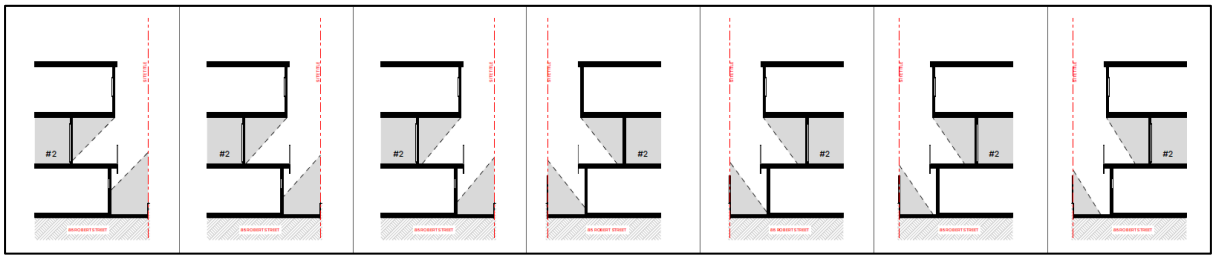


Figure 14 - Unit 3 85 Robert Street, Bentleigh – Existing balcony shadows 9am to 3pm 22 September

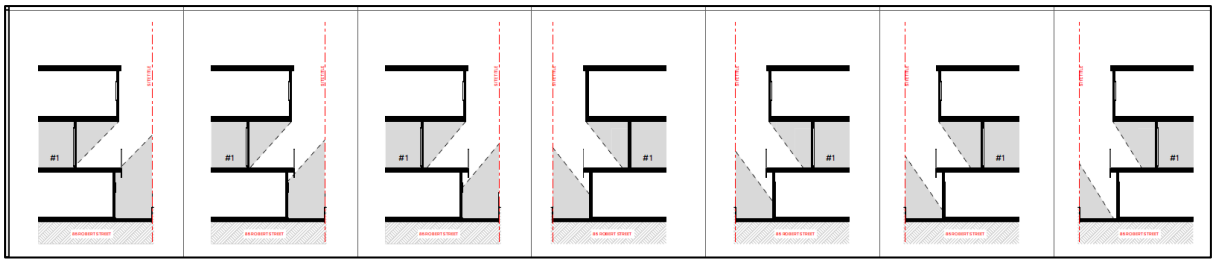


Figure 15 - Unit 4 85 Robert Street, Bentleigh – Existing balcony shadows 9am to 3pm 22 September

Clause 57.04-2 – Existing north-facing windows objective (Standard E4-2):

This standard applies to the north-facing habitable room windows at 85 Robert Street which are within three metres of the shared boundary. The assessment is generally a duplicate of the assessment against the daylight to existing windows objective, albeit with stricter requirements for north facing windows.

The following demonstrates the proposed and required setbacks to meet the standard:

- Ground floor proposed setbacks range between 2.0 metres and 3.1 metres, the required setback is 1.36 metres.
- First floor proposed setbacks range between 2.1 metres and 4.5 metres, the required setback is 3.08 metres.
- Second floor proposed setbacks range between 2.1 metres and 4.5 metres, the required setback is 6.42 metres.
- Third floor proposed setbacks range between 3.0 metres and 7.3 metres, the required setback is 9.56 metres.

Given a variation is sought to this standard, the following decision guidelines assist Council in determining if the objective of allowing adequate solar access to existing north-facing habitable room windows has been met:

- *The design response.*
- *Existing sunlight to the north-facing habitable room window of the existing dwelling or small second dwelling.*
- *The impact on the amenity of existing dwellings or small second dwellings.*

It is noted that unlike the daylight to existing windows standard, the north-facing windows standard does not allow the setback to be taken from the floor which contains the window, and instead assumes that all windows are at ground floor.

Notwithstanding, this is still a useful assessment tool to determine the actual reduction of sunlight to the affected rooms. Having regard to this consideration, the following setbacks would be required for the level one 85 Robert Street north facing windows:

- The ground floor required setback would be 1.0 metre with 2.0 to 3.1 metre setbacks provided.
- The first floor required setback would be 1.45 metres with 2.1 to 4.5 metre setbacks provided.
- The second floor required setback would be 3.43 metres with 2.1 to 4.5 metre setbacks provided.
- The third floor required setback would be 6.92 metres with minimum 3.0 and 7.3 metre setbacks provided.

From the second floor north-facing windows at 85 Robert Street, the following would be the required setbacks:

- The ground floor would be below the north-facing windows.
- The first floor required setback would be 1 metre with 2.1 to 4.5 metre setbacks provided.
- The second floor required setback would be 1.42 metres with 2.1 to 4.5 metre setbacks provided.
- The third floor required setback would be 3.87 metres with minimum 3.0 and 7.3 metre setbacks provided.

The second floor windows will still receive impacts from the development, particularly from the third floor. It is however considered that these impacts have been mitigated in the most appropriate way, noting that the central portion of the building is setback 7.3 metres from the boundary at the third floor level.

Additionally, sectional shadow diagrams provided by the applicant of the proposed conditions demonstrate that on the 22 September, only Unit 2 at 9am and 10am, unit 3 at 9am and unit 4 at 10am and 12noon will receive any shadows into these windows as demonstrated in the below figures:

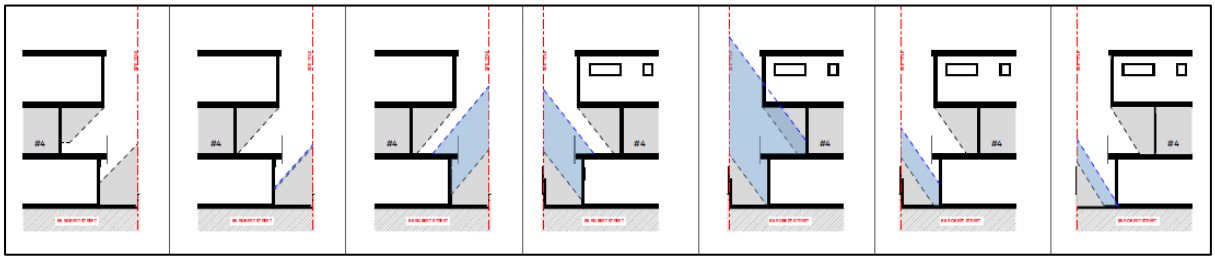


Figure 16 - Unit 1 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

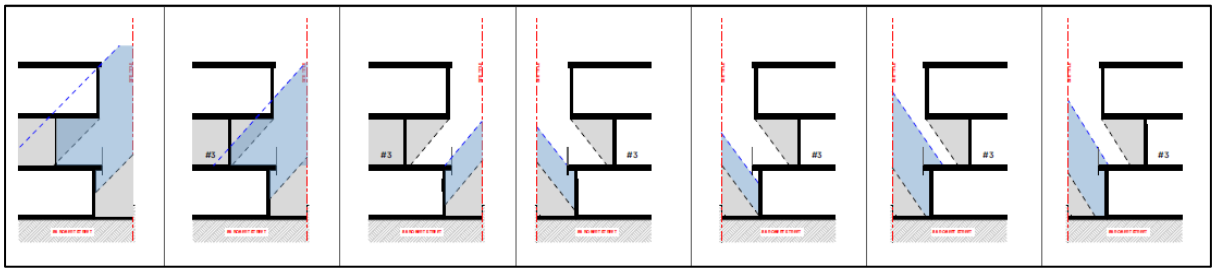


Figure 17 - Unit 2 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

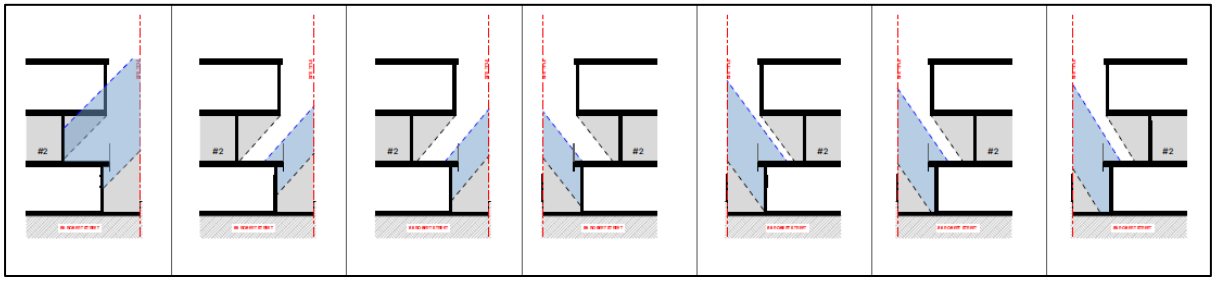


Figure 18 - Unit 3 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

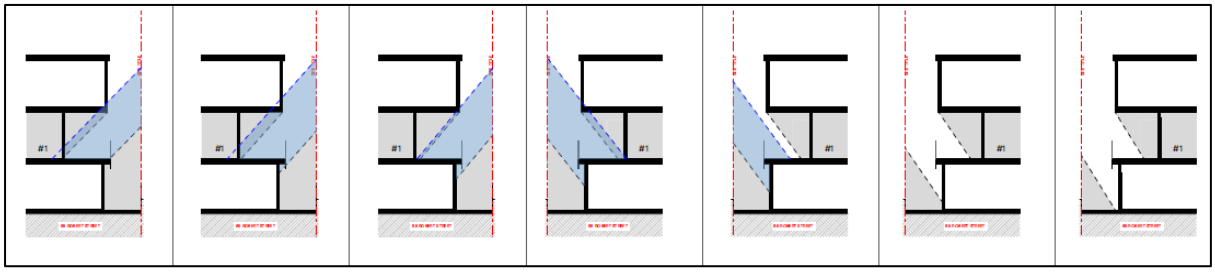


Figure 19 - Unit 4 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

Whilst the above still demonstrates these windows will receive less sunlight, it is relevant to consider the impacts to the actual affected rooms. In this instance, those rooms affected are the first floor study's of each dwelling that are also part of the stair landing area and separate from the living area shown in the below figure.

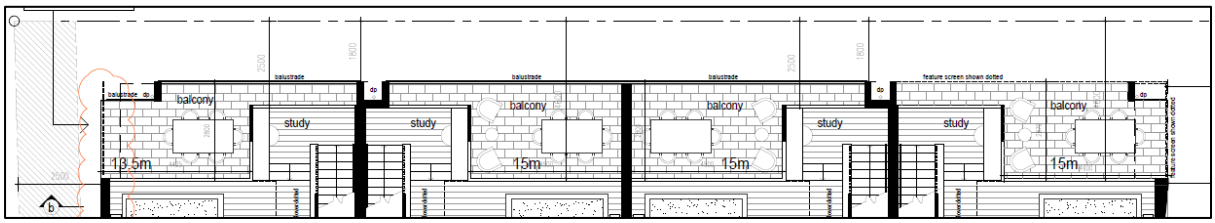


Figure 20 - Unit 1-4 85 Robert Street, Bentleigh – Excerpt of first floor plan from planning permit GE/PP-31720/2018

The windows on the second floor of Units 1-4 85 Robert Street are screened up to a height of 1.7 metres from finished floor level, which already restricts the amount of sunlight to the windows as demonstrated below.

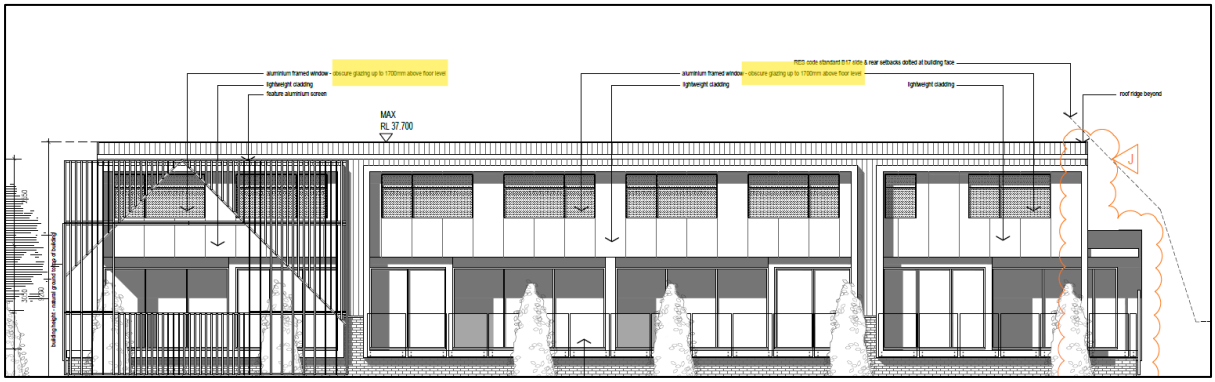


Figure 21 - Unit 1-4 85 Robert Street, Bentleigh – Excerpt of north elevation plan from planning permit GE/PP-31720/2018

Additionally, the site is expected to accommodate development of this size, and the design response indicates that the development has been moved to the northern-most point of the site as possible, noting the 16.73 metre property width.

Although the building does not fully comply with the numerical setback requirements, the assessment above shows that the actual shadow impacts are confined to only periods in the morning, only affect a portion of the window and only affect windows for secondary and smaller habitable areas (ie. not the primary living areas). As such, the townhouses will continue to receive sunlight access for most of time.

Clause 57.04-3 – Overshadowing secluded private open space objective (Standard E4-3):

Impacts from shadows of the development on the 22 September will be cast into the Secluded Private Open Space (SPOS) of five properties, the four units at 85 Robert Street and the dwelling at 90 Mitchell Street.

The balconies at 85 Robert Street each are less than 50 square metres in area, meaning that for five hours of the day between 9am and 3pm on 22 September, 50 per cent of the balcony should be free of shadows to comply with the standard. The Secluded Private Open Space of 90 Mitchell Street is 240 square metres in area, meaning that 25 square metres of unshaded space with a minimum dimension of 3 metres should be provided over five hours.

The following assessment demonstrates the existing and proposed shadow conditions.

Unit 1 85 Robert Street					
Time	SPOS area (square	Current shadows	Proposed shadows	Additional shadow	Complies?

	metres)	(square metres)	(square metres)	cast (square metres)	
9am	14.7	2.9	4	1.1	Yes
10am	14.7	2.1	5.8	3.7	Yes
11am	14.7	1.9	9.1	7.2	No
12noon	14.7	2.2	11.1	8.9	No
1pm	14.7	4.3	13.5	9.2	No
2pm	14.7	5.4	6.6	1.2	Yes
3pm	14.7	6.8	7.4	0.6	No

Unit 2 85 Robert Street					
Time	SPOS area (square metres)	Current shadows (square metres)	Proposed shadows (square metres)	Additional shadow cast (square metres)	Complies?
9am	13.5	3.2	13.5	10.3	No
10am	13.5	2.1	13.5	11.4	No
11am	13.5	1.9	6.9	5	No
12noon	13.5	1.9	2.7	0.8	Yes
1pm	13.5	3.5	5.4	1.9	Yes
2pm	13.5	5.3	10.1	4.8	No
3pm	13.5	7.3	11.7	4.4	No

Unit 3 85 Robert Street					
Time	SPOS area (square metres)	Current shadows (square metres)	Proposed shadows (square metres)	Additional shadow cast (square metres)	Complies?
9am	13.5	4.9	13.5	8.6	No
10am	13.5	3.1	9.2	6.1	No
11am	13.5	2.7	13.2	10.5	No
12noon	13.5	1.8	9.2	7.4	No
1pm	13.5	3.1	12.3	9.2	No
2pm	13.5	4.3	11.9	7.6	No
3pm	13.5	5.7	10.2	4.5	No

Unit 4 85 Robert Street					
Time	SPOS area (square metres)	Current shadows (square metres)	Proposed shadows (square metres)	Additional shadow cast (square metres)	Complies?
9am	13.2	4.7	13.2	8.5	No
10am	13.2	3.9	13.2	9.3	No
11am	13.2	2.7	13.2	10.5	No
12noon	13.2	1.6	12.6	11	No
1pm	13.2	3	8.4	5.4	No
2pm	13.2	4.7	6.7	2	No
3pm	13.2	6.5	6.5	0	Yes

90 Mitchell Street					
Time	SPOS area (square metres)	Current shadows (square metres)	Proposed shadows (square metres)	Additional shadow cast (square metres)	Complies?
9am	240	113	171	58	Yes
10am	240	67	91	24	Yes
11am	240	42	45	3	Yes
12noon	240	29	29	0	Yes
1pm	240	38	38	0	Yes
2pm	240	46	46	0	Yes
3pm	240	57	57	0	Yes

As demonstrated above, the only SPOS area that will receive the required amount of un-shaded space will be the SPOS area to 90 Mitchell Street.

To guide Council's decision on whether the objective of ensuring buildings do not significantly overshadow existing secluded private open space, the following decision guidelines should be considered:

- *The design response.*
- *The impact on the amenity of existing dwellings or small second dwellings.*
- *Existing sunlight penetration to the secluded private open space of the existing dwelling or small second dwelling.*
- *The time of day that sunlight will be available to the secluded private open space of the existing dwelling or small second dwelling.*
- *The effect of a reduction in sunlight on the existing use of the existing secluded private open space.*

The following diagrams demonstrate the extent of shadows to the Units 1 to 4 85 Robert Street balconies.

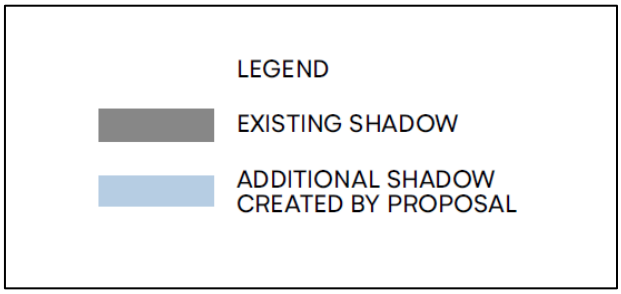


Figure 22 - Shadow plan legend

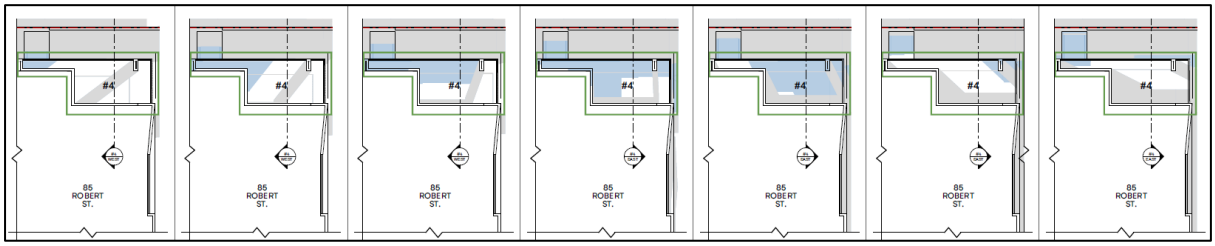


Figure 23 - Unit 1 85 Robert Street, Bentleigh – Proposed shadows 9am to 3pm 22 September

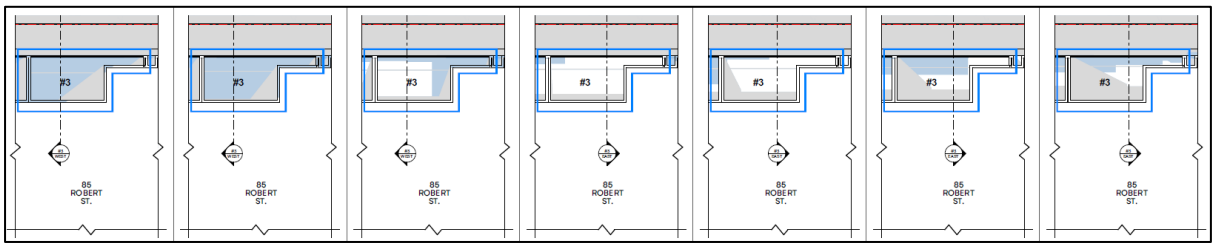


Figure 24 - Unit 2 85 Robert Street, Bentleigh – Proposed shadows 9am to 3pm 22 September

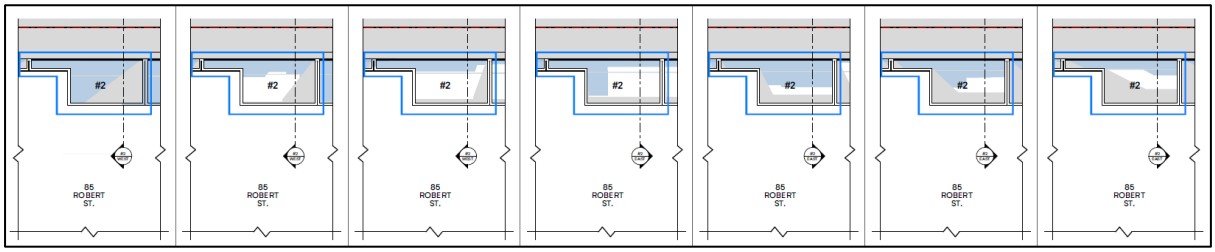


Figure 25 - Unit 3 85 Robert Street, Bentleigh – Proposed shadows 9am to 3pm 22 September

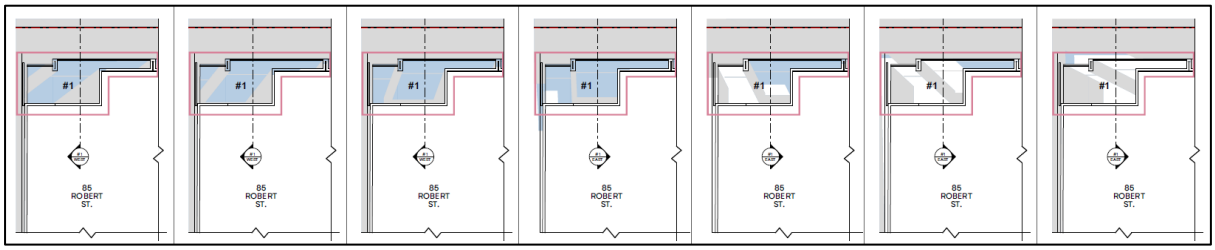


Figure 26 - Unit 4 85 Robert Street, Bentleigh – Proposed shadows 9am to 3pm 22 September

The above diagrams show the extent of additional overshadowing that will occur to the balconies of Units 1 to 4 at 85 Roberts Street, particularly in the early morning. Notwithstanding, these diagrams should be read in conjunction with the sectional diagrams provided by the applicant which provide a degree of analysis that over the course of the day, the majority of the SPOS areas remain unshaded, noting that the existing shadows from the balcony roof overhang already cast a shadow to the rear of each balcony area, with the additional shadows generally being cast on the ground of the forward part of the balcony. This results in useable areas across all balconies being maintained as shadow-free for recreational activities.

The sectional diagrams are as below:

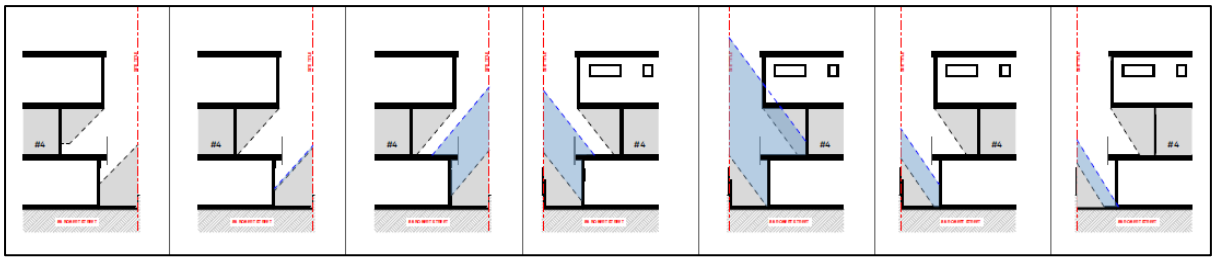


Figure 27 - Unit 1 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

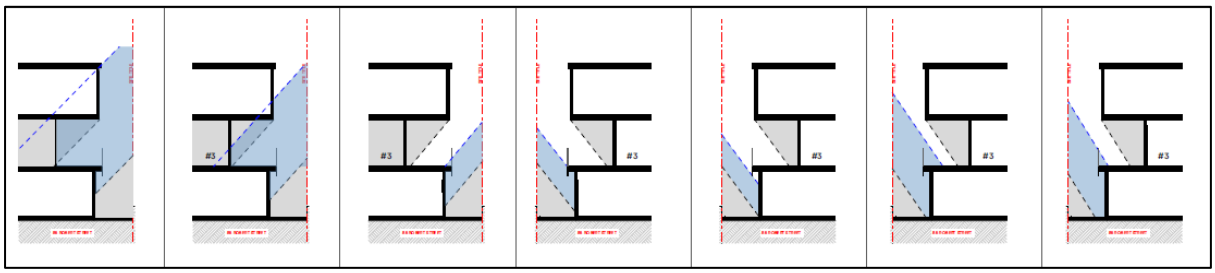


Figure 28 - Unit 2 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

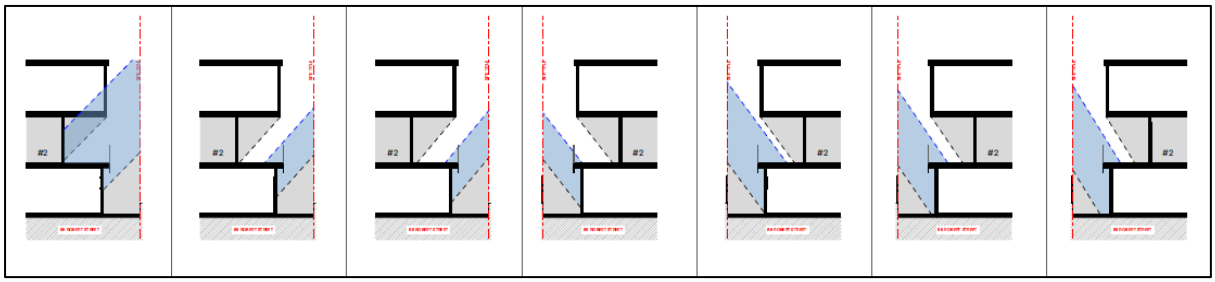


Figure 29 - Unit 3 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

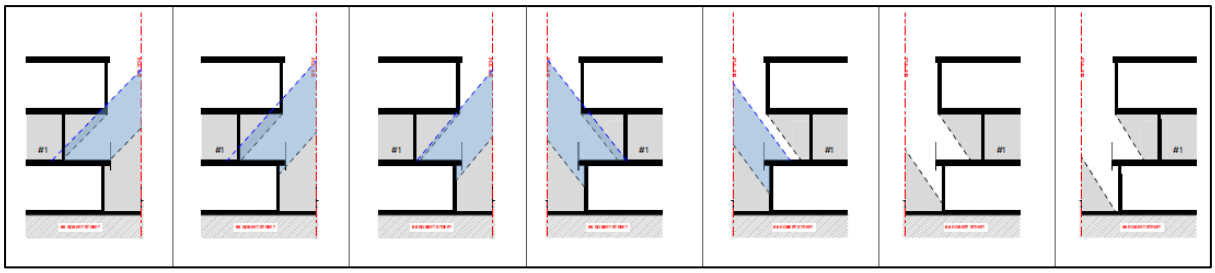


Figure 30 - Unit 4 85 Robert Street, Bentleigh – Proposed sectional shadows 9am to 3pm 22 September

Further to the above, the design response indicates that significant thought by the applicant has been undertaken in the design response, with the central portion of the proposed building effectively being 'cut out' which aids significantly in ensuring that amenity impacts from shadows are minimised.

It has been considered that the existing shadows already occupy what would ordinarily be considered the most useable parts of the SPOS areas, being that closest to the doors to the living rooms. The proposed shadows will generally be cast to the forward portions of the SPOS, in many cases intersecting the balustrades.

Clause 57.04-4 – Overlooking objective (Standard E4-3):

Overlooking from the subject site will be possible from the southern and western sides of the development into 85 Robert Street and 90 Mitchell Street.

The development has been assessed as meeting the requirements of the standard however in respect to the units at 85 Robert Street, with 1.7 metre high from finished floor level screens included for the balcony balustrading and habitable room windows, with the Unit 101 and 201 bedroom windows featuring a sill level at which is 1.7 metres high from the respective floor levels.

Overlooking will occur into 90 Mitchell Street from the Unit 104 and 204 balconies, noting the 9-metre overlooking arc extends into the SPOS of 90 Mitchell street as demonstrated in the highlight in the below figure. refer to the body of the assessment for an assessment against this property.

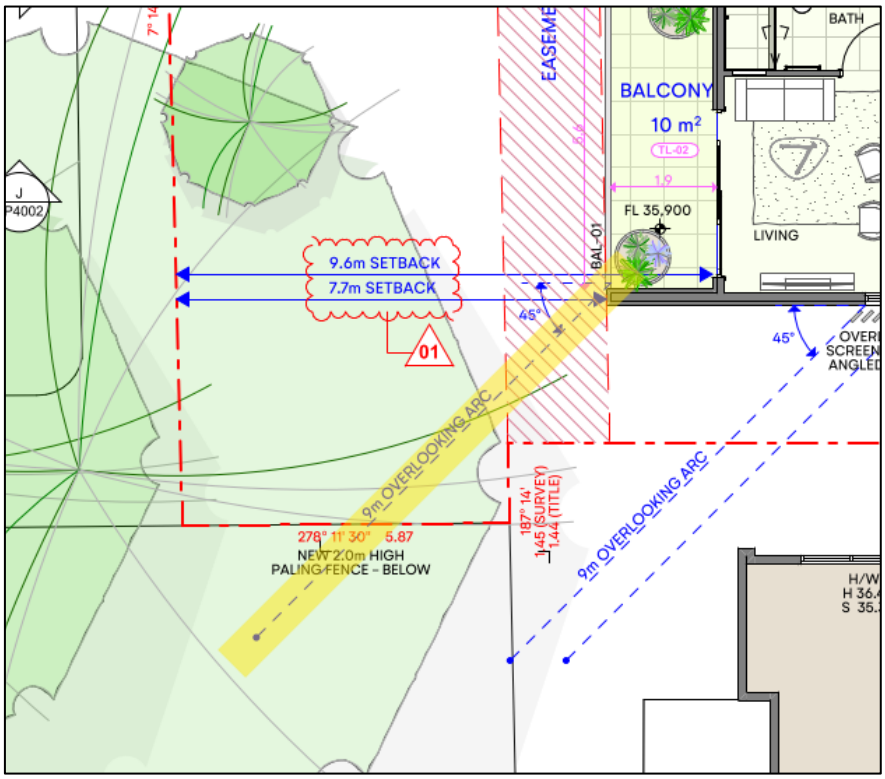


Figure 31 - Overlooking diagram demonstrating the 9 metre arc extending into the SPOS of 90 Mitchell Street

Given a variation is proposed to the standard, in deciding whether the development meets the objective of limiting views into existing secluded private open space and habitable room windows, the following decision guidelines should be considered by Council:

- *The design response.*
- *The impact on the amenity of the secluded private open space or habitable room window.*
- *The existing extent of overlooking into the secluded private open space and habitable room windows of existing dwellings or small second dwellings.*
- *The internal daylight to and amenity of the proposed dwelling, residential building or small second dwelling.*

With consideration to the above, it has been assessed by Council officers that it is likely that views will be intersected by the boundary fence, notwithstanding if views are possible, it is likely to have an impact on secluded private open space of 90 Mitchell Street. Should Council be minded to grant a permit, it is recommended that a condition being included on the planning permit requiring a screening device to a height of 1.7 metres from the finished floor level of the balconies to ensure that any amenity impacts are appropriately mitigated.

Other Amenity Matters:

In addition to the amenity considerations raised above, concerns raised by objectors include potential impacts associated with the general operation of the land, noise, lighting, deliveries,

waste management and the ongoing operation of the community services, have been considered and conditions have been recommended accordingly.

It is relevant to recognise that the proposal seeks the continued operation of the existing Salvation Army community support facility in a new purpose-built facility. The scale of this aspect of the proposal is modest in relation to the existing building on site and is limited to a maximum of 25 non-resident patrons (in addition to the residents occupying the accommodation units) and two staff members (excluding volunteers) at any one time, the hours of operation have further been restricted. While the building is four stories in height it contains only 14 lodging units and is not considered a high-density apartment development from either an occupancy or activity perspective. The absence of resident car parking further reduces the intensity of the development and use resulting in lower traffic generation to a level of activity much less than a typical apartment building and reduced impacts from this on surrounding properties.

In relation to the use and the numbers of staff, the proposal is for medium-term accommodation, with the applicant demonstrating that medium term leases will be provided to occupants for a period of one to two year terms. This is an important distinction, as it demonstrates the use is not intended for crisis or emergency accommodation and indicates a more traditional residential environment with a consistent resident cohort.

The residents live largely independently and manage their own leases, consistent with normal residential accommodation. The residents have the added benefits of two on site permanent staff during normal working hours at the community facility. Outside of these hours, the residents will be provided with 24 hour support service by the Salvation Army. They also have access to the community support facility (place of assembly). Whilst up to 18 residents are suggested by the applicant, it is not considered appropriate or necessary to restrict this number through a condition, as there may be instances where a two bedroom unit is to be occupied by a familiar (ie. single parent with two children).

Other concerns raised by objectors in relation to the management of the facility have also been considered through the inclusion of a condition requirement management plans for the operation of the site. However, some matters do extend beyond the scope of planning considerations.

It is considered that the conditions have been carefully considered specifically for this use and operation to ensure Council maintains appropriate mechanisms for future enforcement to ensure compliance. Subject to these conditions, it is not considered that the proposal will result in unreasonable amenity impacts to surrounding properties.

Are the transport arrangements acceptable, including quantum of parking, layout and appearance of parking areas and the effects of traffic to be generated by the proposal?

Council must consider two matters in relation to the quantum of car parking, firstly whether the reduction of one car parking space for the place of assembly is appropriate and secondly whether the proposed zero spaces for the community care accommodation is to the satisfaction of Council.

Secondly, Council must consider whether the layout and appearance of the parking areas are suitable.

Under the provisions of Clause 52.06 (Car parking) of the Scheme, the total number of car parking spaces required for the place of assembly is three car parking spaces.

Two car parking spaces are proposed at the rear of the site, being a reduction of one space. One of the car parking spaces is to be co-used as a loading bay. Permit conditions further ensure these will be maintained for the use of the community centre.

Council's traffic engineers have been satisfied that the design of the car parking facilities is suitable, having regard to the visual sight lines and pedestrian safety. It has been recommended however that the width of the car parking spaces is increased from 2.4 metres in width to 2.6 metres in width. Given there is a vacant 2.4 metre wide area adjacent to these car parking spaces, this is considered achievable and it is recommended that this form a condition of any permit which may be granted.

The existing land use at the site is for a place of assembly, albeit in a different manner to that which is proposed with this application. Councils Traffic Engineers have had regard to the existing parking conditions, and the current proposal now provides two parking spaces on-site whereby none previously existed on site.

With regard to the provision of zero spaces for the community care accommodation, it is important to recognise that the proposal is not a conventional residential apartment development. The accommodation is intended to provide short to medium-term community care accommodation for persons requiring support services in a highly accessible allocation. The nature of the accommodation, together with he demography profile of future occupants, result in car parking demand characteristics that differ markedly from traditional residential development.

The site is located within what would constitute the wider Bentleigh Activity Centre, within a area designed for Substantial Change, specifically identified by the planning framework to accommodate increased housing opportunities in locations with excellent infrastructure. Future occupants and visitors will be within walking distance of the Bentleigh Railway Station, bus service, shops, employment opportunities, community and support services. These are precisely the types of locations where planning policy seeks to reduce reliance on private car ownership and encourage greater use of public and active transport.

The proposal further supports these objections through the provision of bicycle parking that far exceeds the statutory requirements, together with the preparation and implementation of the Green Travel Plan. These measures will provide residents with practical alternatives to private use and future reduce car parking demand.

It is also relevant that Councils Traffic Engineers have assessed the proposal and are in support of the car parking reduction associated with this use. In reaching this conclusion consideration has been given the unique use of the building, the accessibility of the site, and the provision of alternative transport options.

While concerns have been raised regarding the adequacy of car parking on the subject site, there is not traffic evidence before Council to suggest that the proposal will have any unreasonable parking impacts on the surrounding area. Rather the proposal adequately provides for the operational needs of the site as well as takes advantage of a unique opportunity afforded to this type of use in this location.

As such, overall considering the unique factors of this application including the specialised residential use, the strategic location of the site, the variety of active public transport options and the bicycle and Green Travel Plan requirements, and the support of Councils Traffic Engineers it is considered the parking on site is justified. The proposal is acceptable from a parking and traffic perspective and is not anticipated to have unreasonable adverse impacts on the wider area.

Are there any other matters that require consideration, including outstanding objector concerns?

Construction impacts

Managing the impacts of the construction process will primarily be a matter for the relevant building surveyor who is appointed as part of the building permit process. Notwithstanding, for a development of this scale, a construction management plan is standard practice and is addressed through a recommended condition.

Drainage and stormwater management

Stormwater management is controlled through this application under both Clause 53.18 and Clause 57.

For the proposal to comply with standard W2 of Clause 53.18 and standard E5-1 of Clause 57 a stormwater management system should be designed to:

- Meet the current best practice performance objectives for stormwater quality as contained in the *Urban stormwater management guidance* (Environment Protection Authority - Publication 1739.1, 2021).
- Minimise the impact of chemical pollutants and other toxicants including by, but not limited to, bunding and covering or roofing of storage, loading and work areas.
- Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.

The site should also achieve an area of 20 per cent permeability under Standard E5-1.

The proposal includes a permeable area of 10.8 per cent which is less than the required 20 per cent.

The current and existing pervious areas of the site are 3.2 per cent.

A Blue Factor Report was submitted with the accompanying Sustainable Management Plan which demonstrates that a 100 per cent rating has been achieved through the use of a 10 Kilolitre rainwater retention tank and a two square metre rain garden.

The Blue Factor report demonstrates that the proposal will meet the required reduction in total phosphorus and nitrogen run off with the total gross pollutants reduction being 69 per cent instead of 70 per cent and the total suspended solids reduction being 56 per cent instead of 80 per cent.

With regard to the total suspended solids reduction, Council has previously received confirmation from Melbourne Water that the total suspended solids and gross pollutants (litter) aspects of the standard are not designed to capture residential development of this scale.

In relation to the pervious area, whilst there is a significant increase in the area of permeability from the existing conditions, it is considered appropriate that should a permit be issued, a condition is included requiring that the paving at ground level is amended to be of a pervious material which allows for permeability across 20 per cent of the site.

Standard W3 requires consideration of the following matters during the construction period:

- Erosion and sediment.
- Stormwater.
- Litter, concrete and other construction wastes.
- Chemical contamination.

These matters will be appropriately dealt with through the submission of the construction management plan which is a recommended condition of any permit to be issued.

Community care accommodation and place of assembly

A significant proportion of objections relate to the identity of future residents, the management of the accommodation, community safety and other perceptions of the proposed use. The planning scheme must limit its consideration to the use and development of land and cannot give weight to speculative concerns regarding future occupants.

In this case, the proposed community care accommodation and Place of Assembly are uses expressly contemplated by the Planning Scheme and are located on a site that has historically accommodated support services. The site is also strategically located adjacent to the Bentleigh Activity Centre and opposite Council's Bentleigh Library and Youth Hub, which already provides community and youth-focused services.

The proposal seeks to retain an already established community function provided through a modern purpose-built facility on a strategically significant site which is immediately adjoining a commercial precinct, public transport and already more intensive degree of townhouse development.

The scale of the proposal is modest comprising 14 lodging units and a limitation of 25 visitors to the place of assembly and two staff (excluding volunteers) at any one time. It is not considered that either the use of development is comparable to a high-density apartment development or even a similarly sized residential apartment which could accommodate for more apartments than the current proposal.

The recommended conditions place restrictions to ensure the ongoing use and operation has regard to the residential interfaces. Subject to these conditions the proposal is not expected to give rise to any undue or unreasonable amenity impacts.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

Climate emergency implications have been considered in the drafting of this report

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, resource or asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

All matter required at Section 60 of the *Planning and Environment Act* 1987 have been taken into consideration as part of the assessment of this application.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
Our community has trust and confidence in our decisions

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

CONCLUSION

The proposed development has been assessed as being site responsive in the context of the location and has had appropriate regard for the relevant planning provisions and the objectives sought through both state and local planning policy. The development is considered to provide a net community benefit when having regard to the integrated decision-making requirements and will result in a reasonable amenity outcome to adjoining properties.

On this basis, it is recommended that Council issues a Notice of Decision to Grant a Planning Permit.

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Clause 57: Two or more dwelling on a lot and residential buildings of four storeys

Clause 57.02 – Neighbourhood Character

Clause 57.02-1: Street setback objective
To ensure that the setbacks of buildings from a street respond to the existing or preferred neighbourhood character and make efficient use of the site.

Does the proposal comply with Standard E2-1?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No

Standard E2-1

Walls of buildings are set back from streets:

- At least the distance specified in a schedule to the zone if the distance specified in the schedule is less than the distance specified in Table B2-1; or
- If no distance is specified in a schedule to the zone, the distance specified in Table B2-1.

Porches, pergolas and verandahs that are less than 3.6 metres high and eaves may encroach not more than 2.5 metres into the setbacks of this standard.

Table E2-1 Street setback

Development context	Minimum setback from street	Minimum setback from side street
The site is on a corner.	If there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 6 metres, whichever is the lesser.	Front walls of new development fronting the side street of a corner site are setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side

Planner's Assessment:

Refer to the body of the report.

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	If there is no building on the abutting allotment facing the front street, 6 metres for streets in a Transport Zone 2 and 4 metres for other streets.	street or 3 metres, whichever is the lesser. Side walls of new development on a corner site are setback the same distance as the setback of the front wall of any existing	

Clause 57.02-2: Building height objective To ensure that the height of buildings respond to the existing or preferred neighbourhood character.		
Does the proposal comply with Standard E2-2?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E2-2 The maximum building height does not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land. If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height does not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height does not exceed 10 metres.	**Planner's Assessment:** The Residential Growth Zone sets out a maximum building height of 13.5 metres with this proposal seeking a maximum building height of 13.5 metres. The proposal is therefore consistent with the requirements of the standard and the zone.	

Clause 57.02-3: Side and rear setbacks objective To ensure that the height and setback of a building from a boundary responds to the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings or small second dwellings.		
Does the proposal comply with Standard E2-3?	☐ Yes	☒ No

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Has the objective been met?	☒ Yes	☐ No
Standard E2-3 A new building not on or within 200mm of a boundary is set back from side or rear boundaries in accordance with either E2-3.1 or E2-3.2. Standard E2-3 is met if the building is setback in accordance with either E2-3.1 or E2-3.2, rather than needing to comply with both of these provisions: • E2-3.1: The building is setback at least 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. • E2-3.2: If the boundary is not to the south of the building, the building is setback at least 3 metres up to a height not exceeding 11 metres and at least 4.5 metres for a height over 11 metres. If the boundary is to the south of the building, the building is setback at least 6 metres up to a height not exceeding 11 metres and at least 9 metres for a height over 11 metres between south 30 degrees west to south 30 degrees east. Sunblinds, verandahs, porches, eaves, facias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the side and rear setbacks. Landings that have an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the side and rear setbacks. **Diagram E2-3.1 Side and rear setbacks**	**Planner's Assessment:** Refer to the main body of the report.	

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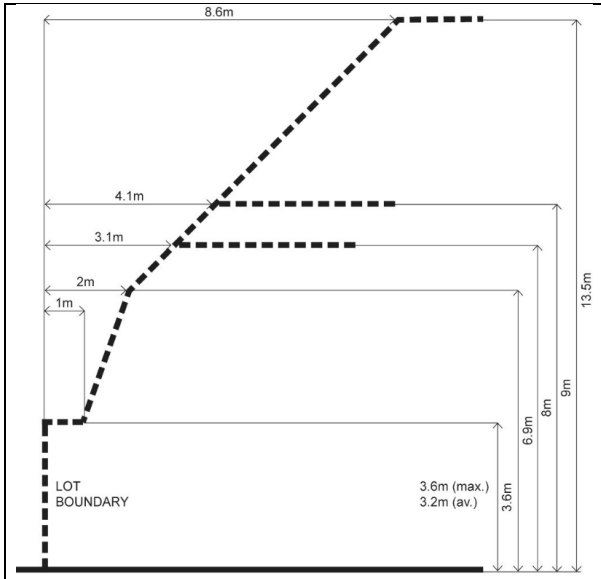

Diagram E2-3.2 Side and rear setbacks

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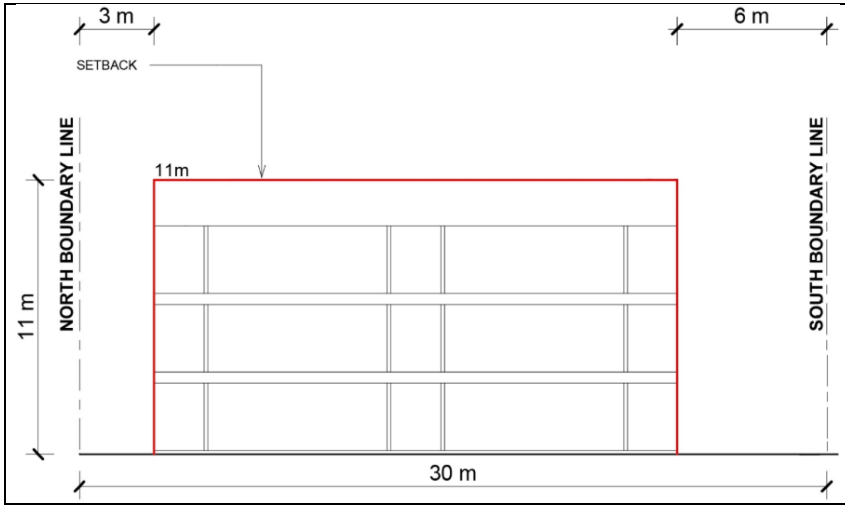

Clause 57.02-4: Walls on boundaries objective To ensure that the location, length and height of a wall on a boundary responds to the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings and small second dwellings.		
Does the proposal comply with Standard E2-4?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No

Standard E2-4	**Planner's Assessment:**
A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of a lot does not abut the boundary for a length that exceeds the greater of the following distances: • 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or • The length of existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot.	There are no walls on boundaries proposed across the development, other than the wall along the laneway which has been assessed under the street setback objective.

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A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property boundary. A building on a boundary includes a building set back up to 200mm from a boundary. The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary does not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.	

Clause 57.02-5: Site coverage objective To ensure that the site coverage responds to the existing or preferred neighbourhood character and responds to the features of the site.		
Does the proposal comply with Standard B7-5?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No

Standard E2-5

The site area covered by buildings does not exceed:

- The maximum site coverage specified in a schedule to the zone; or
- If no maximum site coverage is specified in a schedule to the zone, the percentage specified in Table E2-5.

If the maximum site coverage is specified in a schedule to a zone, it must be greater than the percentage specified in Table E2-5.

Table E2-5 Site Coverage

Zone	Area
Neighbourhood Residential Zone Township Zone	60 per cent
General Residential Zone	65 per cent
Residential Growth Zone Mixed Use Zone Housing Choice and Transport Zone	70 per cent

Planner's Assessment:

As the site is located within the Residential Growth Zone, a maximum of 70 per cent of the land may be covered by buildings.

Site coverage is proposed at 486.6 square metres of the total 689.3 square metres which is 65 per cent.

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Clause 57.02-6: Access objective To ensure the number and design of vehicle crossovers responds to the neighbourhood character.		
Does the proposal comply with Standard E2-6?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E2-6 The width of accessways or car spaces (other than to a rear lane) does not exceed: • 33 per cent of the street frontage; or • 40 per cent of the street frontage if the width of the street frontage is less than 20 metres. The number of access points to a road in a Transport Zone 2 or a Transport Zone 3 is not increased. The location of a vehicle crossover or accessway does not encroach the tree protection zone of an existing tree, that is proposed to be retained in a road by more than 10 per cent.	**Planner's Assessment:** The proposed access is to a rear lane and there is no street tree located in proximity to the access point. Therefore the standard and objective has been appropriately met.	

Clause 57.02-7: Tree canopy objectives To provide tree canopy that responds to the neighbourhood character of the area and reduces the visual impact of buildings on the streetscape. To preserve existing canopy cover and support the provision of new canopy cover. To ensure new canopy trees are climate responsive, support biodiversity, wellbeing and amenity, and help reduce urban heat.		
Does the proposal comply with Standard E2-6?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No
Standard E2-7 Provide a minimum canopy cover as specified in Table E2-7.1. **Table E2-7.1 Canopy cover**	**Planner's Assessment:** The proposal seeks to plant four canopy trees across the site utilising the Type-A planting.	

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Site area	Canopy cover
1000 square metres or less	10% of site area
More than 1000 square metres	20% of site area

Existing trees to be retained meet all of the following:

- Has a height of at least 5 metres,
- Has a trunk circumference of 0.5 metres or greater at 1.4 metres above ground level,
- Has a trunk that is located at least 4 metres from proposed buildings.

The minimum canopy cover is met using any combination of trees specified in Table B2-7.2. Existing trees that are retained can be used in calculating canopy cover.

Table E2-7.2 Tree type, canopy cover, deep soil and planter requirements

Tree type	Minimum canopy diameter at maturity	Minimum height at maturity	Minimum mature canopy cvoer	Tree in deep soil Area of deep soil	Tree in planter Volume of planter	Minimum depth of planter soil
A	4 metres	6 metres	12.6 sqm	12 square metres (min. plan dimension 2.5 metres)	12 cubic metres (min. plan dimension 2.5 metres)	0.8 metre
B	8 metres	8 metres	50.3 sqm	49 square metres (min. plan dimension 4.5 metres)	28 cubic metres (min. plan dimension 4.5 metres)	1 metre
C	12 metres	12 metres	113.1 sqm	121 square metres (min. plan dimension	64 cubic metres (min. plan dimension	1.5 metre

The combined canopy coverage of the trees is 70.2 square metres which is approximately 10.18 per cent of the site.

The proposed canopy trees are:

- One Snow Gum Tree
- Two White Crepe Myrtle
- One Swan Hill Olive Tree

Each canopy tree includes the requisite 12 square metres of deep soil area, with a minimum dimension of 2.5 metres.

It is noted that the canopy tree at the rear of the site (Swan Hill Olive Tree) has the deep soil area encroached by planter boxes for the proposed vegetable and herb garden.

It is also noted that the canopy tree appears to be co-located within one of the planter boxes.

Accordingly, a condition is recommended that the tree be located outside the planter boxes, with sectional diagrams provided demonstrating that the planter boxes will not be constructed below surface level.

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				6.5 metres)	6.5 metres)	

Provide at least one new or retained tree in the front setback and the rear setback.
Trees are located in either:

- An area of deep soil as specified in Table E2-7.2; or
- A planter as specified in Table E2-7.2.

Any tree required to be planted under this standard must be of species to the satisfaction of the responsible authority, having regard to the location and relevant geographic factors.

Clause 57.02-8: Front fences objective
To encourage front fence design that responds to the existing or preferred neighbourhood character.

Does the proposal comply with Standard E2-8?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No

Standard E2-8

A front fence within 3 metres of a street is:

- The maximum height specified in a schedule to the zone, or
- If no maximum height is specified in a schedule to the zone, the maximum height specified in Table E2-8.

Street Context	Maximum front fence height
Streets in a Transport Zone 2	2 metres
Other streets	1.5 metres

Planner's Assessment:

There is no front fence proposed, which is therefore in compliance with the standard and objective.

Clause 57.03 – Liveability

Clause 57.03-1: Dwelling diversity objective
To encourage a range of dwelling sizes and types in developments of ten or more dwellings.

Does the proposal comply with Standard E3-1?	☒ Yes	☐ No

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Has the objective been met?	☒ Yes	☐ No
Standard E3-1 Developments include at least: • One dwelling that contains a kitchen, bath or shower, bedroom and a toilet and wash basin at ground floor level for every 10 dwellings. • One dwelling that includes no more and no less than 2 bedrooms for every 10 dwellings. • One dwelling that includes no more and no less than 3 bedrooms for every 10 dwellings.	**Planner's Assessment:** It is noted that this proposal is for community care accommodation which is not nested under the 'dwelling' definition and this standard is therefore not considered to apply. Notwithstanding, should the standard apply a variation would be sought on the basis of no dwelling being located at ground floor level. This variation is considered acceptable, noting the use of elevators within the building and the short-medium term accommodation that will be provided.	

Clause 57.03-2: Parking location objective To minimise the impact of vehicular noise within developments on residents.		
Does the proposal comply with Standard E3-2?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E3-2 Habitable room windows with sill heights of less than 3 metres above ground level are setback from accessways and car parks by at least: • 1.5 metres; or • If there is a solid fence with a height of at least 1.5 metres between the accessway or car park and the window, 1 metre; or • 1 metre where window sills are at least 1.5 metres above ground level. This standard is met if an accessway or relevant car parking space is used exclusively by the resident of the building with the habitable room.	**Planner's Assessment:** This standard has been appropriately met, noting that all habitable room windows in proximity to the parking and accessways have a sill height which is greater than 3 metres from ground level.	

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Clause 57.03-3: Street integration objective To integrate the layout of development with the street to support the safety and amenity of residents.		
Does the proposal comply with Standard E3-3?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No

Standard E3-3	**Planner's Comments:**
Where a development fronts a street, a vehicle accessway or abuts public open space: • Passive surveillance is provided by a direct view from a balcony or a habitable room window to each street, vehicle accessway and public open space. • The total cumulative width of all site services to be located within 3 metres of a street, do not take up more than 20 per cent of the width of the frontage and are screened from view from the street or located behind a fence. Screens or fences are to provide no more than 25 per cent transparency. Lighting is provided to all external accessways and paths. Mailboxes are provided for each dwelling and can be communally located.	Passive surveillance is appropriately managed to the street, laneway and rear interfaces through the proposed balconies and habitable room windows. The site services are proposed to be set back from the street 4.2 metres, which is in compliance with the requirements of this standard. Wall mounted lighting is shown at the front and rear entrances, however there is no lighting shown along the path between the rear garden and the bike shelter. A condition is therefore recommended that lighting be installed in this area and designed in a manner to limit light spill to adjoining properties. There are no dwellings proposed within this development, notwithstanding mailboxes are provided within the front communal lobby area.

Clause 57.03-4: Entry objectives

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To provide each dwelling, apartment development or residential building with its own sense of identity. To provide entries with weather protection, safe design, natural light and ventilation.		
Does the proposal comply with Standard E3-4?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No

Standard E3-4	**Planner's Assessment:**
Apartment development and residential building with a shared entry An apartment development and each residential building has: • A ground level entry door, gate or walkway with a direct line of sight from a street, accessway or shared walkway. • An external covered area of at least 1.44 square metres with a minimum dimension of least 1.2 metres over the entry door to the building. • Shared corridors and common areas have at least one source of natural light and natural ventilation.	The residential building includes a shared front entrance which is clearly visible from the street. There is an external cover over the front door which has an area of approximately 18.3 square metres and a minimum dimension of 3.4 metres. Each internal corridor includes a north facing light-court which is 0.6 metres in width which will provide natural light and ventilation.

Clause 57.03-5: Private open space objectives To provide adequate private open space for the reasonable recreation and service needs of residents.		
Does the proposal comply with Standard E3-5?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No

Standard E3-5	**Planner's Assessment:**
A dwelling or residential building has private open space of an area and dimensions specified in a schedule to the zone. If no area or dimension is specified in a schedule to the zone, a dwelling or residential building has private open space with direct access from a living area, dining area or kitchen consisting of: • An area of 25 square metres of secluded private open space, with a minimum dimension of 3 metres width; or	The north facing units are required to have a secluded private open space (SPOS) area of eight square metres with a minimum dimension of 1.7 metres. . All north facing SPOS areas have a minimum area of nine square metres and a minimum depth of 2.2 metres.

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- A balcony with at least the area and dimensions specified in Table B3-5; or
- An area on a podium or similar of at least 15 square metres, with a minimum dimension of 3 metres width; or
- An area on a roof of at least 10 square metres, with a minimum dimension of 2 metres width.

If the area and dimensions of the private open space or secluded private open space is specified in a schedule to the zone;

- The area and dimensions specified in the schedule must be 25 square metres or less; and
- The area and dimensions specified for a podium, balcony or an area on a roof must be less than the area and dimensions specified in this standard.

If a cooling or heating unit is located in the secluded private open space or private open space the required area is increased by 1.5 square metres.

Where ground level private open space is provided an area for clothes drying is provided.

Table E3-5 Private open space for a balcony

Orientation of dwelling	Dwelling type	Minimum area	Minimum dimension
North (between 20 degrees west to north 30 degrees east)	All	8 square metres	1.7 metres
South (between south 30 degrees 20 degrees east)	All	8 square metres	1.2 metres
Any other orientation	Studio or 1 bedroom dwelling	8 square metres	1.8 metres
	2 bedroom dwelling	8 square metres	2 metres
	3 bedroom dwelling	12 square metres	2.4 metres

The south facing SPOS areas must have a minimum area of eight square metres and a minimum dimension of 1.2 metres.

The smallest of the three south facing SPOS areas is eight square metres to the unit 304 balcony which has a minimum depth of 1.5 metres.

The one-bedroom east and west facing balconies must have a minimum area of eight square metres and a minimum depth of 1.8 metres.

The smallest of these balconies is 10 square metres with a minimum depth of 1.9 metres.

There is one two-bedroom west facing balcony at unit 303 which to comply with the standard must have a minimum area of eight square metres and a minimum depth of two metres.

The balcony is proposed to be 12 square metres and have a minimum depth of 1.9 metres.

In considering whether the variation is appropriate and whether the objective has been met, the 100 millimetre difference is marginal and the balcony will provide for an additional four square metres to what is required. It is considered that space will be

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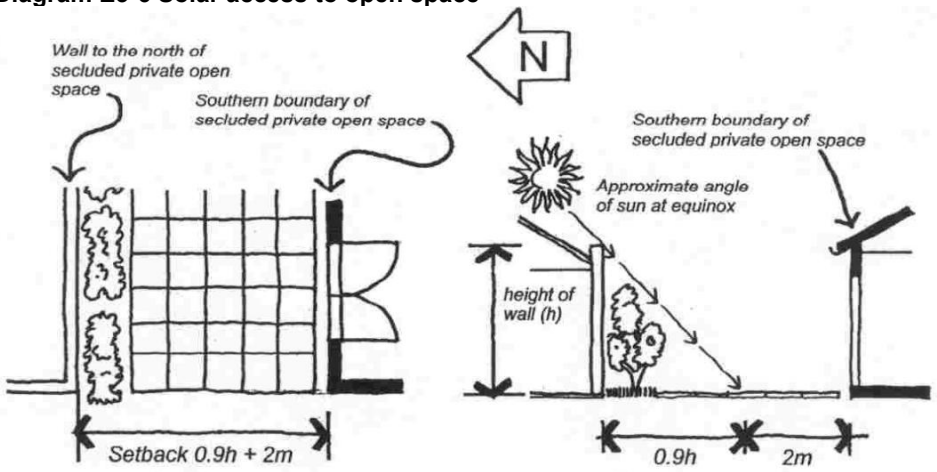
	appropriately useable for future occupants of the site and that the objective has been met.

Clause 57.03-6: Solar access to open space objective To allow solar access into the secluded private open space of new dwellings and residential buildings.		
Does the proposal comply with Standard E3-6?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No

Standard E3-6

The southern boundary of secluded private open space is set back from any wall on the north of the space at least (2 + 0.9h) metres, where 'h' is the height of the wall.

Diagram E3-6 Solar access to open space



Planner's Assessment:

The balconies to units 105, 205 and 304 will feature a wall to the northern side where the required setbacks have not been provided.

All three of these balconies have been designed in accordance with the minimum area and dimension requirements based on the southern orientation in table E3-5 and the variation is therefore considered appropriate.

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Clause 57.03-7: Functional layout objective
To ensure dwellings provide functional areas that meet the needs of residents.

Does the proposal comply with Standard E3-7?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No

Standard E3-7

Bedrooms:

- Meet the minimum internal room dimensions specified in Table E3-7.1; and
- Provide an additional area of at least 0.8 square metres to accommodate a wardrobe.

Table E3-7.1 Bedroom dimensions

Bedroom type	Minimum width	Minimum depth
Main bedroom	3 metres	3.4 metres
All other bedrooms	3 metres	3 metres

Living areas (excluding dining and kitchen areas) meet the minimum internal room dimensions specified in Table E3-7.2.

Table E3-7.2 Living area dimensions

Bedroom type	Minimum width	Minimum area
Studio and 1 bedroom dwelling	3.3 metres	10 sqm
2 or more bedroom dwelling	3.6 metres	12 sqm

Planner's Assessment:

All main bedrooms across the development are a minimum width of three metres with depth of 3.4 metres.

The secondary bedrooms in the two-unit lodging houses are shown to be a minimum of three metres in width with minimum depths of three metres.

Additionally, all bedrooms feature a wardrobe which is greater than the minimum 0.8 square metres required.

All units feature an area which is greater than the minimum area and dimensions for living rooms areas. It is noted that these dimensions have included dining areas, however given the overall size is significantly greater than the minimum requirements and that future occupants are unlikely to place dining room tables in the areas shown.

Clause 57.03-8: Room depth objective
To allow adequate daylight into single aspect habitable rooms.

Does the proposal comply with Standard E3-8?	☒ Yes	☐ No

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Has the objective been met?	☒ Yes	☐ No
Standard E3-8 The depth of a single aspect habitable room does not exceed 2.5 times the ceiling height measured from the external surface of the habitable room window to the rear wall of the room. The depth of a single aspect, open plan, habitable room may be increased to 9 metres if all the following requirements are met: • The room combines the living area, dining area and kitchen; and • The kitchen is located furthest from the window; and • The ceiling height is at least 2.7 metres measured from finished floor level to finished ceiling level, this excludes where services are provided above the kitchen; and • An overhang extends no more than 2m beyond the window of the single aspect habitable room. In Clause 57.03-8 a single aspect habitable room is a habitable room with windows on only one wall.	**Planner's Assessment:** The floor to ceiling heights across the habitable portions of the building (levels one to three) are 2.7 metres in heights, which means that single aspect habitable rooms should not exceed 6.75 metres in depth. The deepest single aspect room is six metres which therefore meets the requirements of the standard.	

Clause 57.03-9: Daylight to new windows objective To allow adequate daylight into new habitable room windows.		
Does the proposal comply with Standard E3-9?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E3-9 **Dwelling in or forming part of an apartment development** A window in an external wall of the building is provided to all habitable rooms. Where daylight to a bedroom is provided from a smaller secondary area within the bedroom, the secondary area is to have: • A minimum width of 1.2 metres.	**Planner's Assessment:** It is noted that this application is for a residential building which does not include dwellings.	

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• A maximum depth of 1.5 times the width, measured from the external surface of the window. • A window clear to the sky.	Notwithstanding, all habitable rooms include a window that is in an external wall to the building, with none being a secondary area.

Clause 57.03-10: Natural ventilation objectives To encourage natural ventilation of dwellings. To allow occupants to effectively manage natural ventilation of dwellings.		
Does the proposal comply with Standard E3-10?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E3-10 **Dwelling in or forming part of an apartment development** At least 40 per cent of dwellings have openable windows, doors or other ventilation devices in external walls of the building that provide: • A maximum breeze path through the dwelling of 18 metres. • A minimum breeze path through the dwelling of 5 metres. • Ventilation openings with approximately the same size. The breeze path is measured between the ventilation openings on different orientations of the dwelling.	**Planner's Assessment:** It is noted that this application is for a residential building which does not include dwellings. Notwithstanding, there are nine of the 14 units or 64.28 per cent which have natural ventilation paths of the requisite size.	

Clause 57.03-11: Storage objective To provide adequate storage facilities for each dwelling.		
Does the proposal comply with Standard E3-11?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E3-11 **Dwelling in or forming part of an apartment development**	**Planner's Assessment:**	

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Each dwelling has exclusive access to storage at least the total minimum storage volume that is specified in Table B3-11. **Table E3-11 Storage** **Dwelling type** / **Total minimum storage volume** / **Minimum storage volume within the dwelling** Studio / 8 cubic metres / 5 cubic metres 1 bedroom dwelling / 10 cubic metres / 6 cubic metres 2 bedroom dwelling / 14 cubic metres / 9 cubic metres 3 or more bedroom dwelling / 18 cubic metres / 12 cubic metres	It is noted that this application is for a residential building which does not include dwellings. Notwithstanding, all units include a 6 cubic metre storage cage at ground floor level with adequate storage exceeding the minimum requirements within the units.

Clause 57.04 – External Amenity

Clause 57.04-1: Daylight to existing windows objective To allow adequate daylight into existing habitable room windows.		
Does the proposal comply with Standard E4-1?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No
Standard E4-1 Buildings opposite an existing habitable room window provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot. Walls or carports more than 3 metres in height opposite an existing habitable room window are set back from the window at least 50 per cent of the height of the new wall if the wall is within a 55 degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window. Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window. **Diagram E4-1 Daylight to existing windows**	**Planner's Assessment:** Refer to the body of the report for an assessment against this objective.	

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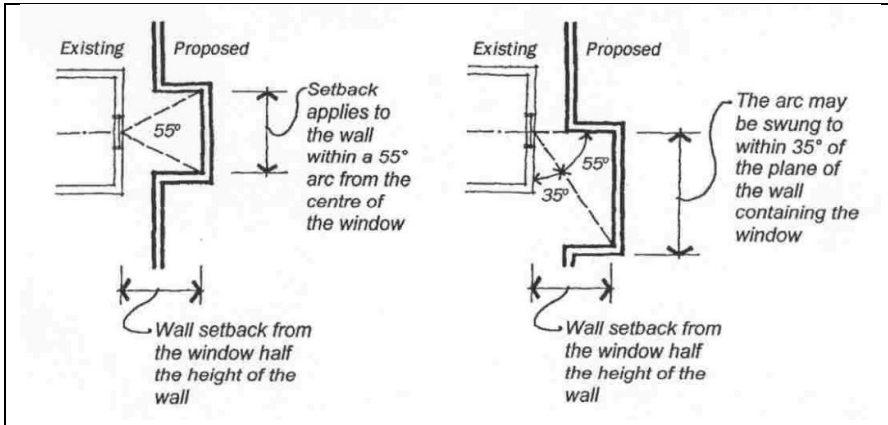	

Clause 57.04-2: Existing north-facing windows objective To allow adequate solar access to existing north-facing habitable room windows.		
Does the proposal comply with Standard E4-2?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No
Standard E4-2 Where a north-facing habitable room window of a neighbouring dwelling or small second dwelling is within 3 metres of a boundary on an abutting lot: • A new building is to be set back from the boundary by at least 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. This setback is to be provided for a distance of at least 3 metres from the edge of each side of the window. • For new buildings that meet the Standard B2-3.2 setback, the building is setback at least 6 metres up to a height not exceeding 11 metres and at least 9 metres for a height over 11 metres between south 30 degrees west to south 30 degrees east. This	**Planner's Assessment:** Refer to the body of the report for an assessment against this objective.	

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setback is to be provided for a distance of at least 3 metres from the edge of each side of the window.

For this standard a north-facing window is a window with an axis perpendicular to its surface oriented from north 20 degrees west to north 30 degrees east.

Diagram E4-2.1 North-facing windows

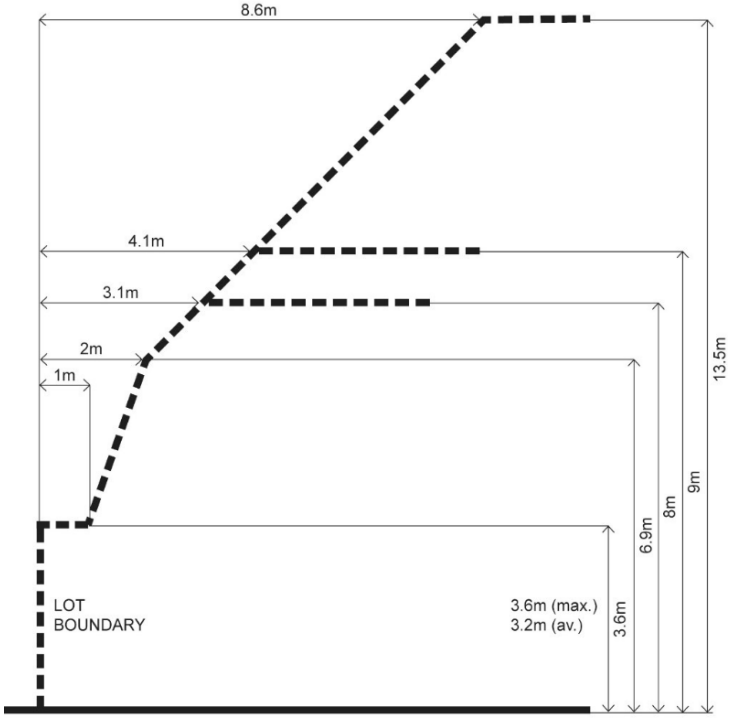

Diagram E4-2.2 North-facing windows

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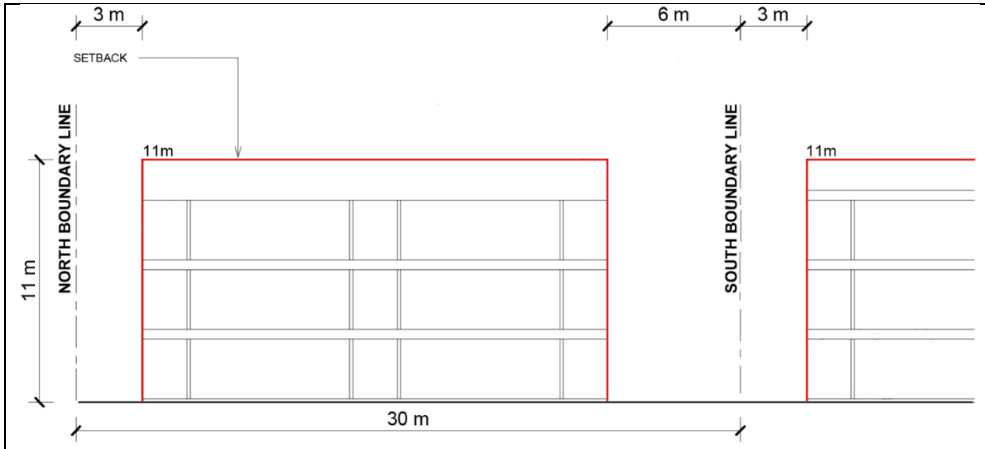

Clause 57.04-3: Overshadowing secluded open space objective To ensure buildings do not significantly overshadow existing secluded private open space.		
Does the proposal comply with Standard E4-3?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No

Standard E4-3	**Planner's Assessment:**
The area of secluded private open space that is not overshadowed by the new development is greater than: • 50 per cent, or • 25 square metres with a minimum dimension of 3 metres, whichever is the lesser area, for a minimum of five hours between 9 am and 3 pm on 22 September. If existing sunlight to the secluded private open space of an existing dwelling or small second dwelling is less than the requirements of this standard, the amount of sunlight will not be further reduced.	Refer to the body of the report for an assessment against this objective.

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Clause 57.04-4: Overlooking objective To limit views into existing secluded private open space and habitable room windows.		
Does the proposal comply with Standard E4-4?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No
Standard E4-4 In Clause 57.04-4 a habitable room does not include a bedroom. A habitable room window, balcony, podium, terrace, deck or patio is located and designed to avoid direct views into the secluded private open space of an existing dwelling or small second dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views are measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level. A habitable room window, balcony, terrace, deck or patio that is located with a direct view into a habitable room window of an existing dwelling or small second dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio: • Is offset a minimum of 1.5 metres from the edge of one window to the edge of the other; or • Has sill heights of at least 1.7 metres above floor level; or • Has fixed, obscure glazing in any part of the window below 1.7 metre above floor level; or • Has permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent; or • Has fixed elements that prevent the direct view, such as horizontal ledges or vertical fins. Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.	**Planner's Assessment:** Refer to the body of the report for an assessment against this objective.	

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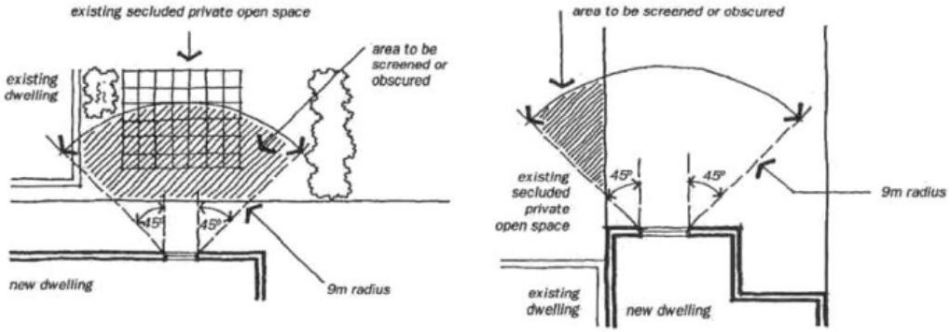
Screens used to obscure a view are: • Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels. • Permanent, fixed and durable. • Designed and coloured to blend in with the development. This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary. **Diagram E4-4 Overlooking**  	

Clause 57.04-5: Internal views objective To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.		
Does the proposal comply with Standard E4-5?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E4-5 In Clause 57.04-5 a habitable room does not include a bedroom.	**Planner's Assessment:**	

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Within the development, a habitable room window, balcony, terrace, deck or patio that is located with a direct view into the secluded private open space of another dwelling: • Is offset a minimum of 1.5 metres from the edge of the secluded private open space; or • Has a sill height of at least 1.7 metres above floor level; or • Has a fixed, visually obscure balustrade to at least 1.7 metre above floor level; or • Has permanently fixed external screens to at least 1.7 metres above floor level; or. • Has fixed elements that prevent the direct view, such as horizontal ledges or vertical fins. Direct views are measured at a height of 1.7 metres above floor level and within: • A 45 degree horizontal angle from the edge of the new window or balcony. • A 45 degree angle in the downward direction. Screens provided for overlooking are no more than 25 per cent transparent. Screens may be openable provided that this does not allow direct views as specified in this standard.	There is no area throughout the proposed development where internal views will be possible, and the proposal therefore meets the requirements of this standard.

Clause 57.05 – Sustainability

Clause 57.05-1: Permeability and stormwater management objective To reduce the impact of increased stormwater run-off on the drainage system and downstream waterways. To facilitate on-site stormwater infiltration. To encourage stormwater management that maximises the retention and reuse of stormwater. To contribute to urban cooling.		
Does the proposal comply with Standard B7-1?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No
Standard E5-1 The site area covered by the pervious surfaces is at least 20 percent of the site. The development includes a stormwater management system designed to:	**Planner's Assessment:** Refer to body of report.	

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• Meet the best practice quantitative performance objectives for stormwater quality specified in the Urban stormwater management guidance (EPA Publication 1739.1, 2021) of: - Suspended solids 80% reduction in mean annual load. - Total phosphorus and Total Nitrogen 45% reduction in mean annual load. - Litter 70% reduction of mean annual load. **Note:** A certificate generated from a stormwater assessment tool including Stormwater Treatment Objective - Relative Measurement (STORM), Model for Urban Stormwater Improvement Conceptualisation (MUSIC) or an equivalent product accepted by the responsible authority may be used to demonstrate the performance objectives for stormwater quality are met. • Direct flows of stormwater into treatment areas, garden areas, tree pits and permeable surfaces, with drainage of residual flows to the legal point of discharge.	

Clause 57.05-2: Overshadowing domestic solar energy systems objective To ensure that the height and setback of a building from a boundary allows reasonable solar access to existing domestic solar energy systems on the roofs of buildings.		
Does the proposal comply with Standard E5-2?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E5-2 Any part of a new building that will reduce the sunlight at any time between 9am and 4 pm on 22 September to an existing domestic solar energy system on the roof of a building on an adjoining lot be set back from the boundary to that lot by at least 1 metre at 3.6 metres above ground level, plus 0.3 metres for every metre of building height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. This standard applies to an existing building in a Township Zone, General Residential Zone or Neighbourhood Residential Zone. In Clause 55.05-2 domestic solar energy system means a domestic solar energy system that existed at the date the application was lodged.	**Planner's Assessment:** There are no solar panels on an adjoining property and the development is therefore in compliance with the requirements of this standard.	

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Clause 57.05-4: Solar protection to new north-facing windows objective To encourage external shading of north facing windows to minimise summer heat gain.		
Does the proposal comply with Standard E5-3?	☐ Yes	☒ No
Has the objective been met?	☒ Yes	☐ No

Standard E5-4	**Planner's Assessment:**
North facing windows are shaded by eaves, fixed horizontal shading devices or fixed awnings with a minimum horizontal depth of 0.25 times the window height.	A variation to this standard is required, noting that there are several windows located on the northern side of the building where north facing window shading devices are not provided. The north facing windows which are set back behind the proposed balconies on levels one and two do meet the requirements of the standard. A Sustainable Management Plan was submitted with the application which demonstrates that best practice has been achieved in indoor environment quality and operational energy through window glazing techniques and it is therefore considered that the variation is considered acceptable.

Clause 57.05-5: Waste and recycling objectives To ensure dwellings are designed to facilitate waste recycling. To ensure that waste and recycling facilities are accessible and are of sufficient size to manage organic and general waste, and mixed and glass recycling. To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity.

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Does the proposal comply with Standard E5-5?		☒ Yes	☐ No
Has the objective been met?		☒ Yes	☐ No

Standard E5-5

Dwelling in or forming part of an apartment development
The development includes a shared bin storage area for use by each dwelling of at least the applicable area, depth and height specified in Table B5-5.2.

Table E5-5.2 Apartment bin storage

Number of dwellings	Minimum area	Minimum depth	Minimum height
15 or less dwellings	0.7 square metres per dwelling in a shared waste storage area	0.8 metre	2.7 metres
16 to 55 dwellings	0.5 square metres per dwelling, plus 5 square metres in a shared waste storage area	1 metre	2.7 metres
56 or more dwellings	0.7 square metres per dwelling in a shared waste storage area	1 metre	2.7 metres

Enclosed bin storage areas are ventilated by:
- Natural ventilation openings to the external air with an area of at least 5 per cent of the area for bin storage area; or
- A mechanical exhaust ventilation system.

A tap and drain is provided to wash bins.

A continuous path of travel is provided from each dwelling to bin storage areas.

Planner's Assessment:

It is noted that this application is for a residential building which does not include dwellings.

Notwithstanding, the proposal is for fourteen lodging units which requires 9.8 square metres of bin storage area in a shared space.

There is a 14 square metre external bin storage area, in addition to a 13 square metre bin chute area.

Council's waste officer is generally supportive of the proposed waste management plan subject to a condition that the proposed swing gate in the bin storage room is replaced by a sliding or roller door or similar and that a sufficient continuous path to the collection point is achieved.

Internal waste and recycling spaces have not been shown internally to each unit, however it would be expected that sufficient space is available and it would therefore be recommended that a condition is included requiring an internal waste and recycling space which is at least 0.07 cubic meters in size with a minimum depth of 250 millimetres to each unit.

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Each dwelling includes an internal waste and recycling storage space of at least 0.07 cubic metres with a minimum depth of 250 millimetres.	

Clause 57.05-6: Noise impacts objective To minimise the impact of mechanical plant noise located in the development.		
Does the proposal comply with Standard E5-5?	☒ Yes	☐ No
Has the objective been met?	☒ Yes	☐ No
Standard E5-6 Mechanical plant, including mechanical car storage and lift facilities are not located immediately adjacent to bedrooms of new or existing dwellings or small second dwellings, unless a solid barrier is in place to provide a line of sight barrier to transmission of noise and the location of all relevant bedrooms.	**Planner's Assessment:** Lift facilities are proposed, however these will be within the building and there will be no line of site to an existing or proposed bedroom.	

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Client: Salvation Army

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Kensington VIC 3031

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COMMUNITY CARE

87 ROBERT STREET BENTLEIGH VIC 3204

TOWN PLANNING ISSUE
REVISION 01
4/06/2026



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		REVISION:	DRAWING NAME:
TP0 PROJECT INFORMATION			
	TP0000	01	COVER SHEET
TP100 SITE INFORMATION			
	TP1000	01	EXISTING SITE
	TP1001	01	PLANNING INFORMATION
	TP1002	01	CONTEXT + RESPONSE
	TP1003	01	SITE PHOTOS
TP101 SITE INFORMATION			
	TP1010	01	DESIGN STATEMENT
TP102 3d IMAGES			
	TP1020	01	3D VIEW 1+2
	TP1021	01	3D VIEW 3+4
TP20 PLAN – GENERAL			
	TP2000	01	GROUND
	TP2001	01	LEVEL 1
	TP2002	01	LEVEL 2
	TP2003	01	LEVEL 3
TP21 PLAN – ROOF			
	TP2101	01	ROOF PLAN
TP22 PLAN – EXISTING			
	TP2201	01	EXISTING + DEMO PLAN
TP30 ELEVATION – SITE			
	TP3000	01	NORTH + EAST
	TP3001	01	SOUTH + WEST
TP4 SECTIONS			
	TP4000	01	SECTIONS A B C D
	TP4001	01	SECTIONS E F G C1
	TP4002	01	SECTIONS H J
TP5 APARTMENT GUIDELINES			
	TP5000	01	GUIDELINES SUMMARY
	TP5001	01	GF + L1 - APT GUIDELINES
	TP5002	01	L2 + L3 - APT GUIDELINES
TP6 SHADOW DIAGRAMS			
	TP6000	01	SHADOWS 9am + 10am
	TP6001	01	SHADOWS 11am + MIDDAY
	TP6002	01	SHADOWS 1pm + 2pm
	TP6003	01	SHADOWS 3pm + 4pm
TP7 WSUD			
	TP7000	01	WSUD PLAN

CONCEPT ANIMATION – CLICK WEBLINK BELOW
https://youtu.be/urq7rANJo8

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AERIAL PHOTOGRAPH SCALE 1-1,000 @ A1


PHOTO No.1


PHOTO No.2


PHOTO No.3


PHOTO No.4


PHOTO No.5


PHOTO No.6


PHOTO No.7


PHOTO No.8


PHOTO No.9

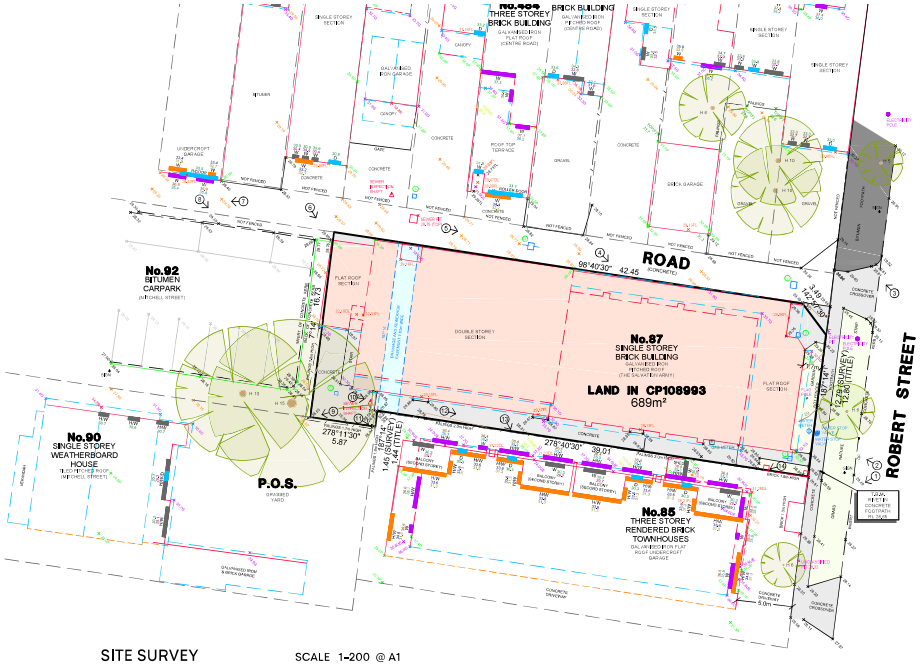

PHOTO No.10


PHOTO No.11


PHOTO No.12


PHOTO No.13


PHOTO No.14



SITE SURVEY
(BY J.C.A.)

SCALE 1-200 @ A1

SYMBOL

DESCRIPTION

T.B.M.

TREE (TRUNK & SPREAD) DENOTES TREE APPROXIMATELY 5 METRES HIGH

SIGN

ELECTRICITY POLE

ELECTRICITY PIT

SEWERAGE INSPECTION SHAFT

WATER STOP VALVE

WATER METER

SQUARE BOLLARD

HABITABLE WINDOW

WINDOW (NON-HABITABLE)

DOOR

DENOTES DIRECTION AND POSITION OF PHOTO FOUR

HEAD HEIGHT (GROUND FLOOR)
SILL HEIGHT (GROUND FLOOR)

HEAD HEIGHT (TOP FLOOR)
SILL HEIGHT (TOP FLOOR)

HEAD HEIGHT (MID FLOOR)
SILL HEIGHT (MID FLOOR)

ADJOINING PROPERTY LEVEL

FLOOR LEVEL AT THRESHOLD UNLESS OTHERWISE SHOWN/X REPRESENTS THE LOCATION FOR THE LEVEL)

DECK LEVEL (X REPRESENTS THE LOCATION FOR THE LEVEL SHOWN)

PARAPETS

RIDGELINES

GUTTERING (LIP)

UNDERSIDE OF EAVE

TOP OF BALUSTRADE

THE ORANGE DASHED LINEWORK REPRESENTS DATA DERIVED FROM AERIAL PHOTOGRAPHY AND IS APPROXIMATE ONLY. ANY FEATURES IN THESE AREAS (SUCH AS WINDOWS & DOORS) CANNOT BE VERIFIED & FURTHER INVESTIGATION IS STRONGLY RECOMMENDED PRIOR TO ANY DESIGN OR WORKS.

APPROXIMATE LOCATION OF RIDGELINES/GUTTERS (LIP) (HEIGHT SHOWN THUS ⅞ ARE TO LIP)

APPROXIMATE LOCATION OF OVERHEAD SERVICE WIRES

INVERT OF CONC KERB

BACK OF KERB

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	28/05/2026
01	RFI 01 (NO CHANGE TO TOWN PLANNING)	4/06/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SITE INFORMATION
EXISTING SITE

drawing no. TP1000
rev. 01

FOR PERMIT APPROVAL
-NOT FOR CONSTRUCTION-

PLANNING PROPERTY REPORT

From www.planning.vic.gov.au at 31 March 2020 09:52 AM

PROPERTY DETAILS

Address:	**87 ROBERT STREET BENTLEIGH 3204**
Lot and Plan Number:	**Plan CP108993**
Standard Parcel Identifier (SPI):	**CP108993**
Local Government Area (Council):	**GLEN EIRA** www.gleneira.vic.gov.au
Council Property Number:	**47747**
Planning Scheme:	**Glen Eira** Planning Scheme - Glen Eira
Directory Reference:	**Melway 77 E1**

UTILITIES

Rural Water Corporation:	**Southern Rural Water**
Melbourne Water Retailer:	**South East Water**
Melbourne Water:	**Inside drainage boundary**
Power Distributor:	**UNITED ENERGY**

STATE ELECTORATES

Legislative Council:	**SOUTHERN METROPOLITAN**
Legislative Assembly:	**BENTLEIGH**

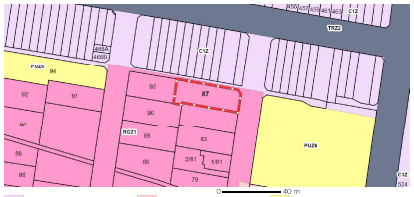
OTHER

Registered Aboriginal Party:	**Bunurong Land Council Aboriginal Corporation**

View location in VicPlan

Planning Zones

RESIDENTIAL GROWTH ZONE (RGZ)
RESIDENTIAL GROWTH ZONE - SCHEDULE 1 (RGZ1)



C1Z - Commercial 1 Zone
RGZ - Residential Growth Zone
NRZ - Neighbourhood Residential Zone
TRZ2 - Principal Road Network
PUZ6 - Public Use Zone - Local Government

Note: Land for zones may appear outside the actual zone - please compare the labels with the legend.

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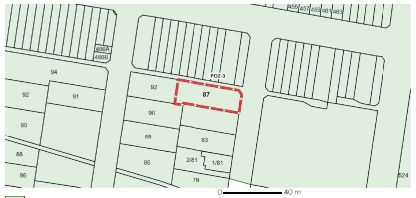
PLANNING PROPERTY REPORT

Planning Overlays

PARKING OVERLAY (PO)
PARKING OVERLAY - PRECINCT 2 - SCHEDULE (PO2)



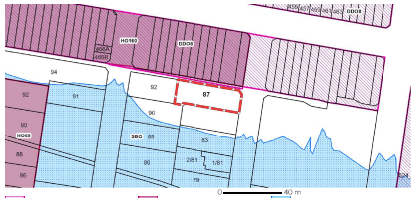
PO - Parking Overlay

*Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

OTHER OVERLAYS:

Other overlays in the vicinity not directly affecting this land:

DESIGN AND DEVELOPMENT OVERLAY (DDO)
HERITAGE OVERLAY (HO)
SPECIFIC CONTROLS OVERLAY (SBO)



DDO - Design and Development Overlay
HO - Heritage Overlay
SBO - Special Building Overlay

*Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

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PLANNING PROPERTY REPORT

Areas of Aboriginal Cultural Heritage Sensitivity

All or part of this property is an 'area of cultural heritage sensitivity'.

'Areas of cultural heritage sensitivity' are defined under the Aboriginal Heritage Regulations 2018, and include registered Aboriginal cultural heritage places and land form types that are generally regarded as more likely to contain Aboriginal cultural heritage.

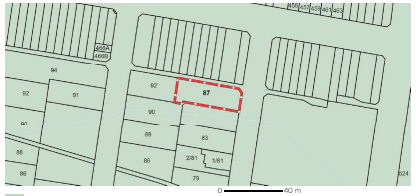
Under the Aboriginal Heritage Regulations 2018, 'areas of cultural heritage sensitivity' are one part of a two part trigger which requires a 'cultural heritage management plan' be prepared where a 'high impact activity' is proposed.

If a significant land use change is proposed (for example, a subdivision into 3 or more lots), a cultural heritage management plan may be triggered. One or two dwellings, works ancillary to a dwelling, services to a dwelling, alteration of buildings and minor works are exempt from this requirement.

Under the Aboriginal Heritage Act 2006, where a cultural heritage management plan is required, planning permits, licences and work authorities cannot be issued unless the cultural heritage management plan has been approved for the activity.

For further information about whether a Cultural Heritage Management Plan is required go to:
http://www.aav.nrms.net.au/preQualification1.aspx

More information, including links to both the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, can be found here - http://www.dpc.vic.gov.au/index.php/aboriginal-heritage/aboriginal-heritage-laws



Aboriginal Cultural Heritage

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TP1000

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	RFI (CLIENT CHANGE TO THE DRAWING)	4/08/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SITE INFORMATION
PLANNING INFORMATION

drawing no. TP1001 rev. 01

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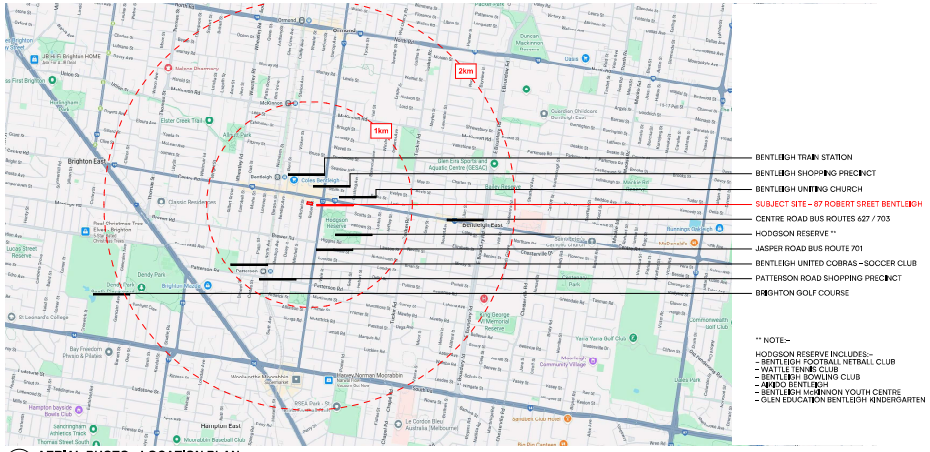
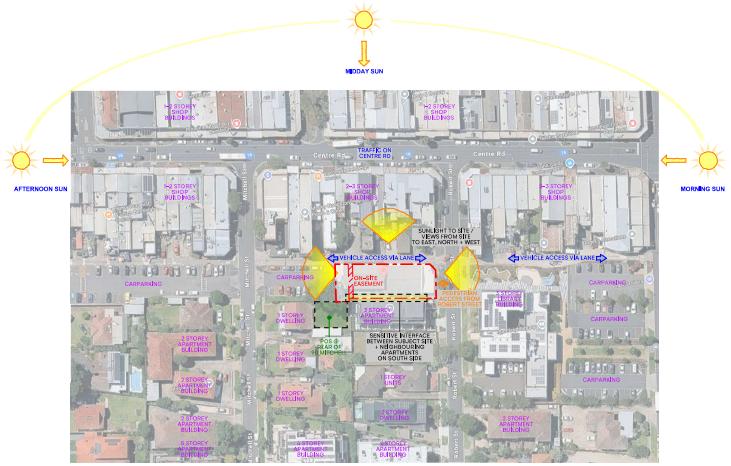
~NOT FOR CONSTRUCTION~



AERIAL PHOTO - LOCATION PLAN
NOT TO SCALE



SITE CONTEXT
NOT TO SCALE

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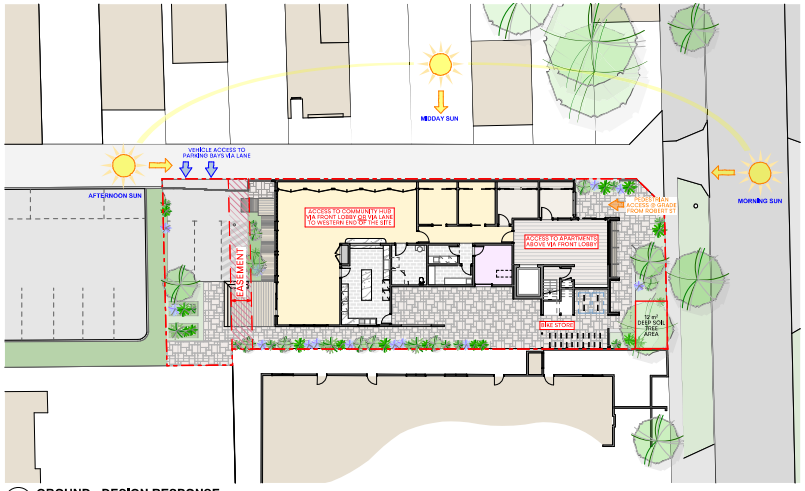
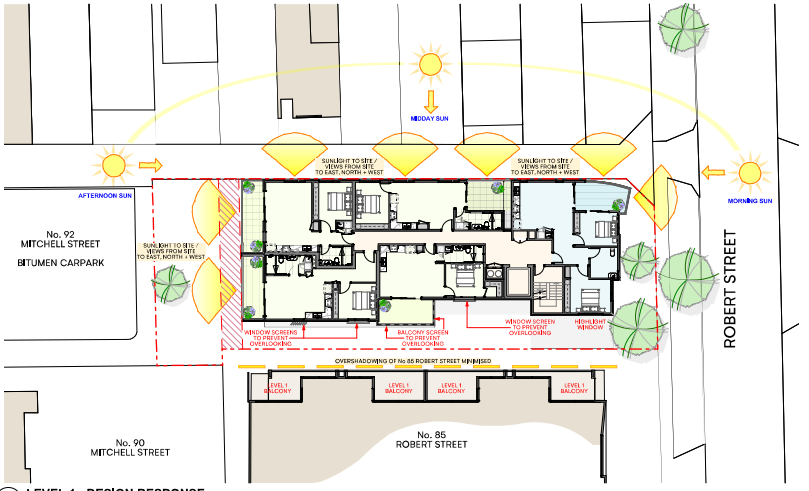


GROUND - DESIGN RESPONSE
Scale 1:200 @ A1



LEVEL 1 - DESIGN RESPONSE
Scale 1:200 @ A1

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TOWN PLANNING ISSUE
4/06/2026

Rev	Description	Date
00	TP ISSUE	28/05/2026
01	RFI RESPONSE CHANGE TO THE DRAWINGS	4/06/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing title
SITE INFORMATION
CONTEXT + RESPONSE

drawing no. TP1002
rev. 01

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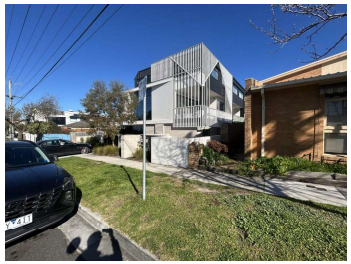
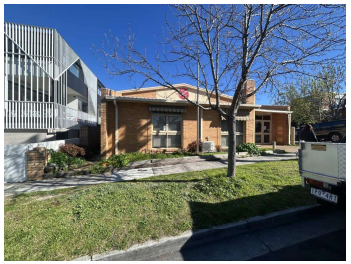


1 – INTERFACE WITH 85 ROBERT STREET, FROM ROBERT STREET



2 – SUBJECT SITE FROM ROBERT STREET



3 – REAR 494 CENTRE ROAD FROM CORNER LANEWAY AND ROBERT STREET



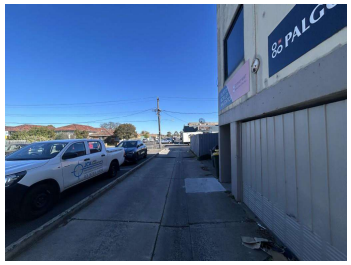
4 – SUBJECT SITE NORTH BOUNDARY FROM LANEWAY



5 – SUBJECT SITE NORTH BOUNDARY FROM LANEWAY



6 – SUBJECT SITE NORTHWEST CORNER FROM LANEWAY



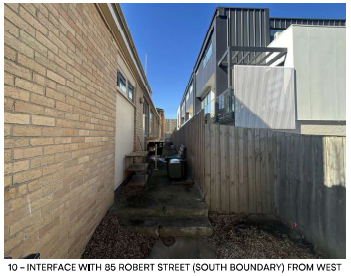
7 – LANEWAY TO WEST OF SUBJECT SITE



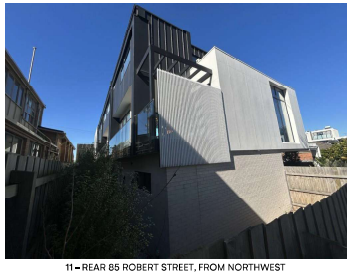
8 – 92 MITCHELL ST CARPARK, FROM NORTHWEST



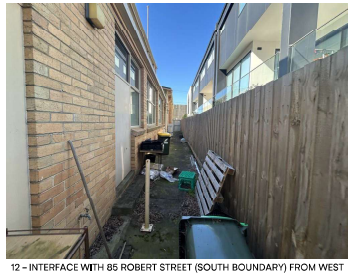
9 – 90 MITCHELL STREET BACK YARD, FROM NORTHEAST



10 – INTERFACE WITH 85 ROBERT STREET (SOUTH BOUNDARY) FROM WEST



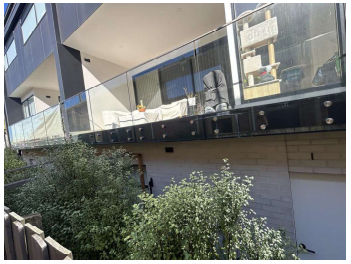
11 – REAR 85 ROBERT STREET, FROM NORTHWEST



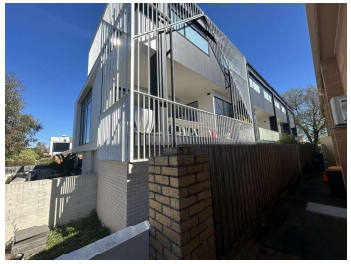
12 – INTERFACE WITH 85 ROBERT STREET (SOUTH BOUNDARY) FROM WEST



BENTLEIGH LIBRARY AND LEARNING HUB (FACING WEST)



13 – 85 ROBERT STREET CENTRE BALCONIES, FROM NORTHWEST



14 – 85 ROBERT STREET EAST BALCONY, FROM NORTHEAST



BENTLEIGH LIBRARY AND LEARNING HUB (OPPOSITE SITE)

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NOTE:–

REFER TO SURVEY ON DRAWING TP1000 FOR POSITION + VIEW ANGLE OF PHOTOS

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
01	TOWN PLANNING ISSUE	4/06/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SITE INFORMATION
SITE PHOTOS

drawing no. TP1003
rev. 01

FOR PERMIT APPROVAL
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Architectural Statement

Introduction

Bentleigh is a vibrant civic and commercial hub, evolving and growing into a noteworthy cosmopolitan centre in Melbourne.
Planning policy reflects the strategy to support positive change and our Architectural response used this framework to inform the design approach.
The result is a proposal which we believe is aligned with the vision for Bentleigh, of high architectural and design merit, appropriate responsible density, and an effective balance between anticipating future change and respecting the existing neighbourhood context.

Site Response

87 Robert Street is a transition site, the junction between 'main street' commercial precinct and the vision for increased residential density.
It is bounded by Robert Street to the east, a Road (Lane) to the north, and a public carpark to the west.
Its northern aspect is the rear of the commercial properties on the south side of Centre Road, and the southern interface is a unit development - 85 Robert Street.
The design responds to these interfaces by presenting a robust edge to the laneway and green spaces to the east and west boundary.
We carefully reverse-engineered building massing to ameliorate overshadowing to the dwellings on the south.

Integration Context and Precinct

Current streetscapes and interfaces are quite compromised by proximity to the 'back of house' of commercial-retail buildings.
so our design responds by aiming to improve street amenity around the site.
The dwellings will be used for community care, therefore typical requirements for Carparking are mitigated, A loading bay and a DDA car space have been provided.
Pedestrian access is from the front of the site (Robert Street) and from the lane to the western end of the site.
The entry from the Lane will assist any future activation and potential rejuvenation of the lane precinct.

Building Use

The Ground Level of the design is intended to be flexible for residents and users:
a shared Kitchen and recreation / multi-use space, smaller quiet areas for study or conversation, outdoor spaces for physical activity or potential produce-gardening.
Level 1, 2 + 3 are comprised of Apartments for community care. Apartments are a mix of 1 + 2 Bedroom with Unit 101 designed to be DDA compliant.
Residents will have access to the Ground Floor Facilities and they will be used as a means to help the residents personal growth.

Facade Design and Materials

The composition is deliberately elegant and uncluttered.
The forms are pure and honest, creating classic simplicity without unnecessary decoration - which accelerates the dating/ageing of any building.
Materials and colours proposed show restraint, for longevity, and for their expressive qualities.
Masonry as a strong base-course, rendered aerated concrete in vertical panels, and lightweight powdercoated steel or aluminium.
Given the proximity of commercial structures along Centre Road, it is important to ensure the residential function of the building is expressed.
This is achieved through expressing balconies, using gently castellated parapets, and warm timber lining to the sheltered balcony-soffit surfaces of the building.
We're looking to set and maintain a high benchmark for high-quality considered building design in Bentleigh.
The external design of the building rejects poorly arranged facadism and failure to consider materiality, articulation, design detail, and exposed services.
There are no tokenistic supergraphic-screen 'features' to conceal careless design.

Design Evolution

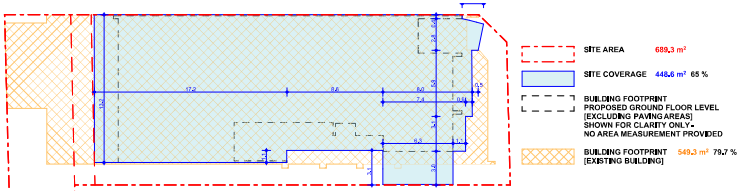
With the principles above as a guide, experience in medium-high density built form design, and meaningful expert consultant input.
the developed design for the proposal has evolved into an excellent building.

The scheme integrates a series of key principles:
- very high amenity through best-practice design upheld by the Apartment Design Guidelines,
- thoughtful and inclusive access for people with limited mobility or ability.
- design-led attractive and practical solutions to streetscape, facade and interfaces,
- anticipation and allowance for necessary servicing, plant and metering on the site - to avoid future unsightly dominance of ill-considered services,
- consideration of existing land uses and the positive/negative impacts of the proposal
- environmental responsibility through shared services, land efficiency, thermal efficiency, energy efficiency and water use/re-use,
- pedestrian and vehicle access and safety

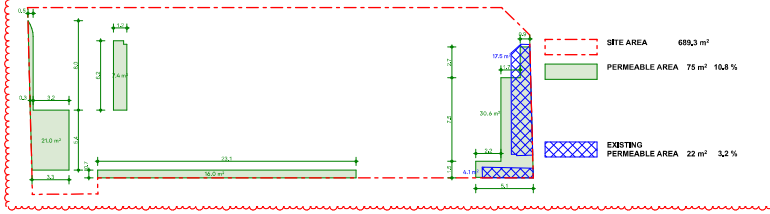
Proposal

We look forward to Council reviewing the proposal and hearing feedback on the design.
We believe the building is a forward step in the continued built-form progression of Bentleigh towards a high-quality, diverse and inclusive urban environment.

Coverage Area



Permeable Area



A2425024 - 87 Robert Street Bentleigh - Area Schedule

25/06/2026

arcadia

GROUND FLOOR		Total Area GFA [m²]	Facility Area [m²]	Deck [m2]	Planted Garden [m2]			
Community Hub		138.0	110.0	28.0				
Rooms (4)		65.0	65.0					
Kitchen area		32.0	32.0					
Laundry/Cleaner/WC		28.0	30.0					
Lobby/Core/Services		40.0						
Waste Room		13.0						
Entry area				52.0				
Garden (front/back)					86.0			
Service yard, bikes+ storage				124.0				
Car spaces				70.0				
Sub-Total		316.0	237.0	274.0	86.0			
Floor Efficiency:		76%						
TOTALS		316.0	237.0	274.0	86.0			

LEVEL 1		GFA Total Area [m²]	NSA Internal [m²]	POS Balc. [m2]		Bedrooms	Bathrooms	APT. Sub Total
101		84.0	72.0	12.0		2	1	1
102		63.0	52.0	11.0		1	1	1
103		68.0	56.0	12.0		1	1	1
104		69.0	59.0	10.0		1	1	1
105		62.0	50.0	12.0		1	1	1
Total apartments [NSA]			289.0			6	5	5
Total apartments [Non-NSA]				57.0				
Common Area inc. core		66.0						
Floor Efficiency:		86%						
TOTALS		339.0	289.0	57.0		6.0	5.0	5.0

LEVEL 2		Total Area GFA [m²]	Internal NSA [m²]	POS Balc. [m2]		Bedrooms	Bathrooms	APT. Sub Total
201		86.0	74.0	12.0		2	1	1
202		63.0	52.0	11.0		1	1	1
203		68.0	56.0	12.0		1	1	1
204		69.0	59.0	10.0		1	1	1
205		62.0	50.0	12.0		1	1	1
Total apartments [NSA]			291.0			6	5	5
Total apartments [Non-NSA]				57.0				
Common Area inc. core		63.0						
Floor Efficiency:		73%						
TOTALS		401.0	291.0	57.0		6.0	5.0	5.0

LEVEL 3		Total Area GFA [m²]	Internal NSA [m²]	POS Balc. [m2]		Bedrooms	Bathrooms	APT. Sub Total
301		78.0	59.0	19.0		1	1	1
302		67.0	57.0	10.0		2	1	1
303		78.0	66.0	12.0		2	1	1
304		55.0	47.0	8.0		1	1	1
Total apartments [NSA]			229.0			6	4	4
Total apartments [Non-NSA]				49.0				
Common Area inc. core		66.0						
Floor Efficiency:		69%						
TOTALS		333.0	229.0	49.0		6.0	4.0	4.0

SUMMARY GRAND TOTAL		Total Area GFA [m²]	Total Internal NSA [m²]	Total POS Balc. [m2]	Total Garden+ Paved/Terrace [m²]	Total Bedrooms	Total Bathrooms	TOTAL Apartments
TOTALS		1389.0	1046.0	163.0	369.0	18.0	14.0	14.0
Total Building Efficiency:		75%						

Apartment Mix Summary			%	Quantity	NSA	Average sqm
	1 Bed		71.4%	10	540.0	54.0
	2 Bed		28.6%	4	269.0	67.3
	TOTAL APTS			14.0	809.0	57.8

Car Park Spaces	2	(Loading + Dis.)
Storage Lockers	14	6m3

Bicycles - Resident	14	0.78 per bedroom
Bicycles - Visitor	4	
Total Bicycles	18	

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TOWN PLANNING ISSUE 4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	CAR PARKING EXCLUDED IS NOT A GOOD LET CONTRACT PLAN UPDATED LED SUSTAINABILITY PLAN ADDED	9/09/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SITE INFORMATION
DESIGN STATEMENT

drawing no. TP1010 rev. 01

FOR PERMIT APPROVAL
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TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	RFI 01 (NO CHANGE TO TOWN PLANNING)	4/08/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
3d IMAGES
3D VIEW 1+2

drawing no. TP1020 rev. 01

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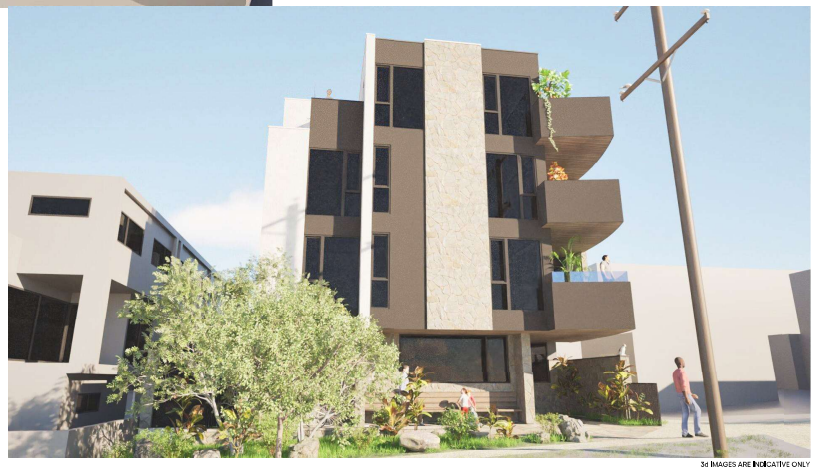

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TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/02/2026
01	RFI RESPONSE CHANGE TO TANK DRAINAGE	4/06/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
3d IMAGES
3D VIEW 3+4

drawing no. TP1021
rev. 01

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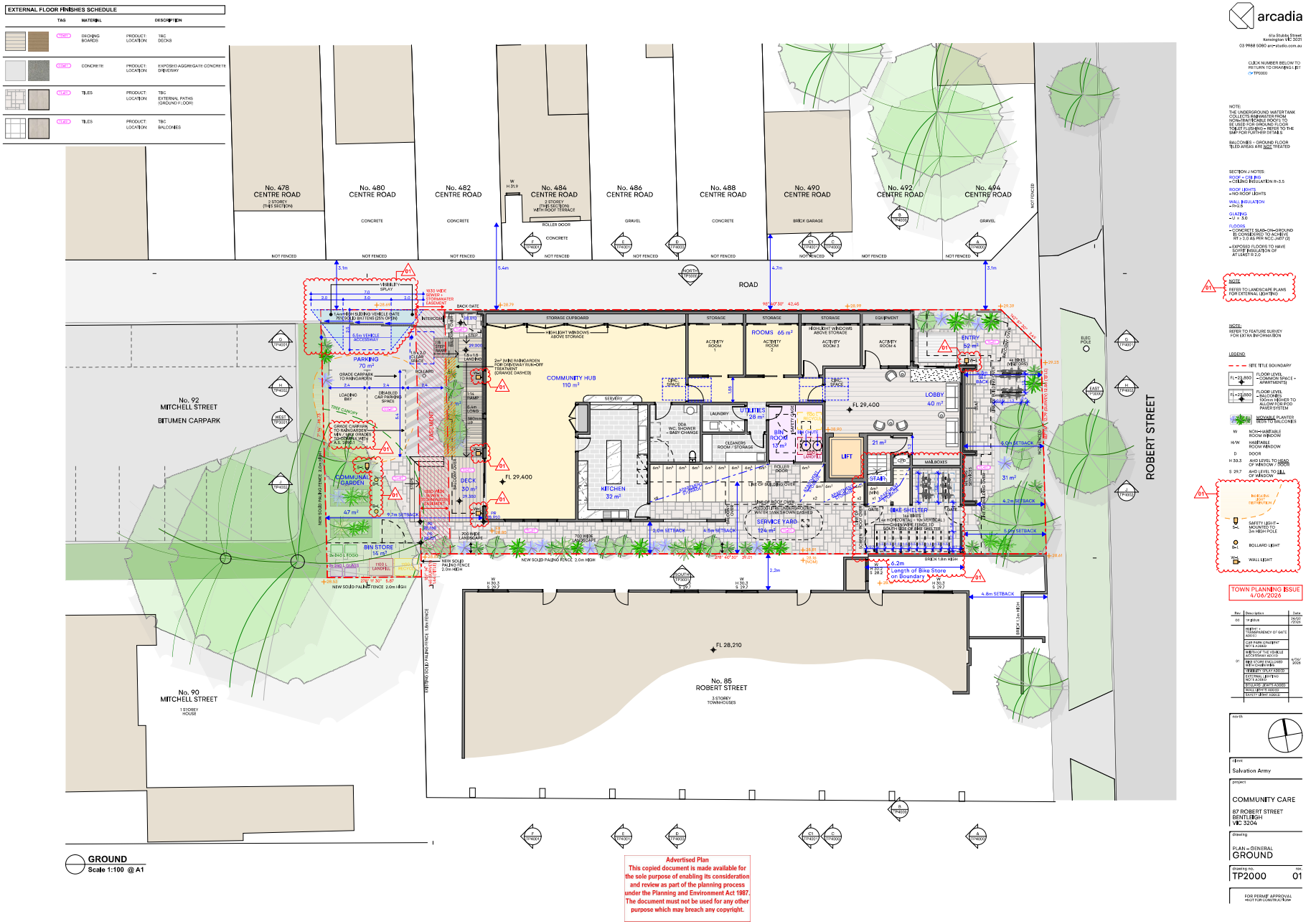
EXTERNAL FLOOR FINISHES SCHEDULE
TAG MATERIAL DESCRIPTION
DECKING BOARDS PRODUCT: LOCATION: TBC DECKS
CONCRETE PRODUCT: LOCATION: EXPOSED AGGREGATE CONCRETE DRIVEWAY
TILES PRODUCT: LOCATION: TBC EXTERNAL PATHS (GROUND FLOOR)
TILES PRODUCT: LOCATION: TBC BALCONIES
No. 478 CENTRE ROAD
No. 480 CENTRE ROAD
No. 482 CENTRE ROAD
No. 484 CENTRE ROAD
No. 486 CENTRE ROAD
No. 488 CENTRE ROAD
No. 490 CENTRE ROAD
No. 492 CENTRE ROAD
No. 494 CENTRE ROAD
ROAD
No. 92 MITCHELL STREET
BITUMEN CARPARK
No. 90 MITCHELL STREET
1 STOREY HOUSE
No. 85 ROBERT STREET
3 STOREY TOWNHOUSES
ROBERT STREET
COMMUNITY HUB 110 m²
ROOMS 65 m²
ENTRY 52 m²
LOBBY 40 m²
UTILITIES 28 m²
KITCHEN 32 m²
LIFT
STAIR
SERVICE YARD 124 m²
BIN STORE 14 m²
BIKE SHELTER
COMMUNAL GARDEN 47 m²
DECK 30 m²
PARKING 70 m²
FL 29,400
FL 28,210
GROUND
Scale 1:100 @ A1
arcadia
Salvation Army
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204
PLAN – GENERAL
GROUND
TP2000
01
TOWN PLANNING ISSUE
4/06/2026
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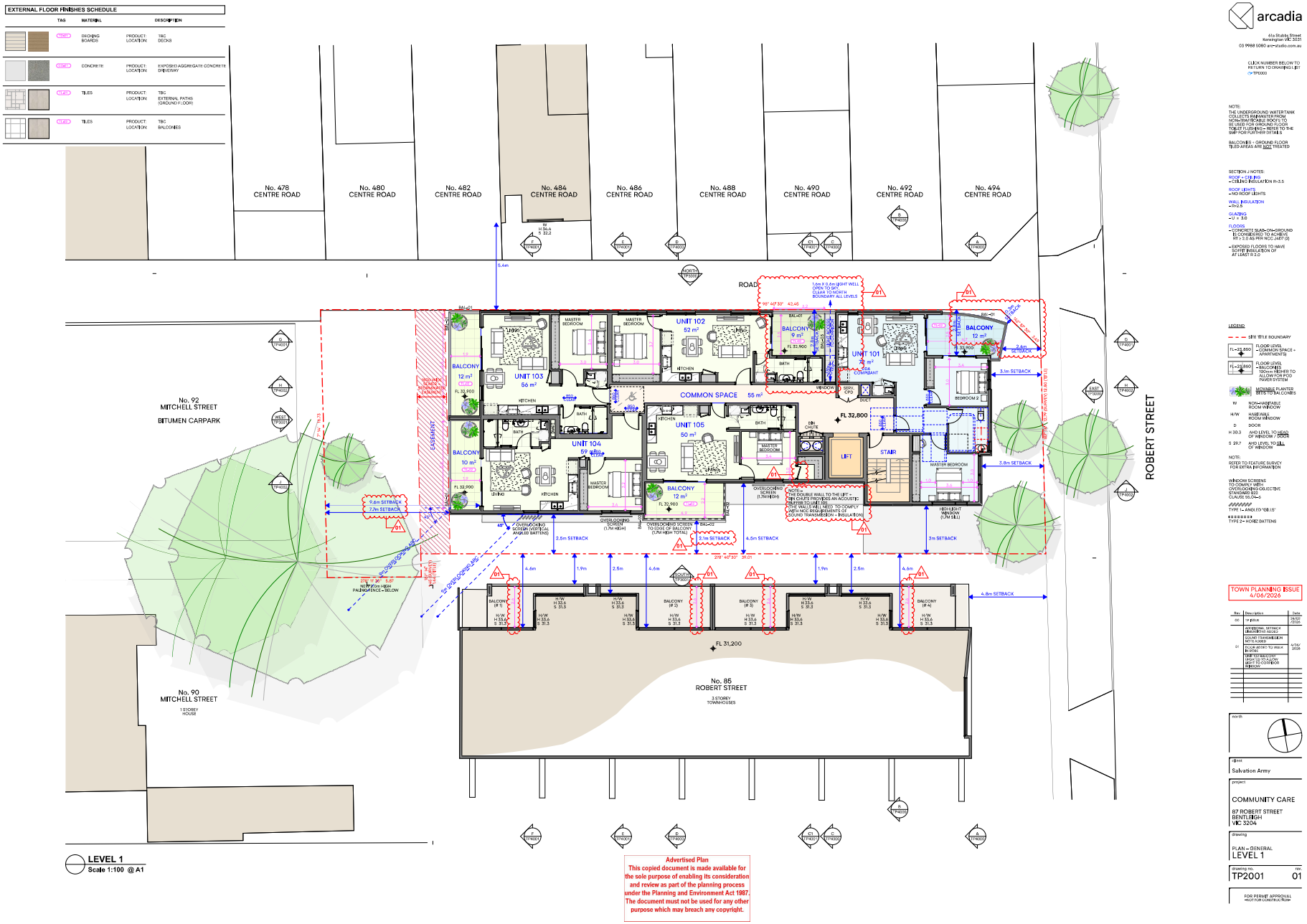

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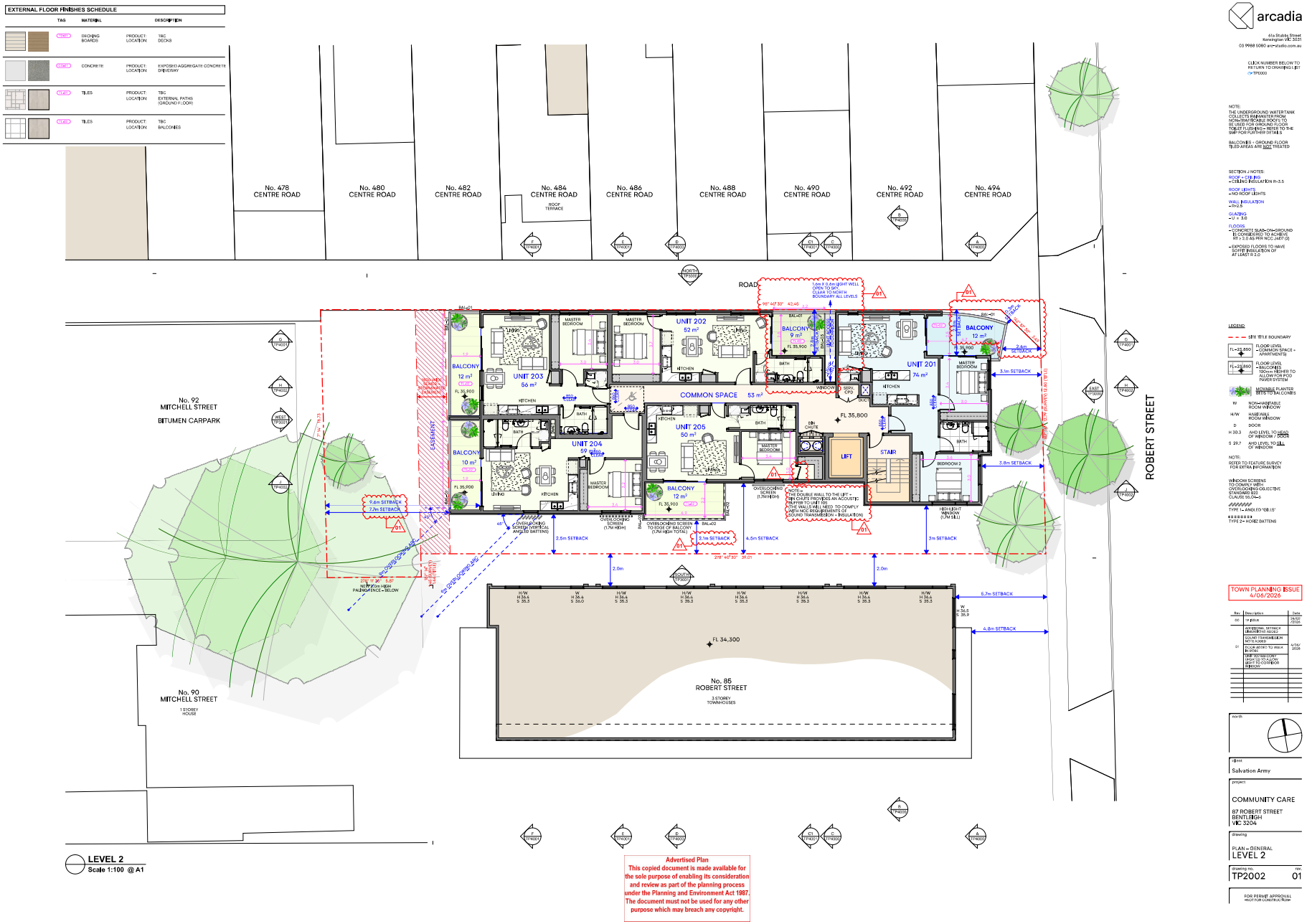

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TOWN PLANNING ISSUE 4/06/2026

Salvation Army

COMMUNITY CARE

87 ROBERT STREET
BENTLEIGH
VIC 3204

PLAN – GENERAL
LEVEL 2

TP2002 01


EXTERNAL FLOOR FINISHES SCHEDULE
TAG MATERIAL DESCRIPTION
DECKING BOARDS
CONCRETE
TILES
TILES
No. 478 CENTRE ROAD
No. 480 CENTRE ROAD
No. 482 CENTRE ROAD
No. 484 CENTRE ROAD
No. 486 CENTRE ROAD
No. 488 CENTRE ROAD
No. 490 CENTRE ROAD
No. 492 CENTRE ROAD
No. 494 CENTRE ROAD
ROAD
No. 92 MITCHELL STREET
BITUMEN CARPARK
No. 90 MITCHELL STREET
1 STOREY HOUSE
No. 85 ROBERT STREET
3 STOREY TOWNHOUSES
ROBERT STREET
UNIT 303 66 m²
UNIT 302 67 m²
UNIT 304 47 m²
UNIT 301 59 m²
COMMON SPACE 56 m²
BALCONY 9 m²
BALCONY 12 m²
BALCONY 1 12 m²
BALCONY 8 m²
BALCONY 2 7 m²
LIFT
STAIR
FL 38,800
FL 38,900
9.2m SETBACK
7.8m SETBACK
8.8m SETBACK
4.0m SETBACK
4.6m SETBACK
7.5m SETBACK
4.3m SETBACK
3m SETBACK
2.4m SETBACK
3.1m SETBACK
8.1m SETBACK
2.0m
LEVEL 3
Scale 1:100 @ A1
Advertised Plan
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TOWN PLANNING ISSUE 4/06/2026
client
Salvation Army
project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204
drawing
PLAN – GENERAL
LEVEL 3
drawing no. TP2003
rev. 01
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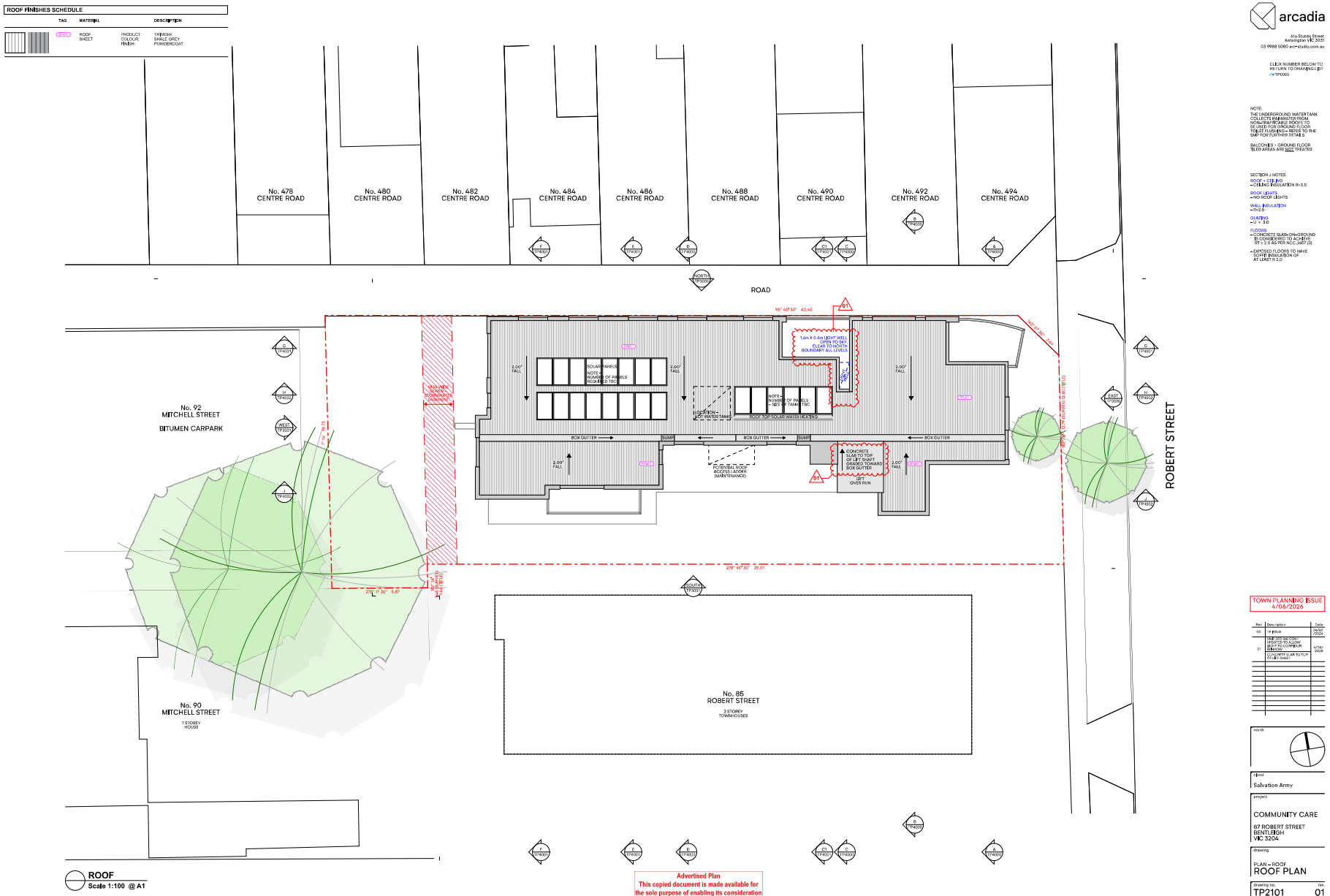

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EXISTING / DEMOLITION PLAN
Scale 1:100 @ A1

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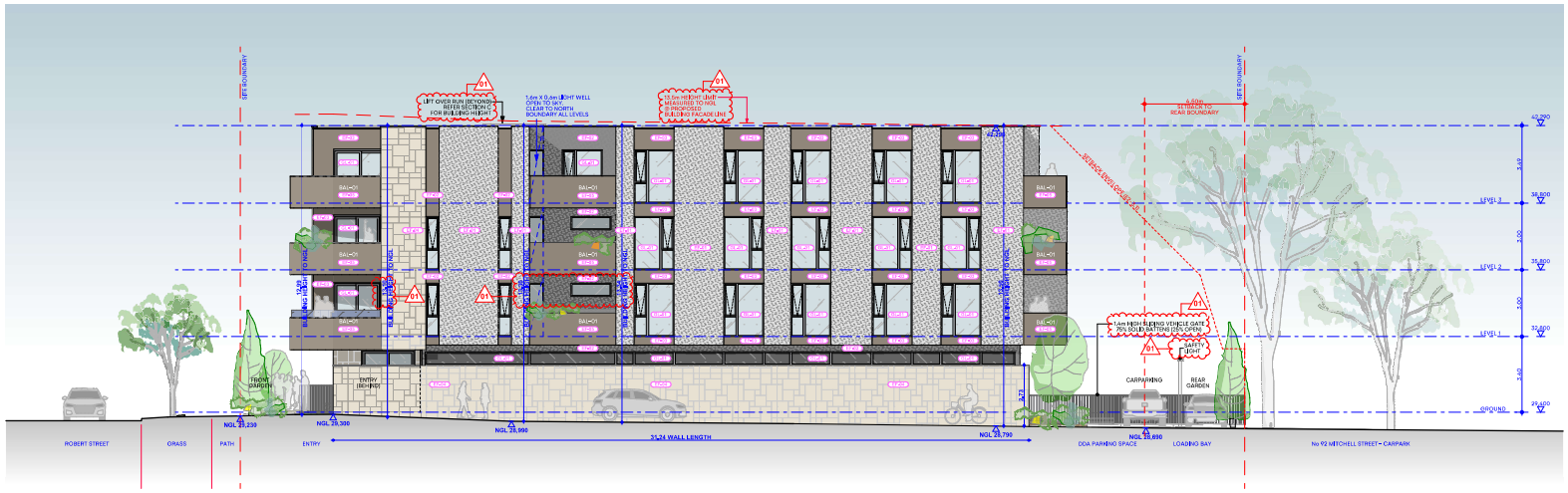
TOWN PLANNING ISSUE 4/06/2026

Salvation Army

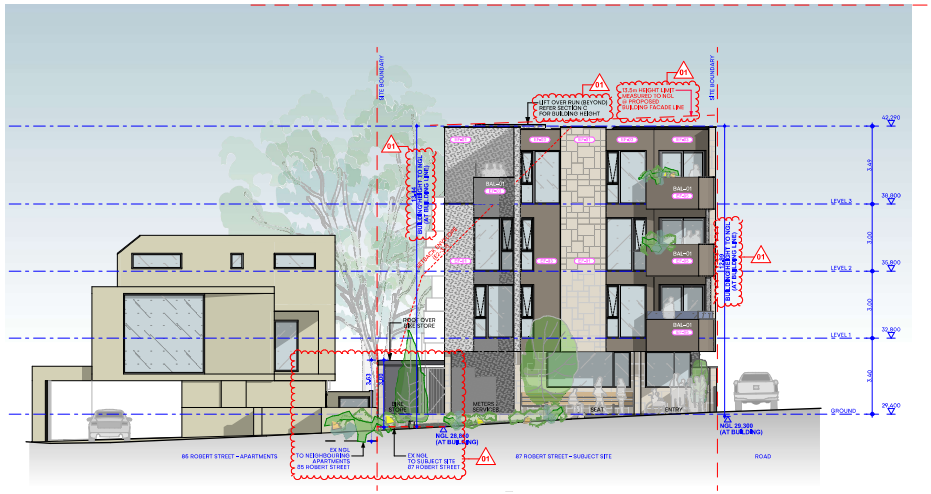
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

PLAN – EXISTING
EXISTING – DEMO PLAN

TP2201 01



NORTH ELEVATION - PROPOSED
Scale 1:100 @ A1



EAST ELEVATION - PROPOSED
Scale 1:100 @ A1

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EXTERIOR FINISHES SCHEDULE

TAG	MATERIAL	DESCRIPTION
RENDER	RENDER	FINISH: SELECTED FINISH TO BE DETERMINED WHITE COLOUR:
RENDER	RENDER	FINISH: SELECTED FINISH TO BE DETERMINED MONUMENT COLOUR:
POWDERCOAT METAL	POWDERCOAT METAL	FINISH: SELECTED FINISH TO BE DETERMINED JASPER COLOUR:
TILES	TILES	FINISH: SELECTED FINISH TO BE DETERMINED TBC COLOUR:
GLASS	GLASS	PRODUCT: GLASS TYPE: CLEAR
GLASS	GLASS	PRODUCT: GLASS TYPE: OBSCURE

METAL CAPPINGS, TRIMS, FASCIAS + BATTENS

MATERIAL	DESCRIPTION
METAL	PRODUCT: DULUX / COLORBOND SURFMIST COLOUR: POWDERCOAT FINISH:
METAL	PRODUCT: DULUX / COLORBOND MONUMENT COLOUR: POWDERCOAT FINISH:

DOOR + WINDOW FRAMES

MATERIAL	DESCRIPTION
DOOR / WINDOW FRAME	PRODUCT: DULUX / COLORBOND COLOUR: MONUMENT FINISH: POWDERCOAT

EXTERNAL FENCE+ BALUSTRADE

TAG	MATERIAL	DESCRIPTION
FN-01	ALUMINUM	PRODUCT: ALUMINUM SLATTED FENCE + WINDOW SCREENS COLOUR: MONUMENT FINISH: POWDERCOAT
METAL	METAL	PRODUCT: ALUMINUM BALUSTRADE COLOUR: JASPER

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TP0000

SECTION J NOTES:
ROOF + CEILING
- CEILING INSULATION R=3.5
ROOF LIGHTS
- NO ROOF LIGHTS
WALL INSULATION
- R=2.5
GLAZING
- U = 3.0
FLOORS
- CONCRETE SLAB-ON-GROUND IS CONSIDERED TO ACHIEVE R1 + 0.0 AS PER NCC J4D7 (2)
- EXPOSED FLOORS TO HAVE SOFFIT INSULATION OF AT LEAST R 2.0

TOWN PLANNING ISSUE
4/06/2026

Rev	Description	Date
00	TP ISSUE	29/05/2026
01	NUMBERS FROM MAIL ADDED HEIGHT + TRANSPARENCY OF GATE ADDED HEIGHT OF LIFT OVER RUN REVISED MAXIMUM BUILDING HEIGHT = RL 30.140 SAFETY LIGHT ADDED	4/06/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
ELEVATION - SITE
NORTH + EAST

drawing no. TP3000
rev. 01

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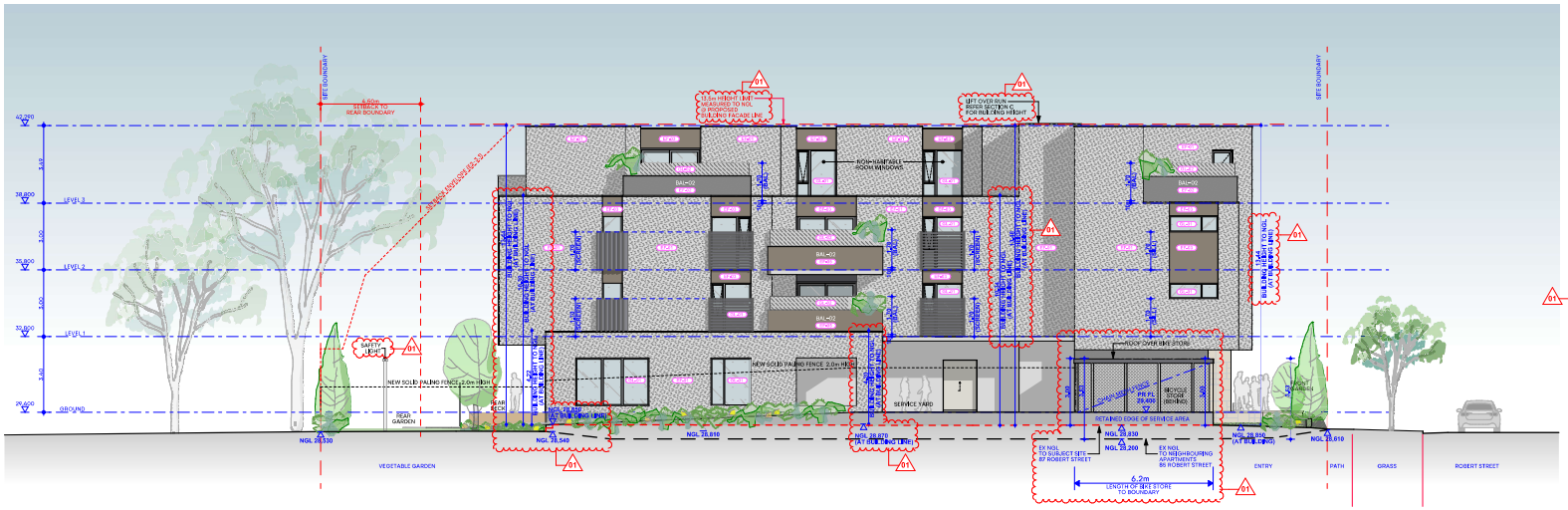
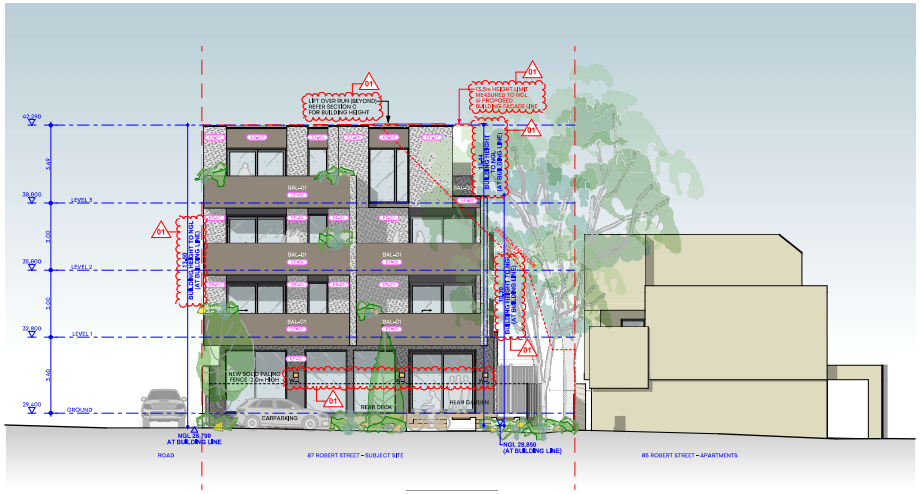
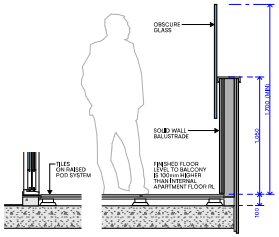


SOUTH ELEVATION - PROPOSED
Scale 1:100 @ A1



WEST ELEVATION - PROPOSED
Scale 1:100 @ A1



TP - BAL-02
Scale 1:20 @ A1

EXTERIOR FINISHES SCHEDULE

TAG	MATERIAL	DESCRIPTION
RENDER	RENDER	FINISH: SELECTED FINISH TO BE DETERMINED COLOUR: WHITE
RENDER	RENDER	FINISH: SELECTED FINISH TO BE DETERMINED COLOUR: MONUMENT
POWDERCOAT METAL	POWDERCOAT METAL	FINISH: SELECTED FINISH TO BE DETERMINED COLOUR: JASPER
TILES	TILES	FINISH: SELECTED FINISH TO BE DETERMINED COLOUR: TBC
GLASS	GLASS	PRODUCT: GLASS TYPE: CLEAR
GLASS	GLASS	PRODUCT: GLASS TYPE: OBSCURE

METAL CAPPINGS, TRIMS, FASCIAS + BATTENS

MATERIAL	DESCRIPTION
METAL	PRODUCT: DULUX / COLORBOND COLOUR: SURFMIST FINISH: POWDERCOAT
METAL	PRODUCT: DULUX / COLORBOND COLOUR: MONUMENT FINISH: POWDERCOAT

DOOR + WINDOW FRAMES

MATERIAL	DESCRIPTION
DOOR / WINDOW FRAME	PRODUCT: DULUX / COLORBOND COLOUR: MONUMENT FINISH: POWDERCOAT

EXTERNAL FENCE+ BALUSTRADE

TAG	MATERIAL	DESCRIPTION
FN-01	ALUMINIUM	PRODUCT: ALUMINIUM SLATTED FENCE + WINDOW SCREENS COLOUR: MONUMENT FINISH: POWDERCOAT
METAL	METAL	PRODUCT: ALUMINIUM BALUSTRADE COLOUR: JASPER

SCREENS

WINDOW SCREENS TO COMPLY WITH OVERLOOKING OBJECTIVE STANDARD B22 + CLAUSE 55.04-6

TYPE 1 – ANGLED "CELLS"

TYPE 2 – HORIZ BATTENS

TOWN PLANNING ISSUE 4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	NEW LIGHTS FROM NCC ADDED FIRST STOREY ENCLOSED BELOW REDUCED HEIGHT OF LIFT OVER RUN REDUCED MAXIMUM BUILDING HEIGHT LINE ADDED GRID LINES REVISED/ADJUSTED WALL LIGHTS ADDED SAFETY LIGHT ADDED	4/09/2026

north

client: Salvation Army

project: COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing: ELEVATION - SITE
SOUTH + WEST

drawing no. TP3001 rev. 01

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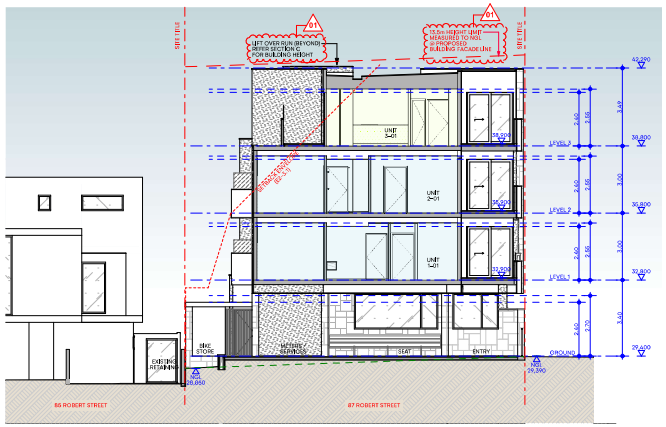
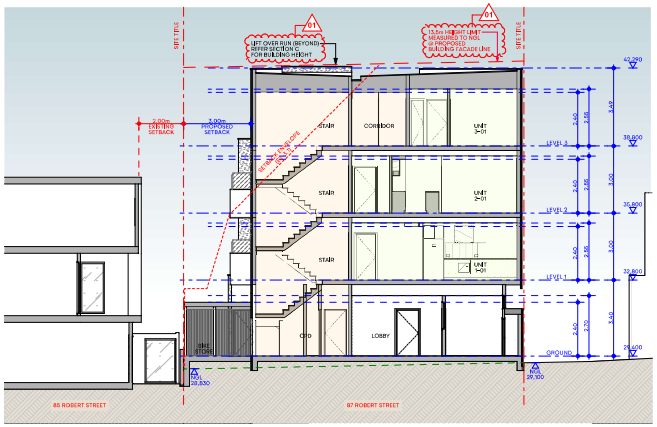
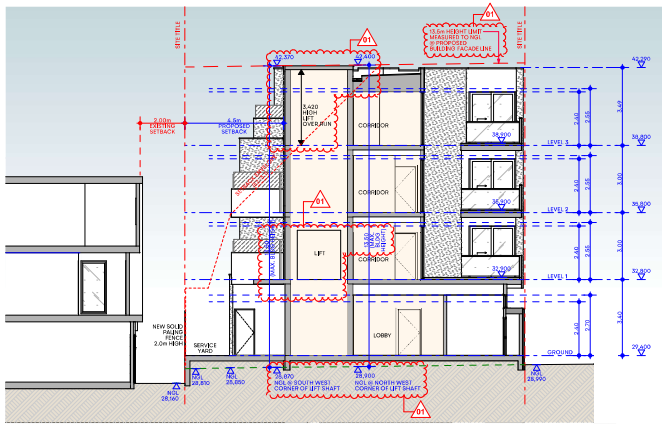


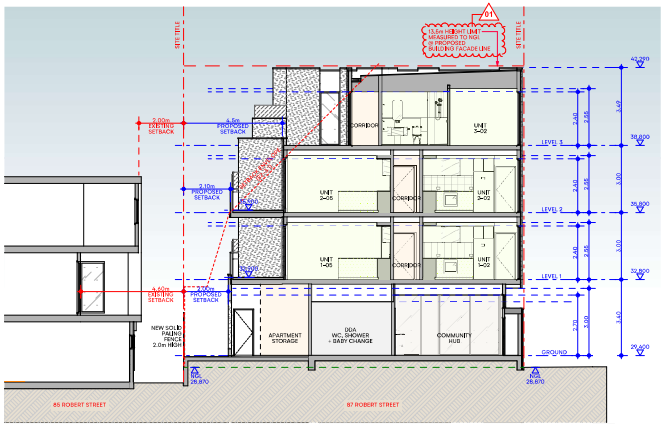
SECTION A
Scale 1:100 @A1



SECTION B
Scale 1:100 @A1



SECTION C
Scale 1:100 @A1



SECTION D
Scale 1:100 @A1

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SECTION J NOTES:
ROOF + CEILING
- CEILING INSULATION R=3.5
ROOF LIGHTS
- NO ROOF LIGHTS
WALL INSULATION
- R=2.5
GLAZING
- U = 3.0
FLOORS
- CONCRETE SLAB-ON-GROUND IS CONSIDERED TO ACHIEVE R1.0 AS PER NCC (JV3 (2)
- EXPOSED FLOORS TO HAVE SOFFIT INSULATION OF AT LEAST R 2.0

TOWN PLANNING ISSUE
4/06/2026

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SECTIONS
SECTIONS A B C D

drawing no. TP4000 rev. 01

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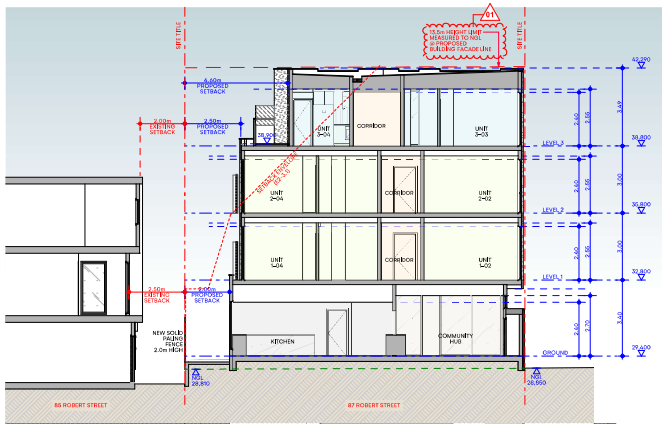
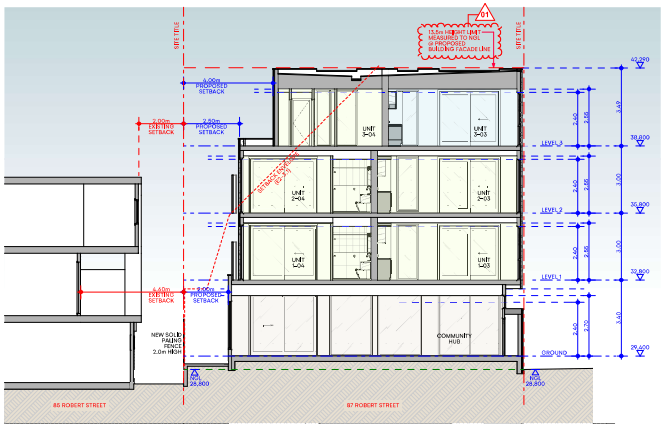
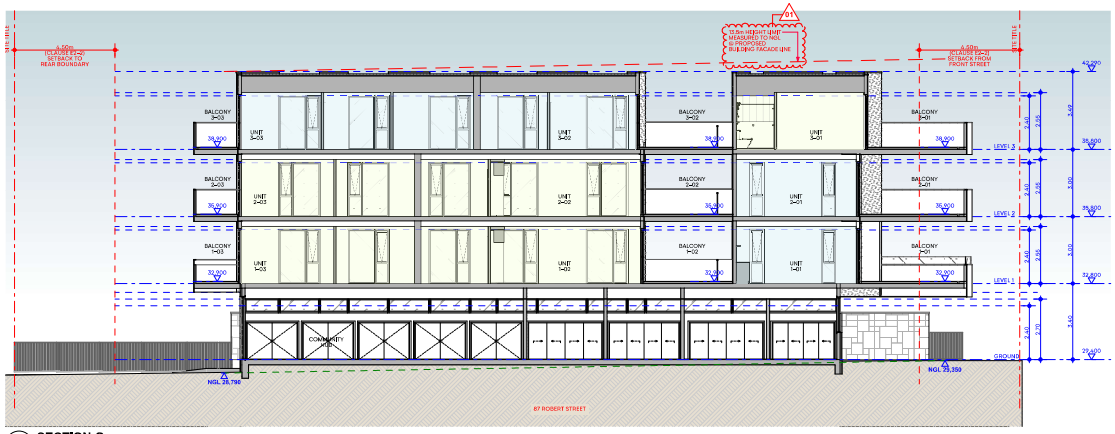


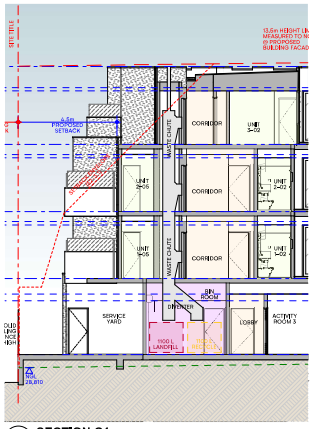
SECTION E
Scale 1:100 @A1



SECTION F
Scale 1:100 @A1



SECTION G
Scale 1:100 @A1



SECTION C1
Scale 1:100 @A1

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SECTION J NOTES:
ROOF + CEILING
- CEILING INSULATION R=3.5
ROOF LIGHTS
- NO ROOF LIGHTS
WALL INSULATION
- R=2.5
GLAZING
- U = 3.0
FLOORS
- CONCRETE SLAB-ON-GROUND IS CONSIDERED TO ACHIEVE R= 0.0 AS PER NCC (ADT (2)
- EXPOSED FLOORS TO HAVE SOFFIT INSULATION OF AT LEAST R 2.0

TOWN PLANNING ISSUE
4/06/2026

client: Salvation Army

project: COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing: SECTIONS
SECTIONS E F G C1

drawing no. TP4001 rev. 01

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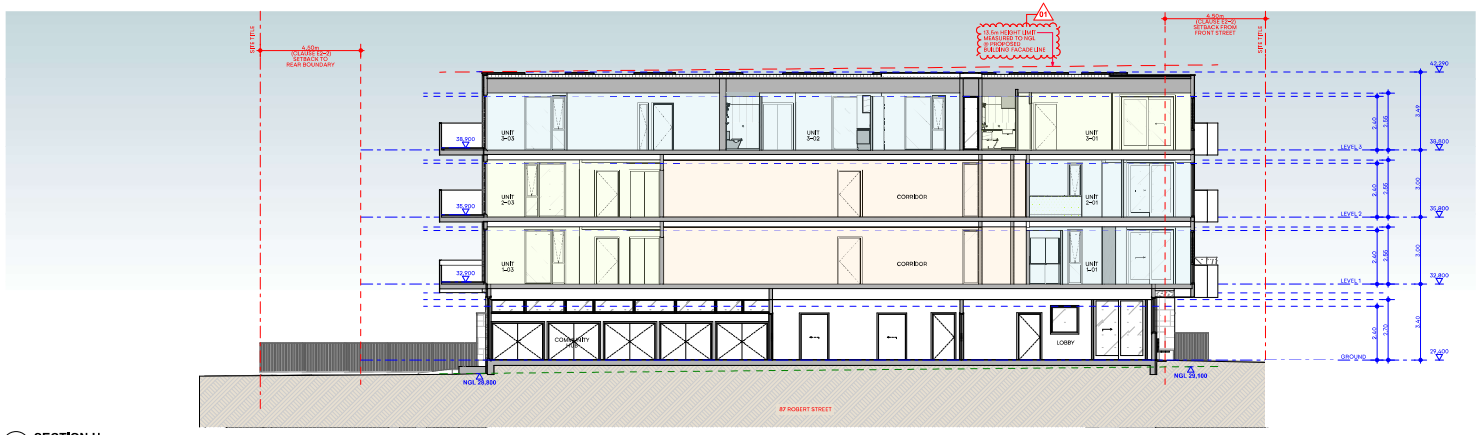
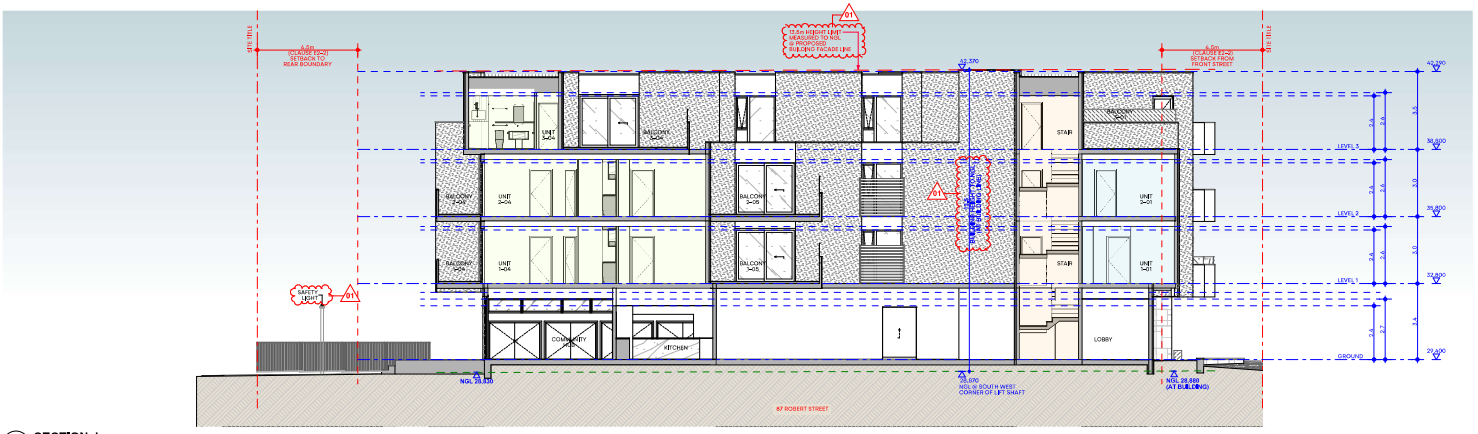


SECTION H
Scale 1:100 @ A1



SECTION J
Scale 1:100 @ A1

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SECTION J NOTES:
ROOF + CEILING
- CEILING INSULATION R=3.5

ROOF LIGHTS
- NO ROOF LIGHTS

WALL INSULATION
- R=2.5

GLAZING
- U = 3.0

FLOORS
- CONCRETE SLAB-ON-GROUND IS CONSIDERED TO ACHIEVE R= 2.0 AS PER NCC (ADT (2)
- EXPOSED FLOORS TO HAVE SOFFIT INSULATION OF AT LEAST R 2.0

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	29/05/2026
01	NEIGHBOURING HEIGHTS NOW INCLUDED MINIMUM BUILDING HEIGHT (18) ADDED SETOFF (BOFF ADDED	5/06/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SECTIONS
SECTIONS H J

drawing no. TP4002 rev. 01

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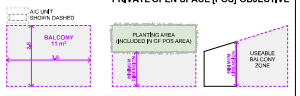
PLANNING SCHEME CLAUSE 57:

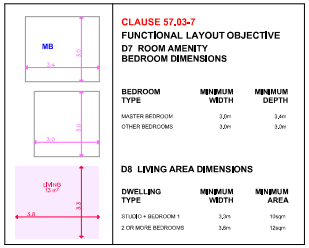
CLAUSE 57.03-5
PRIVATE OPEN SPACE (POS) OBJECTIVE



DWELLING ORIENTATION	DWELLING TYPE	MINIMUM AREA	MINIMUM DIMENSION
NORTH (20° W - N - 20° E)	ALL	8 sqm	1,7 metres
SOUTH (30° W - S - 20° E)	ALL	8 sqm	1,2 metres
ANY OTHER DIRECTION	STUDIO OR 1 BEDROOM	8 sqm	1,5 metres
	2 BEDROOM DWELLING	8 sqm	2 metres
	3 OR MORE BEDROOMS	12sqm	2,4 metres

NOTE:-
POS AREAS ON APARTMENT GUIDELINE PLANS SHOW THE ***MINIMUM*** REQUIREMENT TO COMPLY WITH CLAUSE 57.
REFER TO GENERAL FLOOR PLANS (DRAWINGS TP 2001 - TP 2003) FOR ACTUAL BALCONY AREAS

CLAUSE 57.03-7
FUNCTIONAL LAYOUT OBJECTIVE
D7 ROOM AMENITY
BEDROOM DIMENSIONS

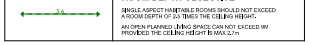


BEDROOM TYPE	MINIMUM WIDTH	MINIMUM DEPTH
MASTER BEDROOM	3,0m	3,4m
OTHER BEDROOMS	3,0m	3,0m

D8 LIVING AREA DIMENSIONS

DWELLING TYPE	MINIMUM WIDTH	MINIMUM AREA
STUDIO + BEDROOM 1	3,3m	10sqm
2 OR MORE BEDROOMS	3,6m	12sqm

CLAUSE 57.03-8
ROOM DEPTH OBJECTIVE



SINGLE ASPECT HABITABLE ROOMS SHOULD NOT EXCEED A ROOM DEPTH OF 2.5 TIMES THE CEILING HEIGHT.

AN OPEN PLANNED LIVING SPACE CAN NOT EXCEED 9M PROVIDED THE CEILING HEIGHT IS MAX 2.7m

CLAUSE 57.03-9
DAYLIGHT TO WINDOWS OBJECTIVE



A WINDOW TO A SECONDARY AREA OF A BEDROOM IS TO BE CLEAR TO SKY.

THE SECONDARY AREA SHOULD BE:
A MINIMUM WIDTH OF 1.2m
A MAXIMUM DEPTH OF 1.5 TIMES THE WIDTH (MEASURED FROM THE EXTERNAL WALL FACE)

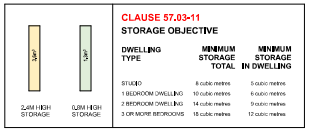
CLAUSE 57.03-10
NATURAL VENTILATION OBJECTIVE



AT LEAST 40 % OF DWELLINGS SHOULD PROVIDE EFFECTIVE CROSS VENTILATION THAT HAS:-

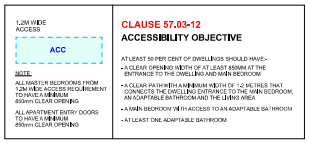
- A MAXIMUM BREEZE PATH THROUGH THE DWELLING OF 18m
- A MINIMUM BREEZE PATH THROUGH THE DWELLING OF 5m
- VENTILATION OPENINGS WITH APPROX THE SAME AREA

CLAUSE 57.03-11
STORAGE OBJECTIVE



DWELLING TYPE	MINIMUM STORAGE TOTAL	MINIMUM STORAGE IN DWELLING
STUDIO	8 cubic metres	5 cubic metres
1 BEDROOM DWELLING	10 cubic metres	6 cubic metres
2 BEDROOM DWELLING	14 cubic metres	9 cubic metres
3 OR MORE BEDROOMS	18 cubic metres	12 cubic metres

CLAUSE 57.03-12
ACCESSIBILITY OBJECTIVE



NOTE:
ALL MASTER BEDROOMS FROM 1AM MDE ACCESS REQUIREMENT TO HAVE A MINIMUM 850mm CLEAR OPENING

ALL APARTMENT ENTRY DOORS TO HAVE A MINIMUM 850mm CLEAR OPENING

AT LEAST 50 PER CENT OF DWELLINGS SHOULD HAVE:-

- A CLEAR OPENING WIDTH OF AT LEAST 850MM AT THE ENTRANCE TO THE DWELLING AND MAIN BEDROOM
- A CLEAR PATH WITH A MINIMUM WIDTH OF 1.2 METRES THAT CONNECTS THE DWELLING ENTRANCE TO THE MAIN BEDROOM, AN ADAPTABLE BATHROOM AND THE LIVING AREA
- A MAIN BEDROOM WITH ACCESS TO AN ADAPTABLE BATHROOM
- AT LEAST ONE ADAPTABLE BATHROOM

CLAUSE 57 GUIDELINES
ANALYSIS SUMMARY / INFORMATION

SUMMARY OF INDIVIDUAL APARTMENT COMPLIANCE
- REFER PLANS FOR MORE DETAIL

APARTMENT NUMBER	NUMBER OF BEDROOMS	57.03 - 5 P.O.S. OBJECTIVE	57.03 - 7 ROOM AMENITY OBJECTIVE			57.03 - 8 ROOM DEPTH OBJECTIVE	57.03 - 9 WINDOWS OBJECTIVE	57.03 - 10 NATURAL VENTILATION	57.03 - 11 STORAGE OBJECTIVE VALUES SHOWN ARE CUBIC METRES				57.03 - 12 ACCESSIBILITY OBJECTIVE	
		MINIMUM DIMENSION	MINIMUM AREA	BEDROOM SIZES	LIVING SIZES	LIVING AREA	COMPLIES			STORAGE IN APARTMENT	STORAGE @ GF	TOTAL	COMPLIES	1.2M ACCESS	BATHROOM TYPE
LEVEL 1									A1						
1-01	2 BED	✓	✓	✓	✓	✓	C	✓	✓	11,2m	7,6	6,0**	13,6m³	✓	✓ DDA
1-02	1 BED	✓	✓	✓	✓	✓	B	✓	—		6,9	6,0**	12,9m³	✓	—
1-03	1 BED	✓	✓	✓	✓	✓	C	✓	✓	10,3m	7,1	6,0**	13,1m³	✓	✓ 1
1-04	1 BED	✓	✓	✓	✓	✓	C	✓	✓	11,4m	6,3	6,0**	13,3m³	✓	✓ 3
1-05	1 BED	✓	✓	✓	✓	✓	B	✓	—		7,1	6,0**	13,1m³	—	—
LEVEL 2															
2-01	2 BED	10,4✓	✓	✓	✓	✓	C	✓	✓	11,0m		6,0**	16,4m³	✓	✓ 2
2-02	1 BED	✓	✓	✓	✓	✓	B	✓	—		6,9	6,0**	12,9m³	—	—
2-03	1 BED	✓	✓	✓	✓	✓	C	✓	✓	10,3m	7,1	6,0**	13,1m³	✓	✓ 1
2-04	1 BED	✓	✓	✓	✓	✓		✓	✓	11,4m	6,3	6,0**	13,3m³	✓	✓ 3
2-05	1 BED	✓	✓	✓	✓	✓		✓	—		7,1	6,0**	13,1m³	—	—
LEVEL 3															
3-01	1 BED	✓	✓	✓	✓	✓	B	✓	✓	6,0m	6,0	6,0**	12,0m³	✓	✓ 4
3-02	2 BED	10,4✓	✓	✓	✓	✓	C	✓	—			6,0**	16,4m³	—	—
3-03	2 BED	✓	✓	✓	✓	✓	A	✓	✓	6,4m	9,2	6,0**	15,2m³	—	—
3-04	1 BED	✓	✓	✓	✓	✓	B	✓	✓	7,4m	6,0	6,0**	12,0m³	—	—

NOTE:
A LESS THAN 2,5 x CEILING HEIGHT

B MAX 9M DEPTH SINGLE ASPECT + OPEN PLAN + MIN 2,7 CEILING

C NOT SINGLE ASPECT

NOTE:
SA INDICATES SECONDARY AREA (SNORKEL)

NOT APPLICABLE FOR THIS PROJECT

— NOTE:
DASH INDICATES SINGLE ASPECT APARTMENTS

** NOTE:
STORAGE UNITS (TOTAL OF 14) ARE LOCATED AT GROUND FLOOR

— NOTE:
DASH INDICATES THAT APARTMENT IS NOT "ACCESSIBLE"

COMPLIANCE IS BASED ON AN OVERALL BUILDING APT NUMBER RATIO - REFER BELOW

A LETTER REFERS TO BATHROOM TYPE

BUILDING TOTAL
[ALL STOREYS]

	57.03 - 5 P.O.S. OBJECTIVE	57.03 - 7 ROOM AMENITY OBJECTIVE	57.03 - 8 ROOM DEPTH OBJECTIVE	57.03 - 9 WINDOWS OBJECTIVE	57.03 - 10 NATURAL VENTILATION	57.03 - 11 STORAGE OBJECTIVE VALUES SHOWN ARE CUBIC METRES	57.03 - 12 ACCESSIBILITY OBJECTIVE
MINIMUM REQUIREMENT	100%	100%	100%	100%	40%	100%	50%
TOTAL NUMBER OF APARTMENTS IN DEVELOPMENT: 14	100% ✓	100% ✓	100% ✓	100% ✓	NUMBER OF APARTMENTS COMPLYING WITH CROSS VENT OBJECTIVE: 9 : 14 = 64% ✓	100% ✓	NUMBER OF APARTMENTS THAT COMPLY WITH ACCESSIBILITY OBJECTIVE: 7 : 14 = 50% ✓

REFER FOLLOWING DRAWINGS - TP 5001 + TP 5002
FOR SUPPORTING PLANS WITH DIMENSIONS AND COMPLIANCE NOTES

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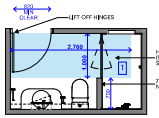
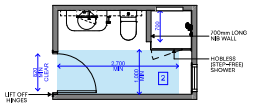
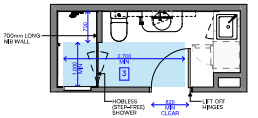
TYPE A BATHROOM DESIGN AS PER CLAUSE 57.03-12



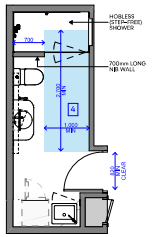
BATHROOM - TYPE 1
Scale 1:50 @ A1



BATHROOM - TYPE 2
Scale 1:50 @ A1

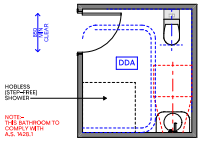


BATHROOM - TYPE 3
Scale 1:50 @ A1



BATHROOM - TYPE 4
Scale 1:50 @ A1

TYPE B BATHROOM DESIGN AS PER CLAUSE 57.03-12



BATHROOM - TYPE DDA
Scale 1:50 @ A1

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TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	REVISED PLAN LAYOUT AMENDED	4/08/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
APARTMENT GUIDELINES
GUIDELINES SUMMARY

drawing no. TP5000 rev. 01

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PLANNING SCHEME CLAUSE 57:

CLAUSE 57.03-5
PRIVATE OPEN SPACE (POS) OBJECTIVE

A/C UNIT SHOWN DASHED

BALCONY 11 m²

PLANTING AREA (INCLUDED IN OF POS AREA)

USEABLE BALCONY ZONE

DWELLING ORIENTATION	DWELLING TYPE	MINIMUM AREA	MINIMUM DIMENSION
NORTH (20° W - N - 20° E)	ALL	8 sqm	1.7 metres
SOUTH (30° W - S - 20° E)	ALL	8 sqm	1.2 metres
ANY OTHER DIRECTION	STUDIO OR 1 BEDROOM	8 sqm	1.5 metres
	2 BEDROOM DWELLING	8 sqm	2 metres
	3 OR MORE BEDROOMS	12sqm	2.4 metres

NOTE:-
POS AREAS ON APARTMENT GUIDELINE PLANS SHOW THE **MINIMUM** REQUIREMENT TO COMPLY WITH CLAUSE 57.
REFER TO GENERAL FLOOR PLANS (DRAWINGS TP 2001 - TP 2003) FOR ACTUAL BALCONY AREAS

CLAUSE 57.03-7
FUNCTIONAL LAYOUT OBJECTIVE
D7 ROOM AMENITY BEDROOM DIMENSIONS

BEDROOM TYPE	MINIMUM WIDTH	MINIMUM DEPTH
MASTER BEDROOM	3.0m	3.4m
OTHER BEDROOMS	3.0m	3.0m

D8 LIVING AREA DIMENSIONS

DWELLING TYPE	MINIMUM WIDTH	MINIMUM AREA
STUDIO + BEDROOM 1	3.3m	10sqm
2 OR MORE BEDROOMS	3.6m	12sqm

CLAUSE 57.03-8
ROOM DEPTH OBJECTIVE

SINGLE ASPECT HABITABLE ROOMS SHOULD NOT EXCEED A ROOM DEPTH OF 2.5 TIMES THE CEILING HEIGHT.

AN OPEN PLANNED LIVING SPACE CAN NOT EXCEED 9M PROVIDED THE CEILING HEIGHT IS MAX 2.7m

CLAUSE 57.03-9
DAYLIGHT TO WINDOWS OBJECTIVE

A WINDOW TO A SECONDARY AREA OF A BEDROOM IS TO BE CLEAR TO SKY.

THE SECONDARY AREA SHOULD BE:
A MINIMUM WIDTH OF 1.2m
A MAXIMUM DEPTH OF 1.5 TIMES THE WIDTH (MEASURED FROM THE EXTERNAL WALL FACE)

CLAUSE 57.03-10
NATURAL VENTILATION OBJECTIVE

AT LEAST 40 % OF DWELLINGS SHOULD PROVIDE EFFECTIVE CROSS VENTILATION THAT HAS:-
- A MAXIMUM BREEZE PATH THROUGH THE DWELLING OF 18m
- A MINIMUM BREEZE PATH THROUGH THE DWELLING OF 5m
- VENTILATION OPENINGS WITH APPROX THE SAME AREA

CLAUSE 57.03-11
STORAGE OBJECTIVE

DWELLING TYPE	MINIMUM STORAGE TOTAL	MINIMUM STORAGE IN DWELLING
STUDIO	8 cubic metres	5 cubic metres
1 BEDROOM DWELLING	10 cubic metres	6 cubic metres
2 BEDROOM DWELLING	14 cubic metres	9 cubic metres
3 OR MORE BEDROOMS	18 cubic metres	12 cubic metres

2.4M HIGH STORAGE — 0.8M HIGH STORAGE

1.2M WIDE ACCESS — ACC

NOTE:
ALL MASTER BEDROOMS FROM GF/M MDE ACCESS REQUIREMENT TO HAVE A MINIMUM 850mm CLEAR OPENING

ALL APARTMENT ENTRY DOORS TO HAVE A MINIMUM 850mm CLEAR OPENING

CLAUSE 57.03-12
ACCESSIBILITY OBJECTIVE

AT LEAST 50 PER CENT OF DWELLINGS SHOULD HAVE:-
- A CLEAR OPENING WIDTH OF AT LEAST 850MM AT THE ENTRANCE TO THE DWELLING AND MAIN BEDROOM
- A CLEAR PATH WITH A MINIMUM WIDTH OF 1.2 METRES THAT CONNECTS THE DWELLING ENTRANCE TO THE MAIN BEDROOM, AN ADAPTABLE BATHROOM AND THE LIVING AREA
- A MAIN BEDROOM WITH ACCESS TO AN ADAPTABLE BATHROOM
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GROUND
Scale 1:100 @ A1

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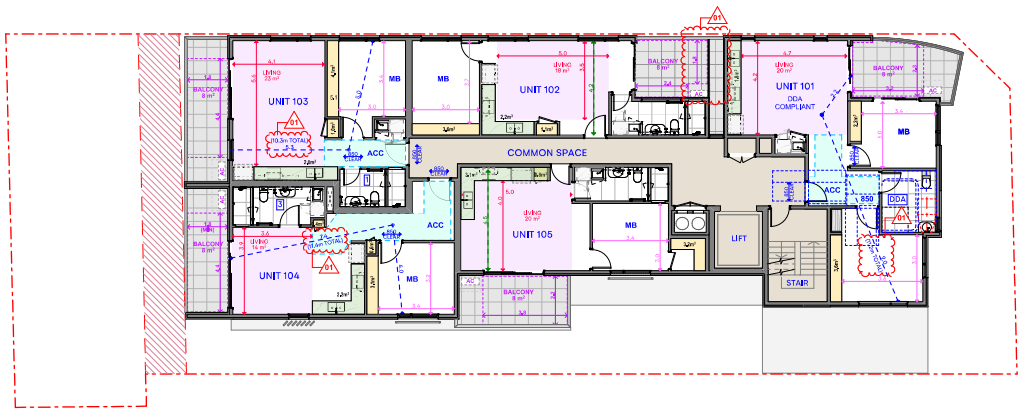

LEVEL 1
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TOWN PLANNING ISSUE
4/06/2026

Rev	Description	Date
00	for police	29/10/2025
	MINOR PLAN LENGTH ADDED	
01	TOP TOP BALCONY ADDED TO LIVING/ BEDROOM 1	4/06/2026
	CLEAR OPENING DIMENSIONS ADDED TO DOORS	

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
APARTMENT GUIDELINES
GF + L1 – APT GUIDELINES

drawing no. TP5001 rev. 01

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PLANNING SCHEME CLAUSE 57:

CLAUSE 57.03-5
PRIVATE OPEN SPACE (POS) OBJECTIVE

DWELLING ORIENTATION
NORTH (20° W - N - 20° E)
SOUTH (30° W - S - 20° E)
ANY OTHER DIRECTION

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2.4M HIGH STORAGE
0.8M HIGH STORAGE

CLAUSE 57.03-12
ACCESSIBILITY OBJECTIVE
1.2M WIDE ACCESS
ACC
NOTE:
ALL MASTER BEDROOMS FROM 1JAN MEET ACCESS REQUIREMENT TO HAVE A MINIMUM 850mm CLEAR OPENING
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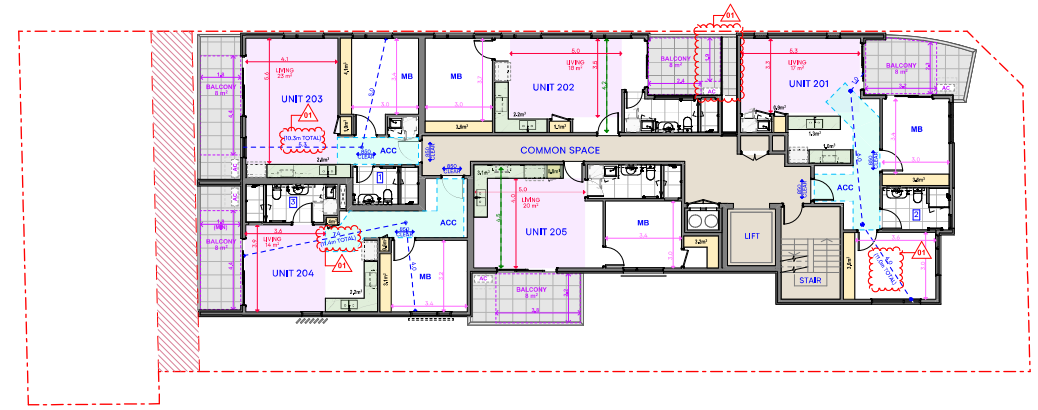
- A MAIN BEDROOM WITH ACCESS TO AN ADAPTABLE BATHROOM
- AT LEAST ONE ADAPTABLE BATHROOM



LEVEL 2
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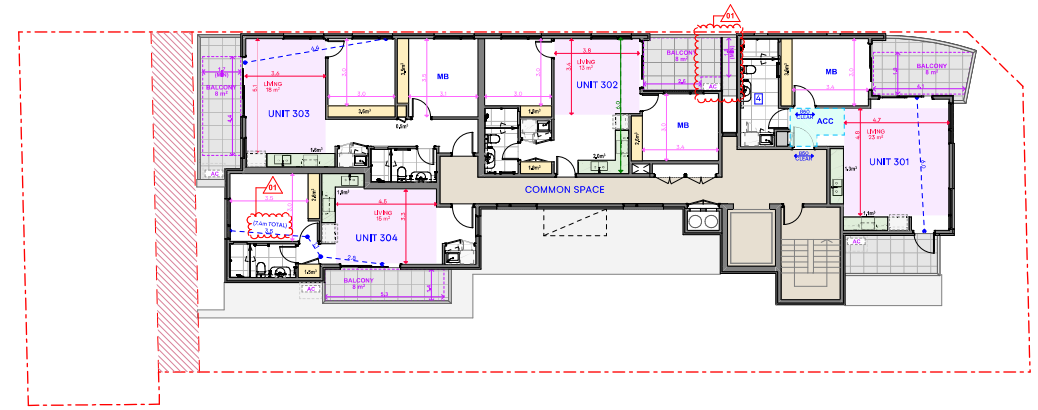

LEVEL 3
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TOWN PLANNING ISSUE
4/06/2026

Rev	Description	Date
00	TP ISSUE	28/02/2026
01	REVISED PLAN LENGTH AREAS TRIP TO BALCONY ADDED TO ROOMS (EXCEPT SUPERIOR BEDROOM) CLEAR OPENING DIMENSIONS ADDED TO ROOMS	4/06/2026

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
APARTMENT GUIDELINES
L2 + L3 - APT GUIDELINES

drawing no. TP5002 rev. 01

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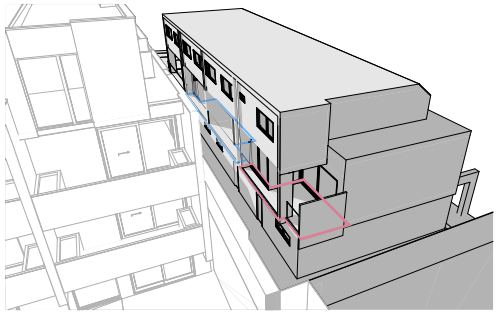

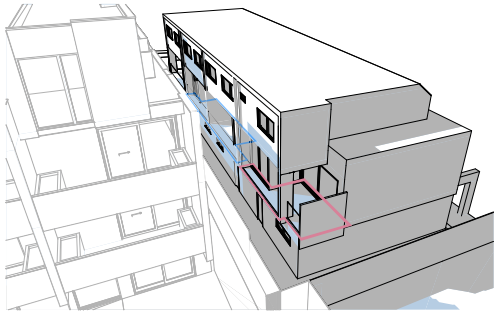

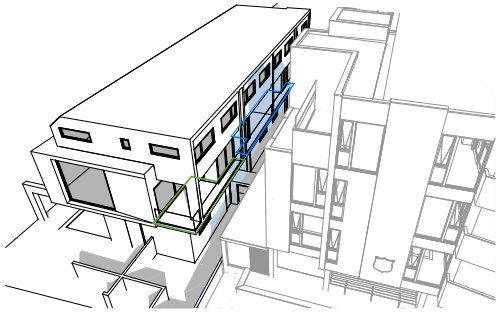

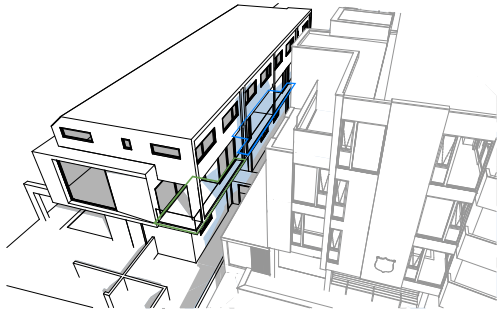

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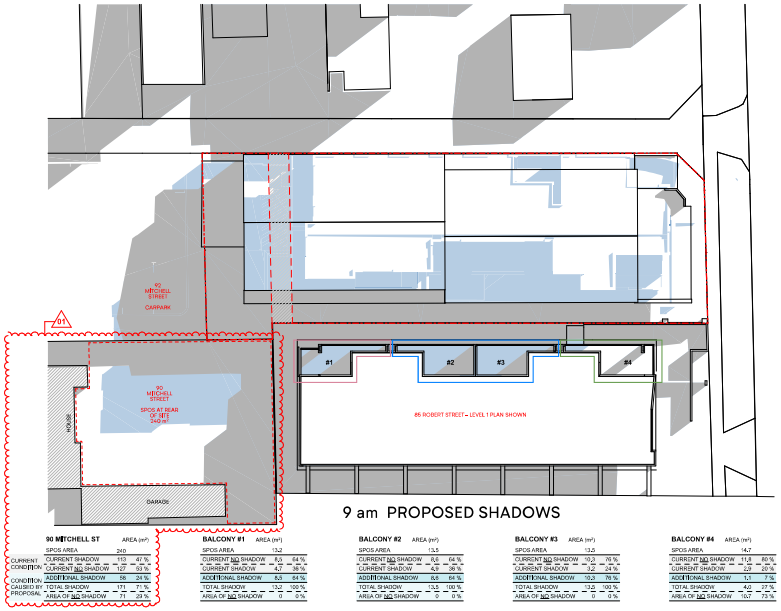
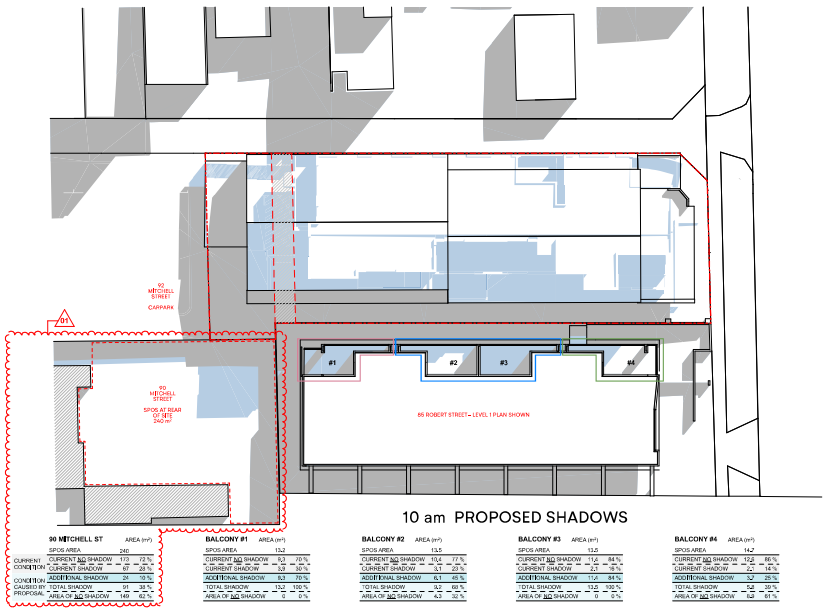


9 am PROPOSED SHADOWS

90 MITCHELL ST	AREA (m²)		BALCONY #1	AREA (m²)		BALCONY #2	AREA (m²)		BALCONY #3	AREA (m²)		BALCONY #4	AREA (m²)	
SPOS AREA	240		SPOS AREA	13.2		SPOS AREA	13.5		SPOS AREA	13.0		SPOS AREA	14.7	
CURRENT CONDITION: CURRENT SHADOW	113	47 %	CURRENT NO SHADOW	8.3	64 %	CURRENT NO SHADOW	8.6	64 %	CURRENT NO SHADOW	10.2	78 %	CURRENT NO SHADOW	11.8	80 %
CURRENT NO SHADOW	127	53 %	CURRENT SHADOW	4.9	36 %	CURRENT SHADOW	4.9	36 %	CURRENT SHADOW	3.2	24 %	CURRENT SHADOW	2.9	20 %
CONDITION CAUSED BY PROPOSAL: ADDITIONAL SHADOW	58	24 %	ADDITIONAL SHADOW	8.3	64 %	ADDITIONAL SHADOW	8.6	64 %	ADDITIONAL SHADOW	10.3	76 %	ADDITIONAL SHADOW	1.1	7 %
TOTAL SHADOW	171	71 %	TOTAL SHADOW	13.2	100 %	TOTAL SHADOW	13.5	100 %	TOTAL SHADOW	13.5	100 %	TOTAL SHADOW	4.0	27 %
AREA OF NO SHADOW	71	29 %	AREA OF NO SHADOW	0	0 %	AREA OF NO SHADOW	0	0 %	AREA OF NO SHADOW	0	0 %	AREA OF NO SHADOW	10.7	73 %



10 am PROPOSED SHADOWS

90 MITCHELL ST	AREA (m²)		BALCONY #1	AREA (m²)		BALCONY #2	AREA (m²)		BALCONY #3	AREA (m²)		BALCONY #4	AREA (m²)	
SPOS AREA	240		SPOS AREA	13.2		SPOS AREA	13.5		SPOS AREA	13.0		SPOS AREA	14.2	
CURRENT CONDITION: CURRENT SHADOW	173	72 %	CURRENT NO SHADOW	8.3	70 %	CURRENT NO SHADOW	10.4	77 %	CURRENT NO SHADOW	11.4	84 %	CURRENT NO SHADOW	12.2	86 %
CURRENT NO SHADOW	67	28 %	CURRENT SHADOW	3.9	30 %	CURRENT SHADOW	3.1	23 %	CURRENT SHADOW	2.1	16 %	CURRENT SHADOW	2.1	14 %
CONDITION CAUSED BY PROPOSAL: ADDITIONAL SHADOW	24	10 %	ADDITIONAL SHADOW	8.3	70 %	ADDITIONAL SHADOW	6.1	45 %	ADDITIONAL SHADOW	11.4	84 %	ADDITIONAL SHADOW	3.2	25 %
TOTAL SHADOW	91	38 %	TOTAL SHADOW	13.2	100 %	TOTAL SHADOW	9.2	68 %	TOTAL SHADOW	13.0	100 %	TOTAL SHADOW	5.4	39 %
AREA OF NO SHADOW	149	62 %	AREA OF NO SHADOW	0	0 %	AREA OF NO SHADOW	4.3	32 %	AREA OF NO SHADOW	0	0 %	AREA OF NO SHADOW	8.8	61 %

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LEGEND
EXISTING SHADOW
ADDITIONAL SHADOW CREATED BY PROPOSAL
EXTENT OF LEVEL 1 BALCONIES AT 90 ROBERT STREET
BALCONY CLOSEST TO ROBERT STREET
2x CENTRAL BALCONIES
BALCONY TO REAR OF ROBERT STREET

ALL SHADOWS GENERATED ON SEPTEMBER 22

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	92 MITCHELL ST SHADOWS ADDED	4/08/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SHADOW DIAGRAMS
SHADOWS 9am + 10am

drawing no. TP6000 rev. 01

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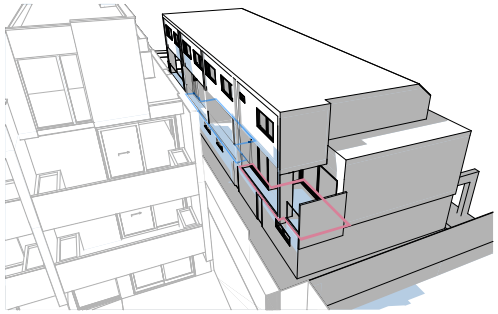

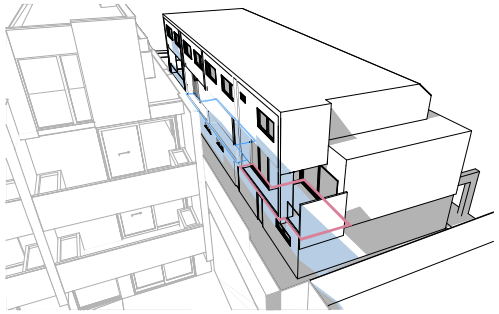



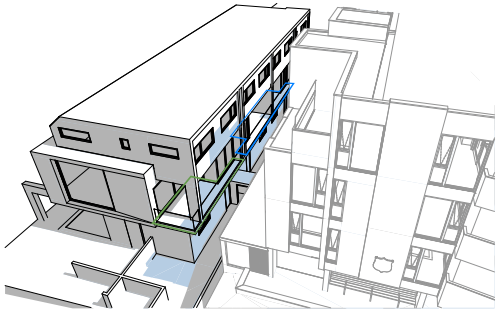

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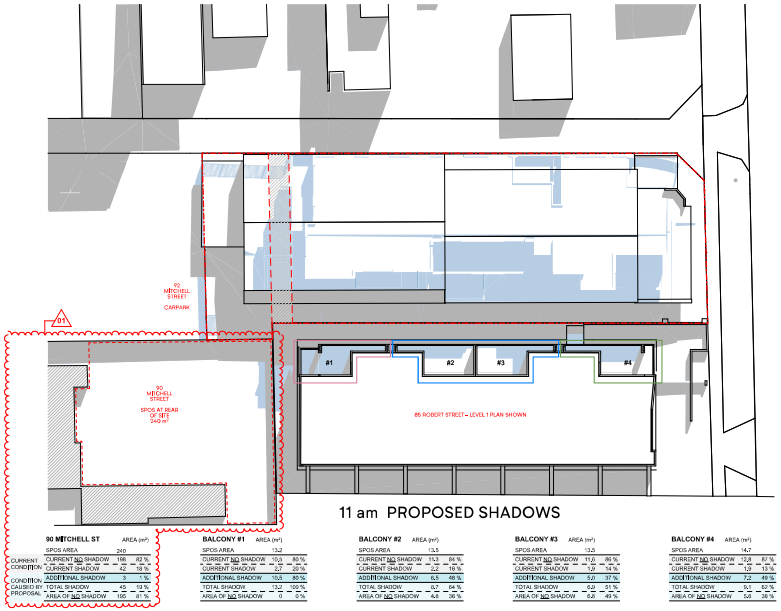


11 am PROPOSED SHADOWS

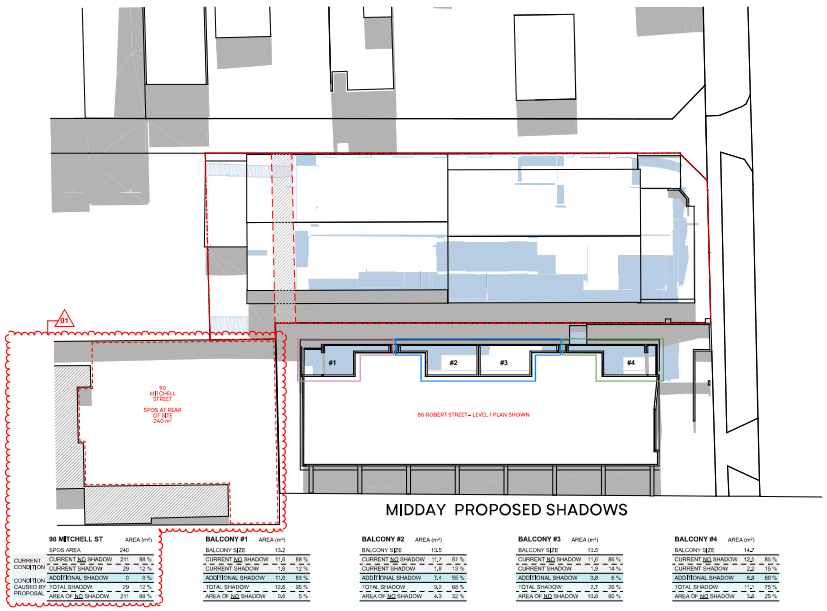
90 MITCHELL ST	AREA (m²)
SPOS AREA	240
CURRENT CONDITION — CURRENT NO SHADOW	186 — 82 %
CURRENT CONDITION — CURRENT SHADOW	42 — 18 %
CAUSED BY PROPOSAL — ADDITIONAL SHADOW	3 — 1 %
CAUSED BY PROPOSAL — TOTAL SHADOW	45 — 19 %
CAUSED BY PROPOSAL — AREA OF NO SHADOW	180 — 81 %

BALCONY #1	AREA (m²)
SPOS AREA	13.2
CURRENT NO SHADOW	10.3 — 80 %
CURRENT SHADOW	2.7 — 20 %
ADDITIONAL SHADOW	10.3 — 80 %
TOTAL SHADOW	13.0 — 100 %
AREA OF NO SHADOW	0 — 0 %

BALCONY #2	AREA (m²)
SPOS AREA	13.5
CURRENT NO SHADOW	11.3 — 84 %
CURRENT SHADOW	2.2 — 16 %
ADDITIONAL SHADOW	6.5 — 48 %
TOTAL SHADOW	8.7 — 64 %
AREA OF NO SHADOW	4.8 — 36 %

BALCONY #3	AREA (m²)
SPOS AREA	13.5
CURRENT NO SHADOW	11.0 — 86 %
CURRENT SHADOW	1.9 — 14 %
ADDITIONAL SHADOW	5.0 — 37 %
TOTAL SHADOW	6.9 — 51 %
AREA OF NO SHADOW	6.6 — 49 %

BALCONY #4	AREA (m²)
SPOS AREA	14.7
CURRENT NO SHADOW	12.8 — 87 %
CURRENT SHADOW	1.9 — 13 %
ADDITIONAL SHADOW	7.2 — 49 %
TOTAL SHADOW	9.1 — 62 %
AREA OF NO SHADOW	5.6 — 38 %



MIDDAY PROPOSED SHADOWS

90 MITCHELL ST	AREA (m²)
SPOS AREA	240
CURRENT CONDITION — CURRENT NO SHADOW	211 — 88 %
CURRENT CONDITION — CURRENT SHADOW	29 — 12 %
CAUSED BY PROPOSAL — ADDITIONAL SHADOW	0 — 0 %
CAUSED BY PROPOSAL — TOTAL SHADOW	29 — 12 %
CAUSED BY PROPOSAL — AREA OF NO SHADOW	211 — 88 %

BALCONY #1	AREA (m²)
BALCONY SIZE	13.2
CURRENT NO SHADOW	11.6 — 88 %
CURRENT SHADOW	1.6 — 12 %
ADDITIONAL SHADOW	11.6 — 88 %
TOTAL SHADOW	13.2 — 100 %
AREA OF NO SHADOW	0.0 — 0 %

BALCONY #2	AREA (m²)
BALCONY SIZE	13.5
CURRENT NO SHADOW	11.7 — 87 %
CURRENT SHADOW	1.8 — 13 %
ADDITIONAL SHADOW	7.4 — 55 %
TOTAL SHADOW	9.2 — 68 %
AREA OF NO SHADOW	4.3 — 32 %

BALCONY #3	AREA (m²)
BALCONY SIZE	13.5
CURRENT NO SHADOW	11.6 — 86 %
CURRENT SHADOW	1.9 — 14 %
ADDITIONAL SHADOW	5.8 — 43 %
TOTAL SHADOW	7.7 — 57 %
AREA OF NO SHADOW	5.8 — 43 %

BALCONY #4	AREA (m²)
BALCONY SIZE	14.2
CURRENT NO SHADOW	12.2 — 86 %
CURRENT SHADOW	2.2 — 15 %
ADDITIONAL SHADOW	8.8 — 62 %
TOTAL SHADOW	11.1 — 78 %
AREA OF NO SHADOW	3.4 — 24 %

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LEGEND
EXISTING SHADOW
ADDITIONAL SHADOW CREATED BY PROPOSAL
EXTENT OF LEVEL 1 BALCONIES AT 85 ROBERT STREET
BALCONY CLOSEST TO ROBERT STREET
2x CENTRAL BALCONIES
BALCONY TO REAR OF ROBERT STREET
ALL SHADOWS GENERATED ON SEPTEMBER 22

TOWN PLANNING ISSUE
4/06/2026

Rev	Description	Date
00	TP ISSUE	04/06/2026
01	90 MITCHELL ST SHADOWS/NO ADDED	4/08/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SHADOW DIAGRAMS
SHADOWS 11am + MIDDAY

drawing no. TP6001 rev. 01

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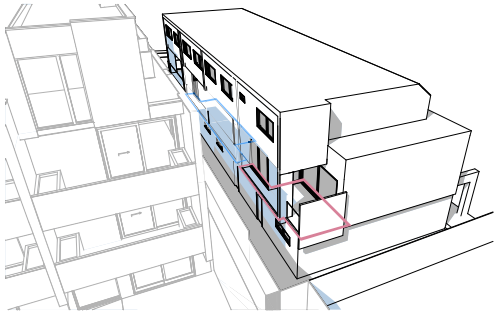
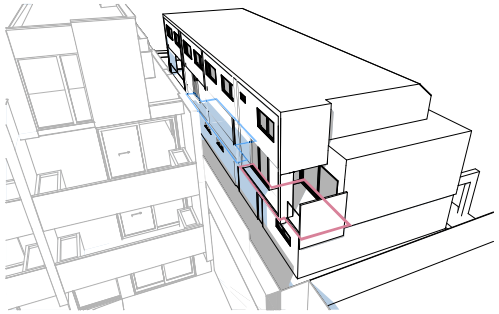
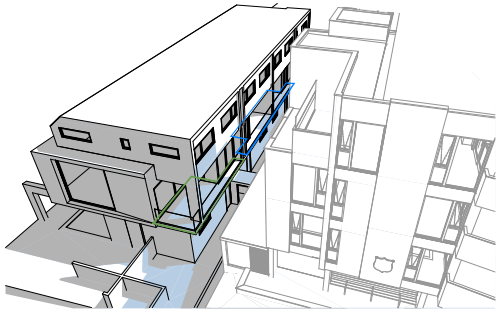
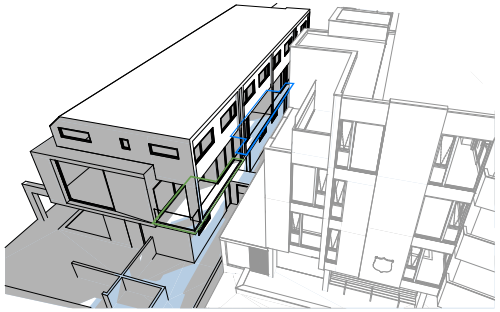
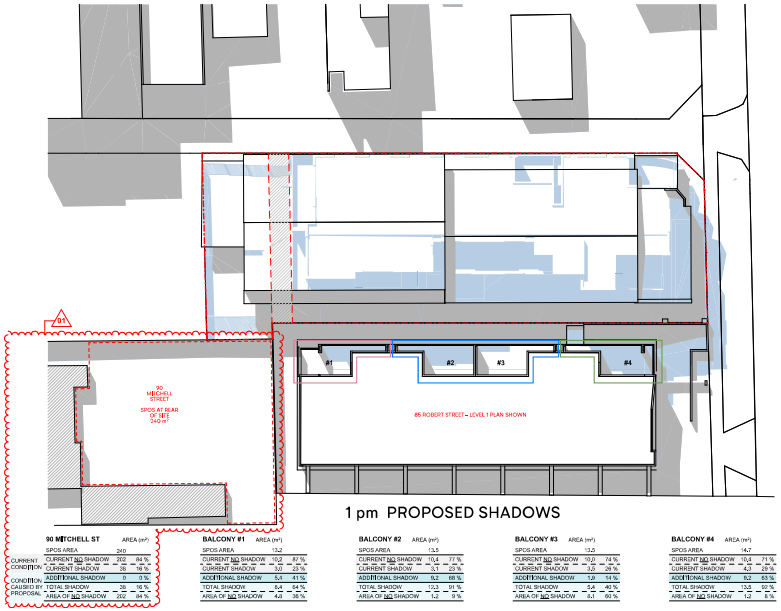




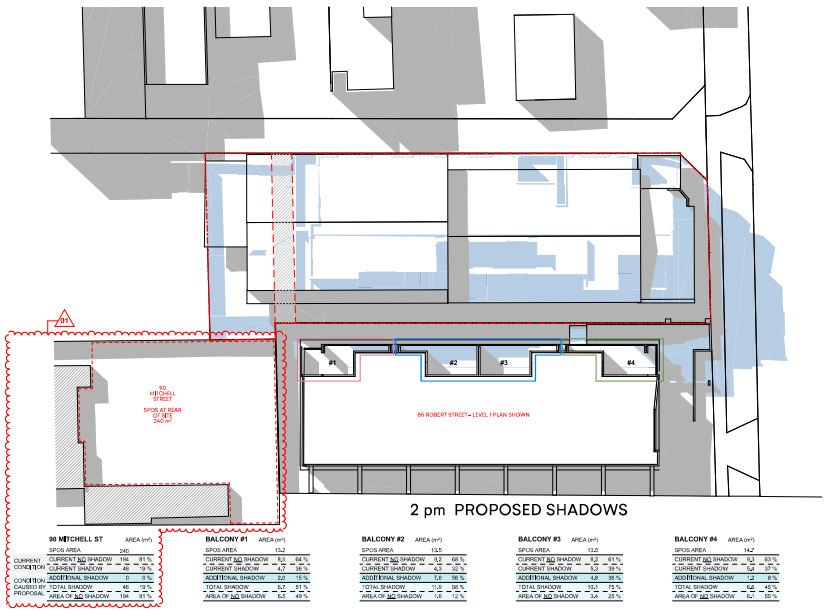






1 pm PROPOSED SHOWADOWS

90 MITCHELL ST	AREA (m²)	BALCONY #1	AREA (m²)	BALCONY #2	AREA (m²)	BALCONY #3	AREA (m²)	BALCONY #4	AREA (m²)
SPOS AREA	240	SPOS AREA	13.2	SPOS AREA	13.5	SPOS AREA	13.0	SPOS AREA	14.7
CURRENT CONDITION: CURRENT NO SHADOW	202 84 %	CURRENT NO SHADOW	11.2 87 %	CURRENT NO SHADOW	10.4 77 %	CURRENT NO SHADOW	10.0 74 %	CURRENT NO SHADOW	10.4 71 %
CURRENT CONDITION: CURRENT SHADOW	38 16 %	CURRENT SHADOW	3.0 23 %	CURRENT SHADOW	3.1 23 %	CURRENT SHADOW	3.0 26 %	CURRENT SHADOW	4.3 29 %
CONDITION CAUSED BY PROPOSAL: ADDITIONAL SHADOW	0 0 %	ADDITIONAL SHADOW	5.4 41 %	ADDITIONAL SHADOW	8.2 61 %	ADDITIONAL SHADOW	1.9 14 %	ADDITIONAL SHADOW	9.3 63 %
TOTAL SHADOW	38 16 %	TOTAL SHADOW	8.4 64 %	TOTAL SHADOW	11.3 84 %	TOTAL SHADOW	5.4 40 %	TOTAL SHADOW	13.5 92 %
AREA OF NO SHADOW	202 84 %	AREA OF NO SHADOW	4.8 36 %	AREA OF NO SHADOW	1.2 9 %	AREA OF NO SHADOW	8.1 60 %	AREA OF NO SHADOW	1.2 8 %



2 pm PROPOSED SHOWADOWS

90 MITCHELL ST	AREA (m²)	BALCONY #1	AREA (m²)	BALCONY #2	AREA (m²)	BALCONY #3	AREA (m²)	BALCONY #4	AREA (m²)
SPOS AREA	240	SPOS AREA	13.2	SPOS AREA	13.5	SPOS AREA	13.0	SPOS AREA	14.2
CURRENT CONDITION: CURRENT NO SHADOW	196 81 %	CURRENT NO SHADOW	8.5 64 %	CURRENT NO SHADOW	9.2 68 %	CURRENT NO SHADOW	8.2 61 %	CURRENT NO SHADOW	9.3 63 %
CURRENT CONDITION: CURRENT SHADOW	46 19 %	CURRENT SHADOW	4.7 36 %	CURRENT SHADOW	4.3 32 %	CURRENT SHADOW	4.8 37 %	CURRENT SHADOW	5.4 37 %
CONDITION CAUSED BY PROPOSAL: ADDITIONAL SHADOW	6 2 %	ADDITIONAL SHADOW	2.0 15 %	ADDITIONAL SHADOW	1.0 8 %	ADDITIONAL SHADOW	0.8 6 %	ADDITIONAL SHADOW	1.2 8 %
TOTAL SHADOW	46 19 %	TOTAL SHADOW	6.7 51 %	TOTAL SHADOW	11.0 68 %	TOTAL SHADOW	10.2 75 %	TOTAL SHADOW	6.6 45 %
AREA OF NO SHADOW	194 81 %	AREA OF NO SHADOW	6.5 49 %	AREA OF NO SHADOW	1.8 12 %	AREA OF NO SHADOW	3.4 25 %	AREA OF NO SHADOW	7.7 55 %

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LEGEND
EXISTING SHADOW
ADDITIONAL SHADOW CREATED BY PROPOSAL
EXTENT OF LEVEL 1 BALCONIES AT 90 ROBERT STREET
BALCONY CLOSEST TO ROBERT STREET
2x CENTRAL BALCONIES
BALCONY TO REAR OF ROBERT STREET

ALL SHADOWS GENERATED ON SEPTEMBER 22

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	90 MITCHELL ST SHADOWS INFO ADDED	4/08/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SHADOW DIAGRAMS
SHADOWS 1pm + 2pm

drawing no. TP6002 rev. 01

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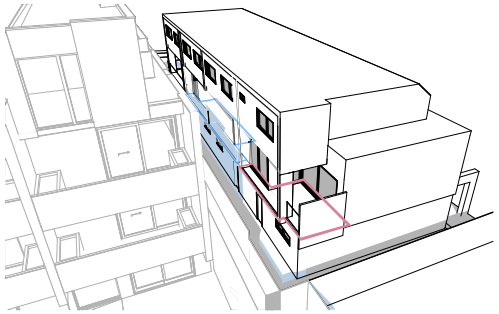

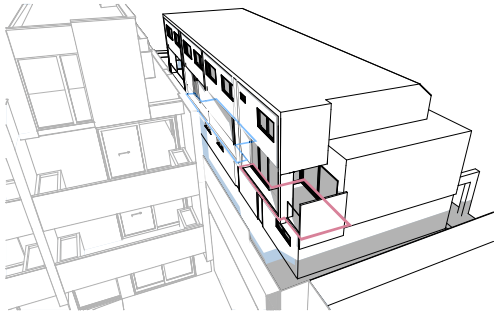

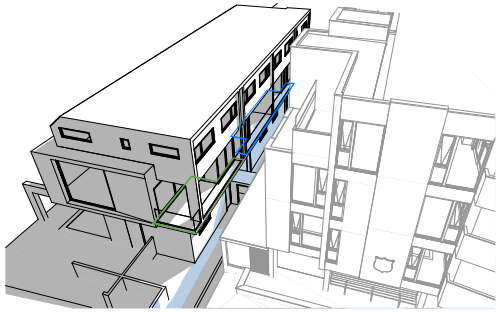

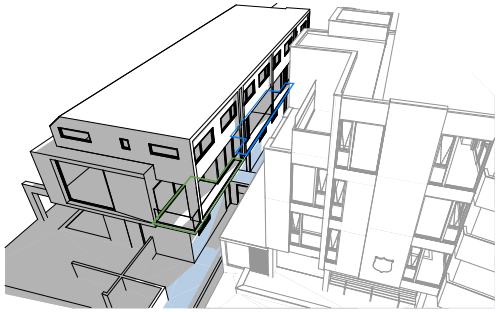

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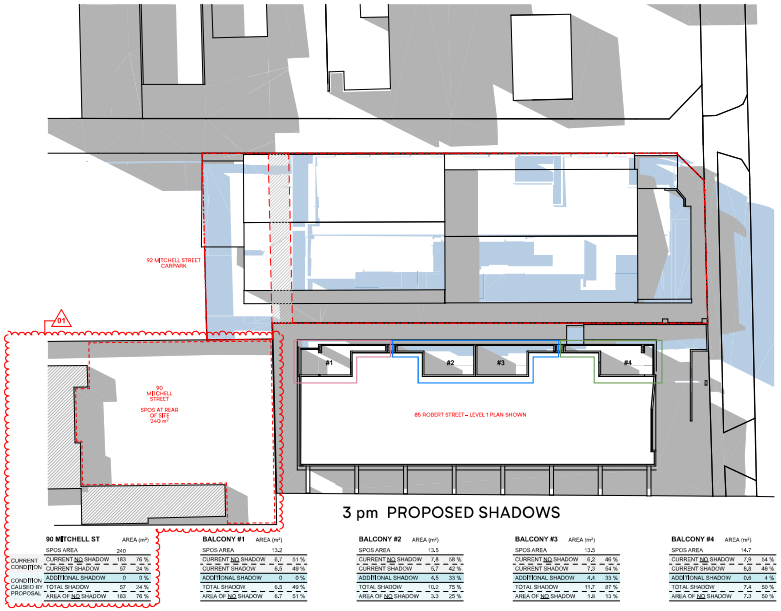
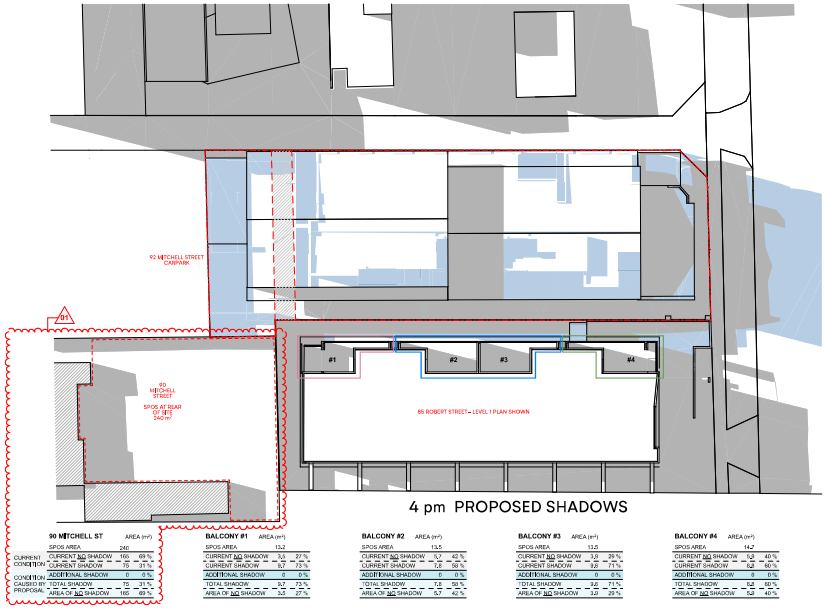


3 pm PROPOSED SHADOWS



4 pm PROPOSED SHADOWS

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LEGEND
EXISTING SHADOW
ADDITIONAL SHADOW CREATED BY PROPOSAL
EXTENT OF LEVEL 1 BALCONIES AT 90 ROBERT STREET
BALCONY CLOSEST TO ROBERT STREET
2x CENTRAL BALCONIES
BALCONY TO REAR OF ROBERT STREET

ALL SHADOWS GENERATED ON SEPTEMBER 22

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
00	TP ISSUE	04/06/2026
01	92 MITCHELL ST SHADOWS NO ADDED	4/08/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
SHADOW DIAGRAMS
SHADOWS 3pm + 4pm

drawing no. TP6003 rev. 01

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WSUD PLAN
Scale 1:100 @ A1

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NOTE
REFER TO SUSTAINABILITY MANAGEMENT PLAN (SMP) BY BESMAN FOR FURTHER INFORMATION

TOWN PLANNING ISSUE
4/06/2026

Rev.	Description	Date
01	TOWN PLANNING ISSUE	4/06/2026

north

client
Salvation Army

project
COMMUNITY CARE
87 ROBERT STREET
BENTLEIGH
VIC 3204

drawing
WSUD
WSUD PLAN

drawing no. TP7000
rev. 01

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87 ROBERT STREET, BENTLEIGH

FOR TOWN PLANNING

MAY 2026

DRAWING REGISTER

DRAWING NAME	REV
LCD-000 COVER SHEET, NOTES & DRAWING REGISTER	D
LCD-001 LANDSCAPE PLAN - GROUND FLOOR	D
LCD-002 LANDSCAPE PLAN - TYPICAL FIRST AND SECOND FLOOR	C
LCD-003 LANDSCAPE PLAN - THIRD FLOOR	C
LCD-004 PLANTING SCHEDULE AND PALETTE	D
LCD-005 PLANTING DETAILS	A

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01 LOCATION PLAN
NOT TO SCALE

IRRIGATION NOTES:

1. A FULLY AUTOMATIC DRIP IRRIGATION SYSTEM IS TO BE INSTALLED TO ALL GARDEN BED AREAS.
2. WATER IS TO BE SOURCED FROM ON SITE WATER TANK. (CONTRACTOR TO CONFIRM LOCATION PRIOR TO COMMENCEMENT OF SHOP DRAWINGS) ENSURE ADEQUATE PUMP SIZE, AVAILABLE PRESSURE AND DELIVERY.
3. ALL IRRIGATION TO BE ON AUTO-TIMERS. RAIN WATER SENSORS TO BE PROVIDED. MOISTURE SENSOR OVERRIDE TO BE SPECIFIED.
4. ENSURE THAT ALL TAPS/OUTLETS SOURCING WATER FROM THE RAINWATER TANK ARE LABELED IN ACCORDANCE WITH THE RELEVANT AUTHORITIES AND INCLUDE A REGISTERED AIR GAP (OR SIMILAR) AND MAINS SUPPLY TOP UP.
5. REGULAR MAINTENANCE IS TO BE CARRIED OUT BY AN APPROVED CONTRACTOR INCLUDING FLUSHING OF THE SYSTEM, CHECKING FOR LEAKS, SEASONAL OR WATER RESTRICTION PROGRAM ADJUSTMENTS, AND MONITORING THE PERFORMANCE OF THE SOIL MOISTURE SENSORS AND CONTROLLER.
6. WATER SUPPLY IS VIA RAINWATER TANK, ALLOW FOR MAINS SUPPLY FOR TOP UP. THE CONTRACTOR IS TO VERIFY AVAILABLE WATER PRESSURE PRIOR TO COMMENCEMENT OF THE SHOP DRAWINGS (1.0LSEC @500KPA REQUIRED, UNLESS OTHERWISE APPROVED PRIOR TO CONSTRUCTION).
7. ALLOW FOR BACK FLOW PREVENTION, LOCKABLE CONTROL CABINET IN APPROVED LOCATION, POWER SUPPLY TO CONTROLLER, CONDUITS UNDER OR THROUGH ALL PAVING, RAIN SENSOR, SOIL MOISTURE SENSORS IN GARDEN BEDS AND PLANTERS, 12 MONTHS DEFECTS LIABILITY PERIOD, PROVISION OF INSTRUCTION MANUAL WITH LISTING OF ALL PARTS AND AN AS-BUILT LAYOUT PLAN.
8. ALL CONDUITS TO BE LAID TO ALLOW THE IRRIGATION CONTRACTOR TO INSTALL MAIN, LATERAL AND 24 VOLT CABLES.
9. PENETRATIONS THROUGH SLABS/HARD SURFACES (WHERE REQUIRED) MUST BE LARGE ENOUGH TO ALLOW ACCESS FOR MAIN, LATERAL AND 24 VOLT CABLES. SEAL TO THE APPROVAL OF THE RELEVANT AUTHORITIES. DO NOT CUT AND/ OR PENETRATE STRUCTURAL MEMBERS WITHOUT THE PRIOR WRITTEN APPROVAL FROM THE ARCHITECT AND THE STRUCTURAL ENGINEER.
10. DRIP TUBE TO BE INSTALLED TO ALL NOMINATED GARDENS, BELOW THE MULCH AT 300MM CENTRES (OR TO SUIT SOIL TYPE). NETAFIM OR SIMILAR EQUIVALENT.

GENERAL LANDSCAPE NOTES:

1. IMPORTED TOPSOIL (TO AS 4419-2018 SOILS FOR LANDSCAPING AND GARDEN USE) IS TO BE SUPPLIED AND SPREAD THE FOLLOWING MINIMUM DEPTHS:
   - 300MM DEPTH FOR PLANTING BEDS
   - 450MM. DEPTH FOR TREES
2. PAVERS TO BE A COMBINATION OF NATURAL SANDSTONE COLOUR TO MATCH EXISTING AND LIGHT GREY TONES
3. ORGANIC MULCH MIN. 75MM DEPTH TO BE SUPPLIED AND SPREAD TO ALL GARDEN BEDS.
4. ALL GARDEN AREAS TO BE ADEQUATELY DRAINED AND TO BE AUTOMATICALLY DRIP IRRIGATED.
5. ALL GARDEN LIGHTING TO BE LOW VOLTAGE LED ACCENT LIGHTING FOR TREES AND SAFETY LIGHTING FOR STAIRS/LEVEL CHANGES.
6. WIRE SUPPORT TO BE PROVIDED FOR ALL TWINNING CLIMBERS.
7. FOLLOWING PRACTICAL COMPLETION OF THE LANDSCAPE WORKS, ALL GARDEN AREAS WILL BE MAINTAINED FOR A PERIOD OF 13 WEEKS (PLANT ESTABLISHMENT PERIOD), THE LANDSCAPE AREAS ARE TO BE MAINTAINED BY APPLYING BEST HORTICULTURAL PRACTICE TO PROMOTE HEALTHY PLANT GROWTH. MAINTENANCE WORK DURING THIS PERIOD WILL INCLUDE (BUT NOT BE LIMITED TO): PRUNING AS NECESSARY TO MAINTAIN PLANTS IN A HEALTHY & STRUCTURALLY SOUND MANNER; PEST AND DISEASE PRE; MAINTAINING MIN. 75MM DEPTH ORGANIC MULCH TO ALL GARDEN BEDS AND TREE SURROUNDS; MONITORING TREE STAKING AND TYING; MONITORING AUTOMATIC IRRIGATION SYSTEM TO ENSURE HEALTHY AND VIGOROUS GROWTH IN ACCORDANCE WITH ANY CURRENT LOCAL WATERING REGULATIONS; WEEDING TO MAINTAIN GARDEN BEDS IN A WEED FREE STATE (MECHANICAL AND/OR HERBICIDE SPRAYING); FERTILISER IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDED APPLICATION RATES; REPLACEMENT OF ANY DISEASED , STOLEN OR DAMAGED PLANTS BEYOND REPAIR OR REGROWTH WITH THE SAME SPECIES AS SPECIFIED IN THE PLANT SCHEDULE WITHIN THE ASSIGNED MAINTENANCE PERIOD

WARNING
BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. THEIR EXACT POSITION SHOULD BE PROVEN ON SITE. DIAL 1A U DIG PH: 1100

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WORK. REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN PREFERENTIALLY TO SCALED DRAWINGS. ALL DRAWINGS MAY NOT BE REPRODUCED OR DISTRIBUTED WITHOUT PRIOR PERMISSION FROM THE LANDSCAPE ARCHITECT.

STATUS
FOR TOWN PLANNING
NOT FOR CONSTRUCTION

NO.	REVISION	DATE
A	FOR TOWNPLANNING	19/12/2025
B	FOR TOWNPLANNING	27/02/2026
C	FOR TOWNPLANNING	19/05/2026
D	FOR TOWNPLANNING	02/06/2026

REVISION D
1. REVISION NUMBER UPDATED

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Fax. +61 3 9654 8088
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Web www.hansenpartnership.com.au

CLIENT
SALVATION ARMY AUSTRALIA
95 Railway Road
Blackburn, VIC 3130

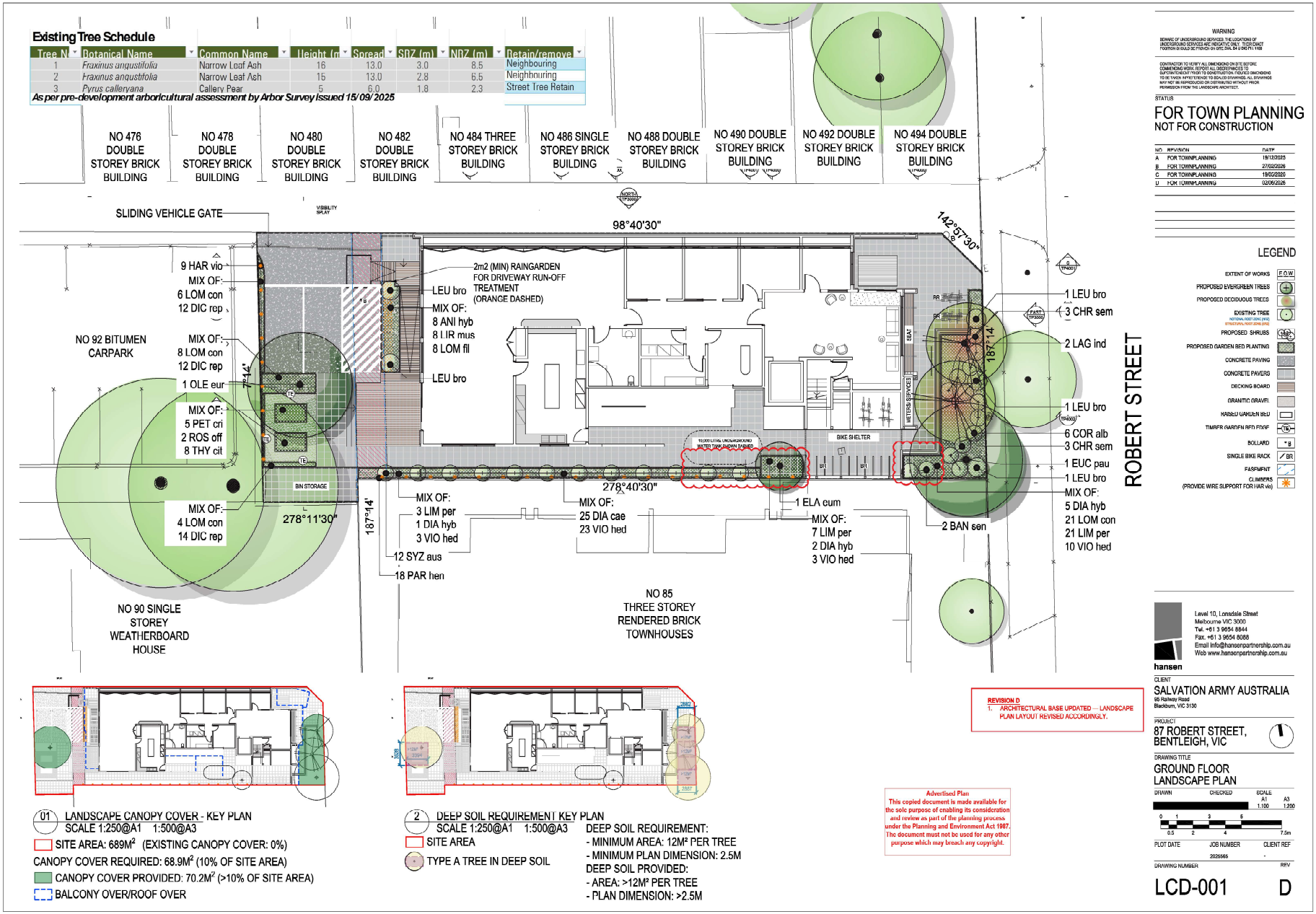
PROJECT
87 ROBERT STREET
BENTLEIGH, VIC

DRAWING TITLE
COVER SHEET, NOTES & DRAWING REGISTER

DRAWN | CHECKED | SCALE @ A1 A3

PLOT DATE | JOB NUMBER 2025565 | CLIENT REF -

DRAWING NUMBER LCD-000 | REV D


Existing Tree Schedule
Tree No | Botanical Name | Common Name | Height (m) | Spread | SRZ (m) | NRZ (m) | Retain/remove
1 | Fraxinus angustifolia | Narrow Leaf Ash | 16 | 13.0 | 3.0 | 8.5 | Neighbouring
2 | Fraxinus angustifolia | Narrow Leaf Ash | 15 | 13.0 | 2.8 | 6.5 | Neighbouring
3 | Pyrus calleryana | Callery Pear | 5 | 6.0 | 1.8 | 2.3 | Street Tree Retain
As per pre-development arboricultural assessment by Arbor Survey Issued 15/09/2025
NO 476 DOUBLE STOREY BRICK BUILDING
NO 478 DOUBLE STOREY BRICK BUILDING
NO 480 DOUBLE STOREY BRICK BUILDING
NO 482 DOUBLE STOREY BRICK BUILDING
NO 484 THREE STOREY BRICK BUILDING
NO 486 SINGLE STOREY BRICK BUILDING
NO 488 DOUBLE STOREY BRICK BUILDING
NO 490 DOUBLE STOREY BRICK BUILDING
NO 492 DOUBLE STOREY BRICK BUILDING
NO 494 DOUBLE STOREY BRICK BUILDING
SLIDING VEHICLE GATE
98°40'30"
142°57'30"
9 HAR vio
MIX OF:
6 LOM con
12 DIC rep
2m2 (MIN) RAINGARDEN FOR DRIVEWAY RUN-OFF TREATMENT (ORANGE DASHED)
LEU bro
MIX OF:
8 ANI hyb
8 LIR mus
8 LOM fil
LEU bro
NO 92 BITUMEN CARPARK
MIX OF:
8 LOM con
12 DIC rep
1 OLE eur
MIX OF:
5 PET cri
2 ROS off
8 THY cit
MIX OF:
4 LOM con
14 DIC rep
278°11'30"
187°14'
BIN STORAGE
BIKE SHELTER
WATER SERVICES
SEAT
278°40'30"
MIX OF:
3 LIM per
1 DIA hyb
3 VIO hed
12 SYZ aus
18 PAR hen
MIX OF:
25 DIA cae
23 VIO hed
1 ELA cum
MIX OF:
7 LIM per
2 DIA hyb
3 VIO hed
2 BAN sen
1 LEU bro
3 CHR sem
2 LAG ind
1 LEU bro
6 COR alb
3 CHR sem
1 EUC pau
1 LEU bro
MIX OF:
5 DIA hyb
21 LOM con
21 LIM per
10 VIO hed
ROBERT STREET
NO 90 SINGLE STOREY WEATHERBOARD HOUSE
NO 85 THREE STOREY RENDERED BRICK TOWNHOUSES
01 LANDSCAPE CANOPY COVER - KEY PLAN
SCALE 1:250@A1 1:500@A3
SITE AREA: 689M² (EXISTING CANOPY COVER: 0%)
CANOPY COVER REQUIRED: 68.9M² (10% OF SITE AREA)
CANOPY COVER PROVIDED: 70.2M² (>10% OF SITE AREA)
BALCONY OVER/ROOF OVER
2 DEEP SOIL REQUIREMENT KEY PLAN
SCALE 1:250@A1 1:500@A3
SITE AREA
TYPE A TREE IN DEEP SOIL
DEEP SOIL REQUIREMENT:
- MINIMUM AREA: 12M² PER TREE
- MINIMUM PLAN DIMENSION: 2.5M
DEEP SOIL PROVIDED:
- AREA: >12M² PER TREE
- PLAN DIMENSION: >2.5M
REVISION D
1. ARCHITECTURAL BASE UPDATED — LANDSCAPE PLAN LAYOUT REVISED ACCORDINGLY.
Advertised Plan
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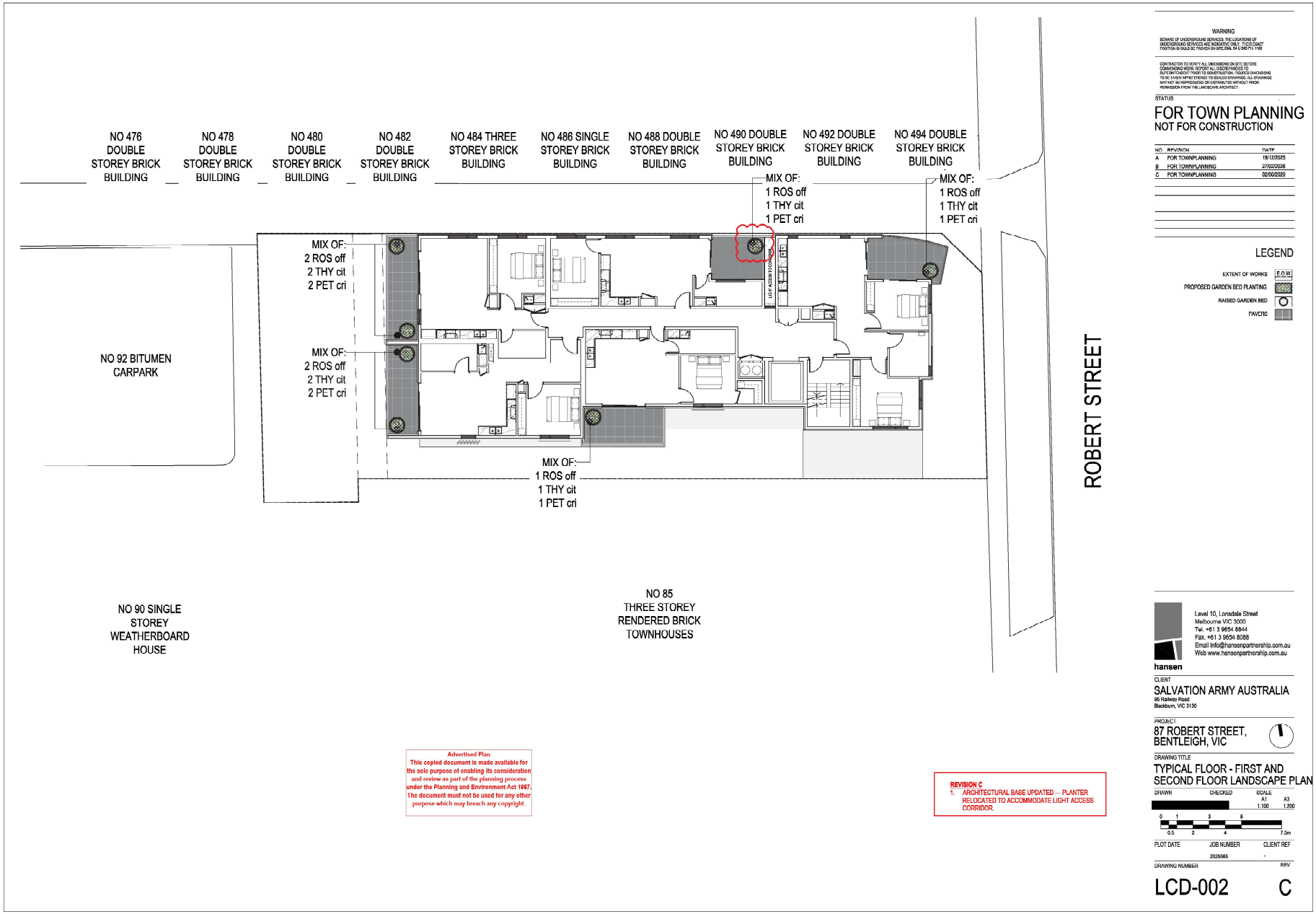
WARNING
STATUS
FOR TOWN PLANNING
NOT FOR CONSTRUCTION
NO REVISION DATE
A FOR TOWNPLANNING 19/12/2025
B FOR TOWNPLANNING 27/02/2026
C FOR TOWNPLANNING 19/02/2026
D FOR TOWNPLANNING 02/06/2026
LEGEND
EXTENT OF WORKS
PROPOSED EVERGREEN TREES
PROPOSED DECIDUOUS TREES
EXISTING TREE
PROPOSED SHRUBS
PROPOSED GARDEN BED PLANTING
CONCRETE PAVING
CONCRETE PAVERS
DECKING BOARD
GRANITIC GRAVEL
RAISED GARDEN BED
TIMBER GARDEN BED EDGE
BOLLARD
SINGLE BIKE RACK
FASCIMPAS
CLIMPAS
(PROVIDE WIRE SUPPORT FOR HAR vio)
Level 10, Lonsdale Street
Melbourne VIC 3000
Tel. +61 3 9654 8844
Fax. +61 3 9654 8088
Email info@hansenpartnership.com.au
Web www.hansenpartnership.com.au
hansen
CLIENT
SALVATION ARMY AUSTRALIA
95 Railway Road
Blackburn, VIC 3130
PROJECT
87 ROBERT STREET, BENTLEIGH, VIC
DRAWING TITLE
GROUND FLOOR LANDSCAPE PLAN
DRAWN CHECKED SCALE A1 1:100 A3 1:200
0 0.5 1 2 3 4 5 7.5m
PLOT DATE JOB NUMBER CLIENT REF
2025565
DRAWING NUMBER REV
LCD-001 D


NO 476 DOUBLE STOREY BRICK BUILDING
NO 478 DOUBLE STOREY BRICK BUILDING
NO 480 DOUBLE STOREY BRICK BUILDING
NO 482 DOUBLE STOREY BRICK BUILDING
NO 484 THREE STOREY BRICK BUILDING
NO 486 SINGLE STOREY BRICK BUILDING
NO 488 DOUBLE STOREY BRICK BUILDING
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NO 494 DOUBLE STOREY BRICK BUILDING
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MIX OF: 2 ROS off 2 THY cit 2 PET cri
MIX OF: 1 ROS off 1 THY cit 1 PET cri
MIX OF: 1 ROS off 1 THY cit 1 PET cri
LIGHT ACCESS CORRIDOR
NO 92 BITUMEN CARPARK
ROBERT STREET
NO 90 SINGLE STOREY WEATHERBOARD HOUSE
NO 85 THREE STOREY RENDERED BRICK TOWNHOUSES
Advertised Plan
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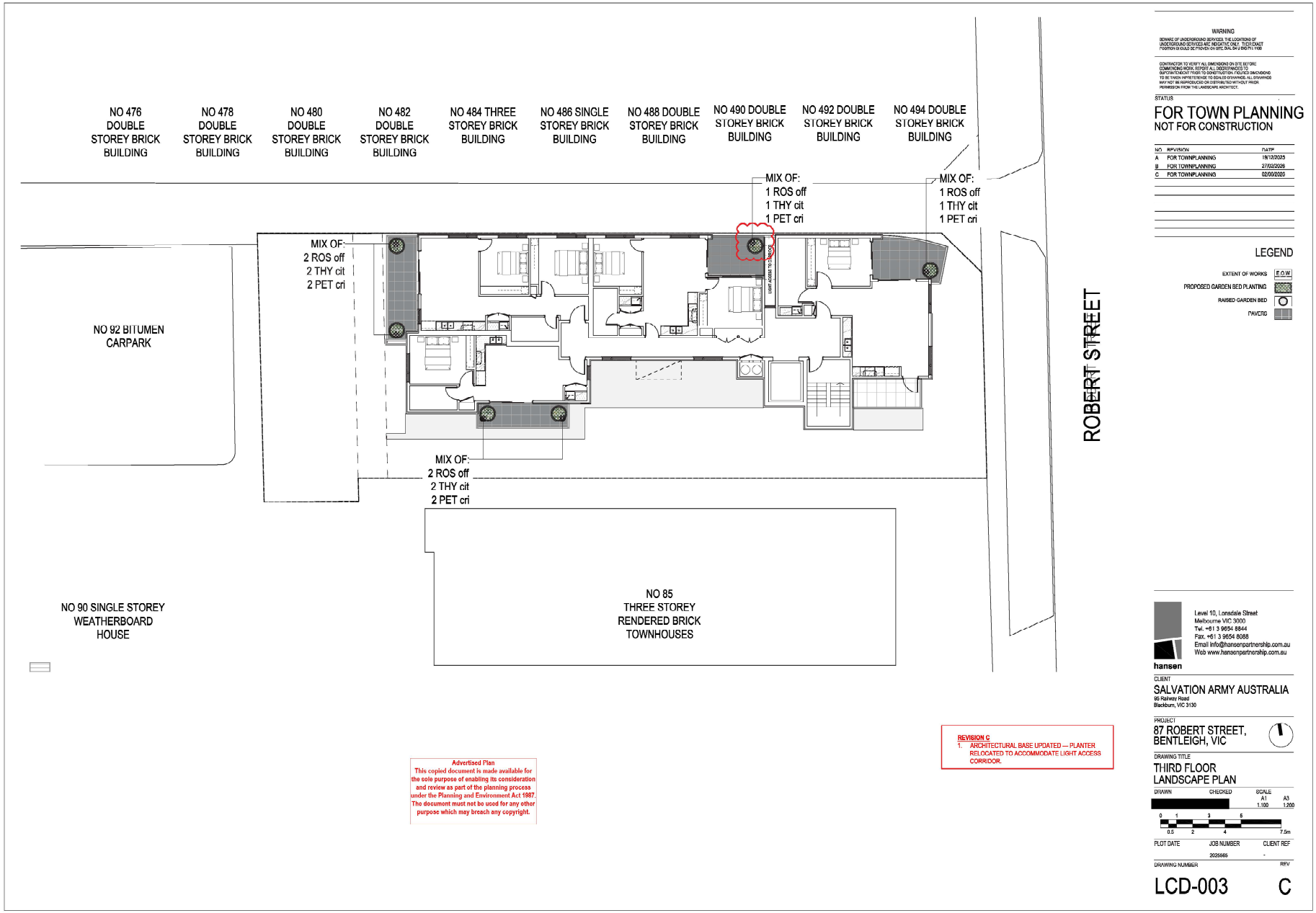
REVISION C
1. ARCHITECTURAL BASE UPDATED – PLANTER RELOCATED TO ACCOMMODATE LIGHT ACCESS CORRIDOR.
WARNING
BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. TO DETERMINE POSITION SHOULD BE PROVEN ON SITE. DIAL 0H U DIG 71-1100
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WORK. REPORT ALL DISCREPANCIES TO SUTCH TO CHECK PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS. ALL DRAWINGS MAY NOT BE REPRODUCED OR DISTRIBUTED WITHOUT PRIOR PERMISSION FROM THE LANDSCAPE ARCHITECT.
STATUS
FOR TOWN PLANNING
NOT FOR CONSTRUCTION
NO. REVISION DATE
A FOR TOWNPLANNING 19/12/2025
B FOR TOWNPLANNING 27/02/2026
C FOR TOWNPLANNING 02/03/2026
LEGEND
EXTENT OF WORKS E.O.W
PROPOSED GARDEN BED PLANTING
RAISED GARDEN BED
PAVERS
Level 10, Lonsdale Street
Melbourne VIC 3000
Tel. +61 3 9654 8844
Fax. +61 3 9654 8088
Email info@hansenpartnership.com.au
Web www.hansenpartnership.com.au
hansen
CLIENT
SALVATION ARMY AUSTRALIA
95 Railway Road
Blackburn, VIC 3130
PROJECT
87 ROBERT STREET, BENTLEIGH, VIC
DRAWING TITLE
TYPICAL FLOOR - FIRST AND SECOND FLOOR LANDSCAPE PLAN
DRAWN CHECKED SCALE A1 1:100 A3 1:200
0 1 3 5
0.5 2 4 7.0m
PLOT DATE JOB NUMBER CLIENT REF
2025565 -
DRAWING NUMBER REV
LCD-002 C


NO 476 DOUBLE STOREY BRICK BUILDING
NO 478 DOUBLE STOREY BRICK BUILDING
NO 480 DOUBLE STOREY BRICK BUILDING
NO 482 DOUBLE STOREY BRICK BUILDING
NO 484 THREE STOREY BRICK BUILDING
NO 486 SINGLE STOREY BRICK BUILDING
NO 488 DOUBLE STOREY BRICK BUILDING
NO 490 DOUBLE STOREY BRICK BUILDING
NO 492 DOUBLE STOREY BRICK BUILDING
NO 494 DOUBLE STOREY BRICK BUILDING
MIX OF:
1 ROS off
1 THY cit
1 PET cri
MIX OF:
2 ROS off
2 THY cit
2 PET cri
NO 92 BITUMEN CARPARK
ROBERT STREET
NO 90 SINGLE STOREY WEATHERBOARD HOUSE
NO 85 THREE STOREY RENDERED BRICK TOWNHOUSES
Advertised Plan
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REVISION C
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WARNING
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STATUS
FOR TOWN PLANNING
NOT FOR CONSTRUCTION
NO REVISION DATE
A FOR TOWNPLANNING 18/12/2025
B FOR TOWNPLANNING 27/02/2026
C FOR TOWNPLANNING 02/03/2026
LEGEND
EXTENT OF WORKS E.O.W
PROPOSED GARDEN BED PLANTING
RAISED GARDEN BED
PAVING
Level 10, Lonsdale Street
Melbourne VIC 3000
Tel. +61 3 9654 8844
Fax. +61 3 9654 8088
Email info@hansenpartnership.com.au
Web www.hansenpartnership.com.au
hansen
CLIENT
SALVATION ARMY AUSTRALIA
95 Railway Road
Blackburn, VIC 3130
PROJECT
87 ROBERT STREET, BENTLEIGH, VIC
DRAWING TITLE
THIRD FLOOR LANDSCAPE PLAN
DRAWN CHECKED SCALE A1 1:100 A3 1:200
0 1 3 5
0.5 2 4 7.5m
PLOT DATE JOB NUMBER CLIENT REF
2025565 -
DRAWING NUMBER REV
LCD-003 C

PROPOSED PLANT LIST

	Code Ref.	Botanical Name	Common Name	Typical height x width (m)	Plant spacing	Recommended pot size / install size	Quantity
		TREES					
N	EUC pau	*Eucalyptus pauciflora*	Snow Gum Tree	12 x 7m	As shown	40cm/45L, 2m ht	1
N	ELA eum	*Elaeocarpus Eumundi*	Eumundi Quandong	5 x 3m	As shown	40cm/45L, 2m ht	1
E	LAG ind	*Lagerstroemia indica Albury White*	White Crepe Myrtle	7 x 5m	As shown	40cm/45L, 2m ht	2
E	OLE eur	*Olea europaea 'Swan Hill'*	Swan Hill Olive Tree	8 x 6-7m	As shown	40cm/45L, 2m ht	1
		SHRUBS					
N	BAN sen	*Banksia integrifolia 'Sentinel'*	Sentinel Banksia Tree	3 x 1m	As shown	40cm	2
N	SYZ aus	*Syzygium australe 'SAN01' Straight and Narrow*	Straight and Narrow Lilly Pilly Tree	5 X 1m	As shown	40cm	12
N	CHR sem	*Chrysocephalum semipapposom*	Clustered Everlasting	0.50 x 1m	As shown	14cm	6
N	COR alb	*Correa alba*	White Correa	1 x 1m	As shown	20cm	6
N	LEU bro	*Leucophyta brownii*	Cushion Bush	1.2 x 1.2m	As shown	14cm	5
		COVERS					
N	ANI hyb	*Anigozanthos hybrid 'Amber Velvet'*	Kangaroo Paw	0.5 x 0.4m	4 per m2	14cm	8
N	DIA cae	*Dianella caerulea 'Little Jess'*	Little Jess Flax Lily	0.4 x 0.4m	4 per m2	14cm	25
N	DIA hyb	*Dianella hybrida 'Silver streak'*	Silver Streak Dianella	0.6 x 1m	2 per m2	14cm	8
N	DIC rep	*Dichondra repens*	Kidney Weed	Prostrate	6 per m2	Tubestock	38
E	LIM per	*Limonium perezii*	Sea Lavendar	0.5 x 0.5m	4 per m2	14cm	31
E	LIR mus	*Liriope muscari 'Monroe White'*	Munro White Lily Turf	0.5 x 0.5m	4 per m2	14cm	8
N	LOM con	*Lomandra confortifolia 'Seascape'*	Seascape Mat Rush	0.50 x 0.50m	4 per m2	14cm	30
N	LOM fil	*Lomandra filiformis*	Wattle Mat-Rush	0.45 x 0.45m	4 per m2	14cm	8
E	PET cri	*Petroselinum crispum*	Curly Parsley	0.15-0.3 x 0.3 x 0.6	5 per m2	14 cm	28
E	ROS off	*Rosemary officinalis* prostrate	Prostrate rosemary	0.3-0.6 x 1-2m	2 per m2	14cm	22
E	THY clt	*Thymus citriodorus*	Lemon Thyme	0.15-0.3 x 0.3	8 per m2	14cm	28
N	VIO hed	*Viola hederacea*	Native Violet	0.15 x 1m	2 per m2	Tubestock	39
		CLIMBERS					
N	HAR vio	*Hardenbergia violacea 'Edna Walling Snow White'*	White Coral Pea	Climbing	As shown	14cm	9
N	PAR hen	*Parthenocicus henryana*	Silver Vein Creeper	Climbing	As shown	14cm	18
N-Native; E-Exotic							

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TREES


Eucalyptus pauciflora — Snow Gum Tree


Elaeocarpus Eumundi — Eumundi Quandong


Lagerstroemia indica Albury White — White Crepe Myrtle


Olea europaea 'Swan Hill' — Swan Hill Olive Tree

SHRUBS


Banksia integrifolia 'Sentinel' — Sentinel Banksia Tree


Syzygium australe 'SAN01' Straight and Narrow — Lilly Pilly Tree


Chrysocephalum semipapposom — Clustered Everlasting


Correa alba — White Correa


Leucophyta brownii — Cushion Bush

ORNAMENTAL GRASSES AND GROUND COVERS


Anigozanthos hybrid 'Amber Velvet' — Kangaroo Paw


Dianella caerulea 'Little Jess' — Little Jess Flax Lily


Dianella hybrida 'Silver streak' — Silver Streak Dianella


Dichondra repens — Kidney Weed


Limonium perezii — Mat Rush


Liriope muscari 'Monroe White' — Munro White Lily Turf


Lomandra confortifolia 'Seascape' — Mat Rush


Lomandra filiformis — Wattle Mat Rush


Petroselinum crispum — Curly Parsley


Rosemary officinalis prostrate — Prostrate rosemary


Thymus citriodorus — Lemon Thyme


Viola hederacea — Native Violet

CLIMBERS


Hardenbergia violacea 'Snow White' — False Sarsaparilla


Parthenocicus henryana — Silver Vein Creeper

WARNING
SCHEME OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. THEIR EXACT POSITION SHOULD BE PROVEN ON SITE.DIAL 1A U DIG PH: 1100

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WORK. REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS. ALL DRAWINGS MUST NOT BE REPRODUCED OR DISTRIBUTED WITHOUT PRIOR PERMISSION FROM THE LANDSCAPE ARCHITECT.

STATUS
FOR TOWN PLANNING
NOT FOR CONSTRUCTION

NO.	REVISION	DATE
A	FOR TOWNPLANNING	19/12/2025
B	FOR TOWNPLANNING	27/02/2026
C	FOR TOWNPLANNING	19/05/2026
D	FOR TOWNPLANNING	02/06/2026

REVISION D
1. PLANT QUANTITIES UPDATED

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Melbourne VIC 3000
Tel. +61 3 9654 8844
Fax. +61 3 9654 8088
Email info@hansenpartnership.com.au
Web www.hansenpartnership.com.au
hansen

CLIENT
SALVATION ARMY AUSTRALIA
95 Railway Road
Blackburn, VIC 3130

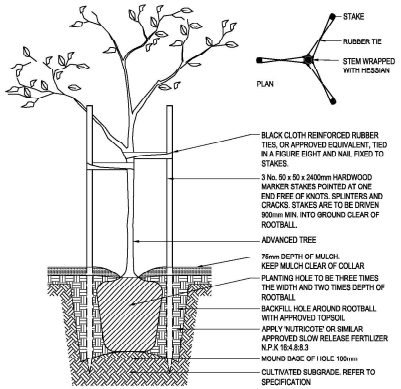
PROJECT
87 ROBERT STREET,
BENTLEIGH, VIC

DRAWING TITLE
PLANT SCHEDULE
& PALETTE

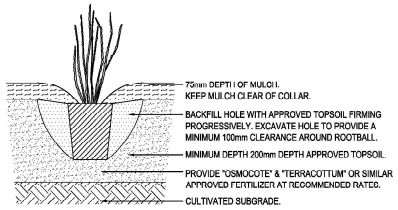
DRAWN	CHECKED	SCALE A1	SCALE A3
		NA	NA

PLOT DATE	JOB NUMBER	CLIENT REF
	2025065	-

DRAWING NUMBER — REV
LCD-004 D



01 ADVANCED TREE PLANTING DETAIL
SCALE 1:20 @A1 1:40 @A3



02 SHRUB DETAIL
SCALE 1:10 @A1 1:20 @A3

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STATUS

FOR TOWN PLANNING
NOT FOR CONSTRUCTION

NO.	REVISION	DATE
A	FOR TOWNPLANNING	19/12/2025

Level 10, Lonsdale Street
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Fax. +61 3 9654 8088
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Web www.hansenpartnership.com.au

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SALVATION ARMY AUSTRALIA
95 Railway Road
Blackburn, VIC 3130

PROJECT
87 ROBERT STREET,
BENTLEIGH, VIC

DRAWING TITLE
DETAILS

DRAWN	CHECKED	SCALE A1	SCALE A3
[redacted]		VARIES	VARIES

PLOT DATE	JOB NUMBER	CLIENT REF
	2025565	-

DRAWING NUMBER REV

LCD-005 A

OPERATIONAL MANAGEMENT PLAN

Community Care Accommodation
(Youth Housing)

87 Robert Street,
Bentleigh

October 2026

CONTENTS

Introduction **3**
1.1. Purpose and scope 3
1.2. Subject site 3
1.3. The Salvation Army 3
1.4. Background (Youth Services) 4

The Proposal **5**
2.1 SUPPORTED ACCOMMODATION 5
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Appendix A Appendix

INTRODUCTION

1.1. PURPOSE AND SCOPE

This Operational Management Plan (OMP) has been prepared to support the proposed Community Care Accommodation at 87 Robert Street Bentleigh (the subject site).

The key areas of this OMP report will include:

- Overview of the site location, organisation and background context
- Detail regarding the proposal including the accommodation and support services
- The specific nature of the proposed use including the proposed hours of operation, resident profile, and staffing arrangements.
- Plan to manage potential amenity impacts including noise mitigation, occupational health and safety and security.

1.2. SUBJECT SITE

No. 87 Robert Street, Bentleigh (the site) is located on the western side of Robert Street, Bentleigh approximately 45m south of Centre Road. The site is currently developed with an existing building which was most recently used as the Bentleigh Salvation Army Corps providing both worship/church services and a range of support services to the community.

The site is close to Bentleigh railway station and the Centre Road shopping precinct, providing convenient access to public transport, shops, supermarkets and everyday services. Nearby community facilities include the Bentleigh Library and Youth Hub, while Bentleigh Hodgson Reserve provides access to open space and recreational facilities.

This location is well suited to transitional housing for young people. Access to transport, local services and community facilities will support residents to manage their everyday needs independently, participate in education and employment, and develop connections within the local community.

1.3. THE SALVATION ARMY

The Salvation Army (TSA) is the owner and applicant for the proposed development of the subject site.

TSA has a long and well-established history of delivering youth services throughout Victoria and across Australia. In Victoria, TSA operates a range of accommodation and support programs for young people, including education-focused supported accommodation and transitional housing initiatives that are similar to the proposed Robert Street development.

Drawing on extensive experience in the delivery of youth residential and support services, TSA provides tailored case management, life skills development and pathways to greater independence for young people experiencing a range of support needs.

Through its national service network, TSA has developed comprehensive policies, procedures and operational frameworks to support the effective delivery of services for diverse and vulnerable cohorts. This experience has also enabled TSA to build strong partnerships with local service providers, community organisations and government agencies, ensuring residents can access appropriate supports and opportunities within their local community.

1.4. BACKGROUND (YOUTH SERVICES)

TSA Youth Services has a long-standing presence in Melbourne's Inner Middle South region (including Bentleigh), supporting young people through outreach, case management and housing-focused support services. Through a team of experienced youth and housing workers, TSA assists young people aged 16 to 25 years who are experiencing a range of challenges, including housing instability, homelessness and barriers to independent living.

TSA works with young people across a variety of accommodation settings, including temporary, transitional and longer-term housing arrangements, providing support that is tailored to individual circumstances and goals. This experience has provided TSA with a strong understanding of the housing and support needs of young people within the region and the pathways required to help them achieve sustainable housing outcomes.

TSA maintains strong partnerships with local service providers, community organisations and government agencies and actively participates in regional service networks and coordination forums. These relationships support integrated service delivery and enable young people to access a broad range of supports, including housing, education, employment, health and wellbeing services, helping them to achieve positive and enduring outcomes.

THE PROPOSAL

2.1 SUPPORTED ACCOMMODATION

The Salvation Army (TSA) Youth Services has identified a growing need for medium-term supported accommodation for young people within Melbourne's Inner Middle South region. In response, TSA proposes to redevelop the existing property at 87 Robert Street, Bentleigh, to provide transitional accommodation for young people who require a stable and supportive environment while developing the skills, confidence and independence needed to secure and sustain long-term housing outcomes.

The proposal aligns with TSA's Victorian Housing Strategy, which prioritises the delivery of youth housing initiatives in areas experiencing increasing service demand and housing need. The Inner Middle South region, including the Glen Eira municipality, currently experiences a shortage of medium-term accommodation options for young people transitioning from homelessness, family breakdown or other forms of housing instability.

The proposed development will provide 14 self-contained accommodation units managed by Salvation Army Housing Victoria under fixed-term residential tenancy agreements. The accommodation is intended to provide a safe, supportive and professionally managed residential environment while residents work towards longer-term housing outcomes.

The accommodation is intended to provide a safe, supportive and well-managed residential environment that assists young people in preparing for longer-term independent housing.

2.2 COMMUNITY HUB

The proposed development includes a Community Hub located on the ground floor of the building. The Community Hub will comprise a kitchen, laundry, staff offices and a communal activity space designed to support learning, participation, skills development and social connection.

The Community Hub will have a maximum occupancy of 25 people and will primarily support residents of the accommodation service. However, the space may also be used by The Salvation Army to facilitate activities involving community members, volunteers, partner organisations and other program participants.

Activities within the Community Hub may include:

- Life and living skills programs.
- Education and employment support activities.
- Case management and support sessions.
- Group programs and workshops.
- Community connection, wellbeing and recreational activities.
- Activities facilitated by Salvation Army staff and volunteers.

The Community Hub is intended to provide a safe, welcoming and well-managed environment that supports individual development, encourages positive community connections and complements the supported accommodation service.

Residents will only have access to the Community Hub when staff are present delivering activities or when authorised Salvation Army volunteers are supervising an organised activity.

The Community Hub will operate in a manner that supports positive engagement and participation while maintaining the amenity of residents and the surrounding neighbourhood.

2.3 RESIDENT SUPPORT SERVICES

The service provides a transitional housing model supported by individualised case management and practical living skills support. The program is designed to provide young people with an opportunity to

develop their independent living skills, engage with education or employment, and work towards ongoing independent housing.

Case management will be provided by experienced TSA Youth Services staff and delivered in accordance with TSA's National Model of Care. Case managers will work with each resident to identify their goals, address barriers to stable housing and coordinate the support required to meet their individual needs.

A dedicated Living Skills Worker will provide support to residents within their apartments, assisting them to develop the practical skills required for independent living. Support may include budgeting and financial management, cooking, maintaining a home, managing household responsibilities and understanding tenancy obligations.

Residents may also be connected with other TSA programs and services, as well as support provided through partnerships with other youth service organisations. These connections will be coordinated according to the needs of each resident.

Support will focus on:

- Developing the skills required to manage a home and sustain a tenancy.
- Building financial stability and budgeting skills.
- Supporting engagement with education, training and employment.
- Connecting residents with health, wellbeing and specialist services.
- Preparing for independent housing, including searching for properties, making applications and understanding tenancy responsibilities.
- Planning and supporting the transition to longer-term accommodation.

2.4 RESIDENT ELIGIBILITY, PARTICIPATION AND HOUSING OUTCOMES

The service is intended for single young people aged 16 to 25 years who require stable accommodation and support to establish a pathway towards long-term independent housing.

All referrals are assessed prior to entry to ensure the accommodation and support model is appropriate for the individual. Referrals primarily originate from existing TSA youth housing and crisis accommodation programs, with additional referrals considered through established partnership arrangements where appropriate.

As part of the assessment process, TSA considers:

Housing history and current circumstances.

- Individual support needs.
- Capacity to successfully engage in an independent living environment.
- Potential impacts on other residents.
- Suitability of the accommodation model for the young person's needs and goals.

Young people referred from partner agencies are required to actively engage with TSA support services prior to acceptance into the program. This process assists staff to assess suitability, build relationships and ensure the young person is appropriately prepared for independent living within a residential community setting.

Where an applicant is assessed as not being suitable for the program, TSA will work with the young person and relevant support agencies to identify alternative accommodation and support options.

Prior to commencing their tenancy, residents are provided with information regarding:

- Their tenancy arrangements.
- Program expectations and guidelines.
- Available support services.
- Resident rights and responsibilities.

- Expectations relating to respectful behaviour, noise management and neighbour amenity.

The purpose of the service is to assist young people to successfully transition into long-term housing and greater independence.

Planning for long-term housing begins shortly after residents enter the program. Throughout their tenancy, residents are supported to identify suitable housing options, prepare rental applications, understand tenancy responsibilities and develop the practical skills necessary to sustain future housing.

Support is focused on helping residents:

- Secure and maintain stable housing.
- Develop confidence and independence.
- Engage in education, training and employment opportunities.
- Build financial capability and budgeting skills.
- Establish positive support networks and community connections.
- Successfully transition to longer-term housing outcomes, including private rental accommodation.

The length of stay is determined by individual needs and progress towards identified housing and support goals.

2.5 HOURS OF OPERATION

The site will operate as a residential program, with accommodation provided through residential tenancies managed by The Salvation Army Housing Victoria.

Residents will have access to their accommodation at all times in accordance with their residential tenancy agreements.

The Community Hub will operate between 8:00am and 8:00pm, Monday to Sunday. The space will be available for approved programs, activities and support sessions facilitated by The Salvation Army staff and/or authorised Salvation Army volunteers. Activities may include life and living skills programs, education and employment support, training activities, group programs, wellbeing initiatives and community connection activities.

Residents will only have access to the Community Hub when staff are present delivering activities or when authorised Salvation Army volunteers are supervising an organised activity.

The accommodation service operates as a transitional housing program rather than a crisis accommodation service and, as such, is designed for young people who have been assessed as having the capacity to live independently with scheduled support. The program does not operate under a 24-hour on-site staffing model.

Outside of staffed hours, residents will continue to have access to support through The Salvation Army's existing 24-hour youth support services. Residents are able to contact experienced youth services staff after hours for guidance, advice and assistance where required.

In addition, an on-call management system operates 24 hours a day, seven days a week. Matters requiring escalation can be referred to the designated on-call manager, and additional staff support can be arranged where necessary.

2.6 STAFFING

Support services will primarily be delivered by TSA Youth Services staff, with staff attending the site between 8:00am and 8:00pm, Monday to Friday.

Staffing will principally comprise a Case Manager and a Living Skills Worker who will provide scheduled support to residents throughout the week. Support will include case management, tenancy sustainment, independent living skills development and assistance to achieve education, employment and housing goals.

Case management services will be delivered through regular appointments and outreach visits tailored to each resident's individual support needs. Living skills support will focus on building the practical capabilities required to maintain successful independent living and future tenancies.

Community Hub activities may also be facilitated by authorised Salvation Army volunteers, including chaplaincy and community connection activities, under the oversight of The Salvation Army.

A 24-hour support line will be available to residents through an existing Salvation Army youth service, providing access to experienced youth services staff outside normal operating hours. The service is supported by a 24-hour on-call management arrangement to ensure appropriate escalation pathways are available when required.

2.7 VISITORS

The program adopts a community and family-inclusive approach, recognising the importance of family, friends and broader social networks in supporting young people's wellbeing and transition to independence.

Residents may receive visitors in accordance with program guidelines. These guidelines include limits on the number of social visitors residents may invite to the property within a given period, consistent with arrangements currently operating at other TSA Youth Services supported accommodation programs.

Residents are responsible for the conduct of their visitors and are expected to ensure visitor activity does not adversely impact other residents or neighbouring properties.

Support staff will continue to meet with residents through scheduled outreach appointments conducted during business hours throughout the week.

2.8 CAR PARKING AND TRANSPORT

The site is located in a highly accessible location within walking distance of public transport, shops and community services, providing residents, staff and visitors with access to a range of transport options including public transport, walking and cycling.

Resident Transport and Parking

No on-site parking will be provided for residents. Residents will be advised of this arrangement prior to entering the program.

The accommodation is intended for young people transitioning from homelessness, housing instability or crisis accommodation. Based on TSA Youth Services' experience operating similar programs, private vehicle ownership amongst the intended resident cohort is very low. The site's proximity to public transport and local services further reduces the need for private vehicle use.

Staff Parking

Two car parking spaces will be provided at the rear of the property for operational purposes. One space will be designed as an accessible parking space.

Staff attendance at the site will generally be limited to those delivering case management, living skills support and Community Hub activities. Staff will be encouraged to utilise public transport, walking or cycling where practicable, given the site's accessibility and the limited availability of on-site parking.

Visitor Parking

The Community Hub has a maximum occupancy of 25 people and will primarily support residents of the accommodation service. The space may also be used for approved activities involving Salvation Army staff, volunteers, service partners and other participants.

Visitor attendance is expected to occur on a periodic basis, with parking demand anticipated to be low and dispersed throughout operating hours. Visitors attending the site will utilise available public parking in accordance with local parking restrictions and conditions.

Sustainable Transport

The site's accessible location, combined with the characteristics of the resident cohort and the nature of the proposed use, is expected to minimise parking demand and support travel by sustainable transport modes.

To further encourage sustainable transport choices, the development will provide 18 bicycle parking spaces, significantly exceeding the statutory requirement of 7 bicycle spaces. The provision of additional bicycle parking supports cycling as a practical transport option for residents, staff and visitors and reflects the site's proximity to public transport, employment, education and community facilities.

The combination of strong public transport access, low anticipated rates of resident vehicle ownership and the provision of bicycle parking supports the proposed car parking arrangement and is expected to minimise parking demand generated by the development.

PLAN OF MANAGEMENT

3.1 NEIGHBOURHOOD AMENITY

The Salvation Army (TSA) is committed to operating the service in a manner that respects the amenity, safety and wellbeing of neighbouring properties and the broader community. The management of the service will seek to minimise potential impacts on the surrounding area while supporting residents to enjoy their accommodation in accordance with their rights and responsibilities as tenants.

Residents will be supported to understand and fulfil their responsibilities as members of the local community, including respecting neighbouring properties, minimising unreasonable noise, managing visitors appropriately and maintaining consideration for nearby residents when entering and leaving the property.

TSA staff will work proactively with residents to promote positive tenancy outcomes and address any issues that may impact on neighbourhood amenity. Where concerns are identified, staff will engage with residents and, where appropriate, implement support and management strategies to prevent issues from recurring.

Visitors attending the property are expected to respect the residential nature of the neighbourhood and residents are responsible for ensuring their visitors behave appropriately while on the premises.

TSA maintains established complaints and feedback processes to ensure that any concerns raised by neighbours or members of the community can be received, investigated and responded to in a timely manner. Community members may raise concerns through TSA's complaints and feedback channels, which will be directed to the appropriate manager or program representative for review and action.

TSA Youth Services currently operates similar transitional accommodation programs within Melbourne's Inner Middle South region and manages a number of transitional housing properties across Melbourne. This experience has provided TSA with established management practices and processes to support residents, respond to concerns and maintain positive relationships with neighbouring communities.

This Operational Management Plan is intended to support the ongoing management of the service and ensure reasonable measures are in place to protect neighbourhood amenity and respond appropriately to community concerns as they arise.

3.2 RESIDENT RESPONSIBILITIES AND BEHAVIOUR

Residents are expected to conduct themselves in a manner that respects the rights, safety and amenity of other residents and neighbouring properties. All residents are required to comply with their tenancy obligations, program expectations and applicable legislation. Where concerns arise, TSA staff will work proactively with residents to address behaviours and support positive tenancy outcomes.

3.3 NOISE MANAGEMENT

The Salvation Army (TSA) is committed to minimising noise impacts on neighbouring properties and maintaining the residential amenity of the surrounding area.

Residents will be encouraged to be considerate of their neighbours at all times and to enter and leave the property in a quiet and orderly manner, particularly during evening and early morning hours. Residents will also be supported to understand their responsibilities in relation to noise, respectful behaviour and consideration of other residents and the surrounding community.

Activities conducted within the Community Hub will be managed to ensure they are compatible with the residential setting and operate within the approved hours of operation. Staff and authorised volunteers facilitating activities will be responsible for monitoring participant behaviour and responding to any noise-related concerns that may arise.

Where noise complaints or concerns are received, TSA staff will investigate the matter and work with residents and other relevant parties to address the issue and minimise the likelihood of reoccurrence. The management of noise impacts will form part of TSA's broader commitment to maintaining positive relationships with neighbouring residents and protecting neighbourhood amenity.

3.4 VISITOR MANAGEMENT

Residents may receive visitors in accordance with program guidelines and their tenancy arrangements.

Residents are responsible for the behaviour of their visitors while attending the property and must ensure visitors respect the amenity of neighbouring properties and other residents. Visitors must not create unreasonable noise, disturbance or nuisance.

Where visitor behaviour results in concerns regarding safety, security or neighbourhood amenity, TSA staff will work with residents to address the issue and implement appropriate management responses.

3.5 SITE SECURITY

The Salvation Army (TSA) is committed to maintaining a safe and secure environment for residents, staff, volunteers and visitors. The building has been designed to incorporate security measures that support the safe operation of the accommodation service and controlled access throughout the site.

The primary point of entry to the building will be via the main entrance and lobby area located at the front of the ground floor. The building layout includes a secured entry arrangement that separates the lobby from the residential and operational areas of the building. Residents are able to access the lift and stairwell from the lobby; however, access beyond the entry point requires authorised access through the building's electronic security system.

The site will be managed through a security system incorporating electronic access control, including proximity fob readers and room key management systems. These systems are intended to assist in managing access to the building and restricting unauthorised entry.

A CCTV system will be installed to monitor and record activity at building entrances and within communal areas. CCTV cameras will monitor key access points and shared spaces throughout the building, including the main entrance. Recorded footage will be stored and managed in accordance with TSA policies and will only be accessible to authorised personnel.

Automatic lighting will be provided throughout building entrances and communal areas to support safety and visibility.

Appropriate signage will be displayed advising residents, staff and visitors of the use of CCTV within common areas of the building.

These measures are intended to support the security of the premises, assist in the management of the site and provide a safe environment for residents, staff, volunteers and visitors.

3.6 STAFFING, TRAINING & PROFESSIONAL DEVELOPMENT

The Salvation Army (TSA) is committed to ensuring that residents are supported by appropriately skilled and experienced staff. Services are delivered by qualified and experienced youth services professionals who are supported by established organisational policies, procedures and operational frameworks.

Workforce planning is undertaken in accordance with TSA's Service Delivery Policy and includes consideration of:

- Required skills, qualifications and capabilities.
- Staffing capacity and service delivery requirements.
- Appropriate supervision and support arrangements.
- Ongoing training and professional development needs.

Staff receive regular supervision and are supported to perform their roles effectively through established management structures and organisational support systems.

TSA is committed to maintaining a skilled and capable workforce through ongoing professional development and training. This includes initiatives aimed at:

- Developing staff knowledge, skills and competencies.

- Strengthening leadership capability.
- Promoting a safe and inclusive workplace culture.
- Encouraging collaboration and the sharing of knowledge and expertise across services.

Staff are required to work in accordance with TSA policies, procedures and service delivery frameworks to ensure services are delivered consistently, professionally and safely. These arrangements support the effective operation of the service and help ensure residents receive appropriate and high-quality support.

3.7 HEALTH, SAFETY & EMERGENCY MANAGEMENT

The Salvation Army (TSA) is committed to maintaining a safe environment for residents, staff, volunteers and visitors through established health, safety and emergency management processes.

The service will operate in accordance with applicable Occupational Health and Safety requirements, organisational policies and operational procedures. TSA is supported by a dedicated Health and Safety team that provides advice, oversight and support to services across Victoria to assist with compliance and the ongoing management of health and safety matters.

Each TSA site maintains emergency management procedures and responsibilities to support preparedness and response in the event of an emergency.

Emergency procedures, including evacuation arrangements and emergency contact protocols, will be maintained for the site and implemented where necessary. Emergency services will have access to The Salvation Army's on-call management contact arrangements to support communication and coordination where required.

The accommodation service is not a crisis accommodation model and will not operate with 24-hour on-site staffing. Residents will have access to a 24-hour support line operated through an existing Salvation Army youth service, providing access to experienced youth services staff outside normal operating hours. In addition, a 24-hour on-call management system operates across the service, with a senior manager available at all times to provide guidance, respond to escalated incidents and coordinate additional support where required.

Incidents occurring at the site will be managed in accordance with TSA policies and procedures. Residents, staff and visitors are encouraged to report health, safety or security concerns so that appropriate action can be taken. Where necessary, incidents may be escalated to management, emergency services or other relevant authorities.

Community members with concerns relating to the operation of the service may access TSA's complaints and feedback process. Feedback received through The Salvation Army's established channels is referred to the responsible manager for review, investigation and response in accordance with organisational procedures.

Through these arrangements, TSA seeks to maintain a safe, well-managed and responsive environment for residents while supporting appropriate communication and management of health, safety and emergency matters.

3.8 MANAGEMENT OF ALCOHOL AND OTHER DRUGS

The Salvation Army (TSA) will manages the service in accordance with the rights and responsibilities of residents under the Residential Tenancies Act.

The accommodation is intended for young people who have been assessed as having the capacity to live independently within a supported housing environment. As part of the referral and assessment process, consideration is given to a young person's support needs, circumstances and suitability for the program. Young people with unmanaged high-risk alcohol or other drug use are not considered suitable for the accommodation model.

The use, possession, sale or distribution of illegal drugs on the premises is not permitted. Any incident involving illegal substances will be addressed in accordance with TSA policies and procedures and may result in a review of the resident's tenancy, support arrangements and the impact of the behaviour on other residents and neighbouring properties.

Where concerns arise regarding alcohol or other drug use, TSA staff will work with residents to understand the issue, assess any risks and, where appropriate, facilitate access to relevant support services. The focus of the service is to support residents to maintain their tenancy, minimise risks to themselves and others, and achieve positive housing and life outcomes.

Residents are expected to conduct themselves in a manner that respects the safety, wellbeing and amenity of other residents and the broader community. Any behaviour associated with alcohol or other drug use that adversely affects other residents, staff, visitors or neighbouring properties will be addressed through appropriate tenancy, support and management processes.

Through assessment, ongoing support and active tenancy management, TSA seeks to provide a safe, stable and supportive residential environment for all residents.

3.9 COMPLAINTS, INCIDENTS & FEEDBACK

The Salvation Army (TSA) is committed to maintaining effective processes for managing complaints, incidents and feedback relating to the operation of the service.

The service operates within established organisational governance, risk management and reporting frameworks, which include incident management, complaints handling and continuous service improvement processes.

Residents, neighbours, visitors and members of the community are encouraged to raise concerns, incidents or feedback through The Salvation Army's established complaints and feedback channels. All complaints and feedback received will be referred to the appropriate manager or program representative for review and response in accordance with TSA policies and procedures.

Where concerns relate to the operation of the accommodation service, resident wellbeing, neighbourhood amenity or property management matters, TSA staff will assess the issue and take appropriate action. This may include engaging with residents, support staff, Salvation Army Housing Victoria or other relevant parties to investigate concerns and implement suitable responses.

As the residential tenancy manager, Salvation Army Housing Victoria will also receive and respond to tenancy-related enquiries, concerns or incidents and ensure relevant information is communicated to the appropriate support staff and management where required.

Incidents occurring within the service will be managed in accordance with TSA incident reporting and management procedures. These processes support the identification, assessment, escalation and resolution of incidents, while assisting TSA to maintain a safe and well-managed environment for residents, staff, visitors and the surrounding community.

TSA is committed to responding to complaints, incidents and feedback in a timely and professional manner and to using feedback to support the ongoing improvement of service delivery and neighbourhood outcomes.

10.2 82 ORRONG CRESCENT CAULFIELD NORTH

Author: *Michael Dowel, Principal Urban Planner*

Director: *Rosa Zouzoulas, Director Planning and Place*

Trim No: *26/1281071*

Attachments:
1. *82 Orrong Crescent Caulfield North - GE/DP-38351/2026 - Clause 55 Table* ⇩
2. *82 Orrong Crescent Caulfield North - GE/DP-38351/2026 - Decision plans* ⇩
3. *82 Orrong Crescent, Caulfield North - GEDP-383512026 - Landscape Plans* ⇩

EXECUTIVE SUMMARY

This report provides Council with an assessment of planning application number GE/DP-38351/2026 at 82 Orrong Crescent Caulfield North, which seeks approval for the construction of a three-storey building comprising five dwellings and removal of one boundary canopy tree.

The key consideration is whether the application meets the siting requirements of Clause 55 and tree removal requirements Clause 52.37 of the Glen Eira Planning Scheme (the Scheme).

As part of the process, the application was advertised to the surrounding properties and 21 objections and three petitions with a total of 17 signatures were received. The concerns raised in these submissions include inappropriate built-form transition towards the Heritage Overlay listed adjoining property at number 84 Orrong Crescent, neighbourhood character, excessive height and scale, street and side setbacks, over-development, loss of solar access and daylight to windows, overlooking, overshadowing, insufficient tree planting, loss of mature trees, construction impacts on adjoining amenity and insufficient car parking.

The application has been assessed against the relevant provisions contained in the Scheme, including the General Residential Zone at Clause 32.08, the car parking requirements at Clause 52.06, canopy tree provisions at Clause 52.37, and the design standards for residential development of up to three storeys at Clause 55 of the Scheme.

Under Clause 32.08-13 of the Scheme, if the development complies with the standards for street setbacks, building height, side and rear setbacks, walls on boundaries, site coverage, access, tree canopy, front fences, daylight to existing windows, existing north facing windows, overshadowing secluded private open space, overlooking and overshadowing domestic solar energy systems, then it is exempt from third-party appeal rights to the Victorian Civil and Administrative Tribunal (VCAT).

The application now complies with these requirements after being amended following the planning conference. This now means that objectors will not have the right to seek a review of Council's decision at VCAT. If Council is to support the officer recommendation and approve the application, a planning permit will be granted immediately as opposed to a Notice of Decision to Grant Permit.

Further to the compliance with those provisions discussed above, the proposal also achieves compliance with all other provisions of Clause 55.

The proposed tree removal is also considered appropriate and suitably meets the relevant decision guidelines of Clause 52.37, noting this too is exempt from third-party review rights.

It is therefore recommended that Council issues a planning permit for the proposed development and tree removal.

RECOMMENDATION

That Council issues a planning permit for Application No. GE/DP-38351/2026 at 82 Orrong Crescent in accordance with the following conditions:

Amended plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to, and approved by, the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must generally accord with the amended plans submitted to Council after the advertising period (identified as TP.099-103, TP.200,201, TP.220-222, TP.300-302, prepared by Telha Clarke and dated 29 September 2026, and Landscape Concept plan – sheets SD-4.01-4.03, plant palette sheets, plant schedule, DD-8.01-8.03, landscape management plan, DD-5.01-5.02, dated 9 October 2026), but further modified to show:

    (a) The BADS analysis plans to illustrate a 1.2m wide accessway towards the adaptable bathrooms, connecting the main entrance, the main bedroom and the living area, in accordance with Table B3-12 of Clause 55.03-12.

    (b) All Design option B bathrooms using an inwards opening door, to have a notation stating that the door will have readily removable hinges, in accordance with Table B3-12 of Clause 55.03-12.

    (c) Adaptable bathroom door widths clearly notated on the BADS analysis plans, in accordance with Table B3-12 of Clause 55.03-12.

    (d) All BADS analysis plans to clearly list bathroom design option B for all apartments utilising this option, within the Accessibility description.

Layout must not be altered

2. The development as shown on the endorsed plans must not be altered or modified (unless the Glen Eira Planning Scheme specifies a permit is not required) except with the prior written consent of the Responsible Authority.

Landscaping

3. Before the dwellings are occupied, or by such later date as approved in writing by the Responsible Authority, the landscaping works shown on the endorsed Landscaping Plan must be carried out and completed and photographs or other evidence demonstrating this provided to the Responsible Authority.

Landscaping maintenance

4. The landscaping shown on the endorsed Landscaping Plan must be maintained to the satisfaction of the Responsible Authority, including by:

    (a) Implementing and complying with the provisions, recommendations and requirements of the endorsed landscape plan.

    (b) Not using the areas set aside on the endorsed landscape plan for landscaping for any other purpose.

(c) Replacing any dead, diseased, dying or damaged plants.

Construction Management Plan

5. Before the development starts, including excavation, a Construction Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The Construction Management Plan must show:

   (a) Construction activity must only occur between the hours of 7.00 am and 6.00 pm, Monday to Friday, 9.00 am to 3.00 pm on Saturday and no construction on Sunday and Public Holidays;

   (b) Measures to control noise, dust and water and sediment-laden runoff Measures to maintain safe, navigable and step-free public access around and past the site;

   (c) Measures to prevent silt or other pollutants from entering into any underground drainage system or gutters within the surrounding road network;

   (d) A plan showing the location and design of a vehicle wash-down bay for construction vehicles on the site;

   (e) Measures relating to the cleaning and maintaining of surrounding road surfaces;

   (f) A site plan showing the location of any site sheds, on-site amenities, building waste storage and the like;

   (g) A plan showing the location of parking areas for construction and subcontractors' vehicles on and surrounding the site, to ensure vehicles associated with construction activity cause minimum disruption to surrounding premises. Any basement car park on the land must be made available for use by subcontractors/tradespeople upon completion of such areas, without delay;

   (h) Delivery and unloading points and expected frequency;

   (i) A traffic management plan showing truck routes to and from the site including any proposed staging / holding areas;

   (j) Swept path analysis demonstrating the ability of trucks to enter/exit the site in a safe manner for the largest anticipated truck associated with the construction;

   (k) An outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services;

   (l) Measures relating to public safety and site security including the delivery and removal of materials from the site;

   (m) Any construction lighting designed, baffled and located to prevent any adverse effect from light spill to the amenity of abutting and adjoining land;

   (n) Measures to ensure that subcontractors/tradespeople operating on the site are aware of the contents of the construction management plan;

(o) Contact details of key construction site staff; and

(p) Any other relevant matters including the requirements of VicRoads, the Department of Transport and Council Local Law's.

Environmentally Sustainable Design

6. Concurrent with the endorsement of amended plans required by Condition 1 of the Permit, the Sustainable Design Assessment (SDA) prepared by Hexicon and dated 19 January 2026 will be endorsed, and which will then form part of the permit.

7. The provisions, recommendations and requirements of the endorsed Sustainable Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority and must not be varied except with the written approval of the Responsible Authority.

Screening of windows

8. Before the dwellings are occupied, all screening shown on the endorsed plans must be installed and permanently maintained in accordance with the endorsed plans. The screening measures as shown on the endorsed plans are not to be altered or removed except with the prior written consent of the Responsible Authority.

Car Parking

9. Before the building is occupied, the areas set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:

(a) fully constructed;

(b) properly formed to such levels that may be used in accordance with the plans;

(c) surfaced with an all-weather surface or seal coat (as appropriate);

(d) drained and maintained in a continuously usable condition;

(e) line marked to indicate each car space, loading bay and/or access lane; and

(f) clearly marked to show the direction of traffic along access lanes and driveways.

All to the satisfaction of the Responsible Authority.

Vehicle crossovers

10. Before the dwellings are occupied, the vehicular crossing must be constructed to the road to suit the proposed driveway to the satisfaction of the Responsible Authority and any existing vehicle crossing or crossing opening must be removed and replaced with footpath, nature strip and kerb and channel to the satisfaction of the Responsible Authority.

Public services

11. Any modification to existing infrastructure and services within the road reserve (including, but not limited to electricity supply, telecommunications services, water

supply, sewerage services and stormwater drainage) necessary to provide the required access to the site, must be undertaken by the permit holder to the satisfaction of the relevant authority. All expenses to undertake modification to infrastructure and services must be met by the owner of the land.

No gas connection

12. Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Time for starting and completion

13. This Permit will expire if:

    (a) The development does not start within two years from the date of this Permit; or

    (b) The development is not completed within four years of the date of this Permit.

    The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of the *Planning and Environment Act 1987.*

Notes

Canopy Tree Protection Local Law

- A local law permit will be required for any works within the Tree Protection Zone (TPZ) of the neighbour's liquidambar tree, identified as tree 3 within the arborist report submitted with the application.

Amended plans

- The amendments specified in Condition 1 of this Permit and any additional modifications which are "necessary or consequential" are those that will be assessed by Council when plans are lodged to satisfy that condition. Any "necessary or consequential" amendments, in addition to those required by this condition, should be specifically brought to the attention of Council for assessment.

  If other modifications are proposed, they must be identified and be of a nature that an application for amendment of permit may be lodged under Section 72 of the Planning and Environment Act 1987. An amendment application is subject to the procedures set out in Section 73 of the Planning and Environment Act 1987.

Planning approval only

- This Planning Permit represents the Planning approval for the development of the land. This Planning Permit does not represent the approval of other departments of Glen Eira City Council or other statutory authorities. Such approvals may be required and may be assessed on different criteria from that adopted for the approval of this Planning Permit.

Asset Engineering requirements

- This planning permit does not constitute approval for works affecting Council's drainage infrastructure, drainage easements, overland flow paths, vehicle crossings, flood mitigation infrastructure, utility assets, or any assets located within the road reserve.

- Before the development starts, including demolition, it is strongly recommended that contact is made with Council's Engineering Department to determine whether separate approvals, permits, reports and consents are required. This can be done by emailing E3@gleneira.vic.gov.au.

- Any approvals, investigations, protection works, modifications, relocations, upgrades or asset protection measures required because of the development must be obtained and completed at no cost to Council and to Council's satisfaction.

- For information regarding the permit requirements, please refer to Council's website. Relevant applications can be submitted through the links provided as follows:

  - Asset Protection Permit.
  - Vehicle Crossing Permit.
  - Drainage Plan Assessment.
  - Building over easements and drains.
  - Asset Consent Permit.
  - Point of discharge report.
  - Flood report.

Boundary fences

- This Planning Permit represents the Planning approval for the development of the land. Side and rear boundary fences do not form part of this Planning approval. All matters relating to the boundary fences shall be in accordance with the provisions of the Fences Act 1968.

Failure to comply

- Any failure to comply with the conditions of this permit may result in action being taken to have an Enforcement Order made against some or all persons having an interest in the land and may result in legal action or the cancellation of this permit by the Victorian Civil and Administrative Tribunal.

Permit to Building Surveyor

- The permit holder/applicant/owner must provide a copy of the Planning Permit to any appointed Building Surveyor. It is the responsibility of the permit holder/applicant/owner and the Building Surveyor to ensure that the development approved by this Permit is consistent with any Building Permit approved and that all works are consistent with the endorsed plans approved under this Planning Permit.

Non-Compliance

- Council will conduct proactive inspections to verify compliance with the permit conditions and approved plans. Non-compliance constitutes a breach of the Planning and Environment Act 1987 and may result in penalty fees or further enforcement measures.

Address	82 Orrong Crescent Caulfield North
Title details	Lot 1 TP 087984A
Restrictions on title	None
Proposal and planning permissions	Construction of a three-storey building comprising five dwellings and removal of one boundary canopy tree, with the following planning permissions: • Clause 32.08-7: Construct two or more dwellings on a lot • Clause 52.37-2: Remove a boundary canopy tree
Zoning and Overlay Controls	• General Residential Zone (GRZ2) • Parking Overlay (PO2-2)
Cultural Heritage Management Plan required	None required as the site is not located in an area of Aboriginal Cultural Heritage Sensitivity.

DESCRIPTION OF PROPOSAL

Development

Construction of a three-storey building comprising five dwellings and removal of one boundary canopy tree. Specific details of the proposal include:

- Demolition of the existing dwelling (no permit required)
- Basement car parking comprising of ten spaces (two for each apartment)
- Vehicular access via existing crossover onto Orrong Crescent, which will be partially widened
- Ground floor consisting of two dwellings
- First floor consisting of two dwellings
- Second floor consisting of a single dwelling
- All dwellings consist of three bedrooms
- Maximum overall building height of 9.92m.

The following is an artist's rendering of the proposed building, as viewed from the Orrong Crescent streetscape:



Figure 1: 3d perspective (Source: architectural plans prepared by Telha Clarke)

Tree removal

A Silver birch tree (Tree No. 5) with 8.0m height and canopy spread that is located within the front setback is proposed to be removed and requires a planning permit as it meets the definition of a 'boundary canopy tree' under Clause 52.37 (Canopy trees).

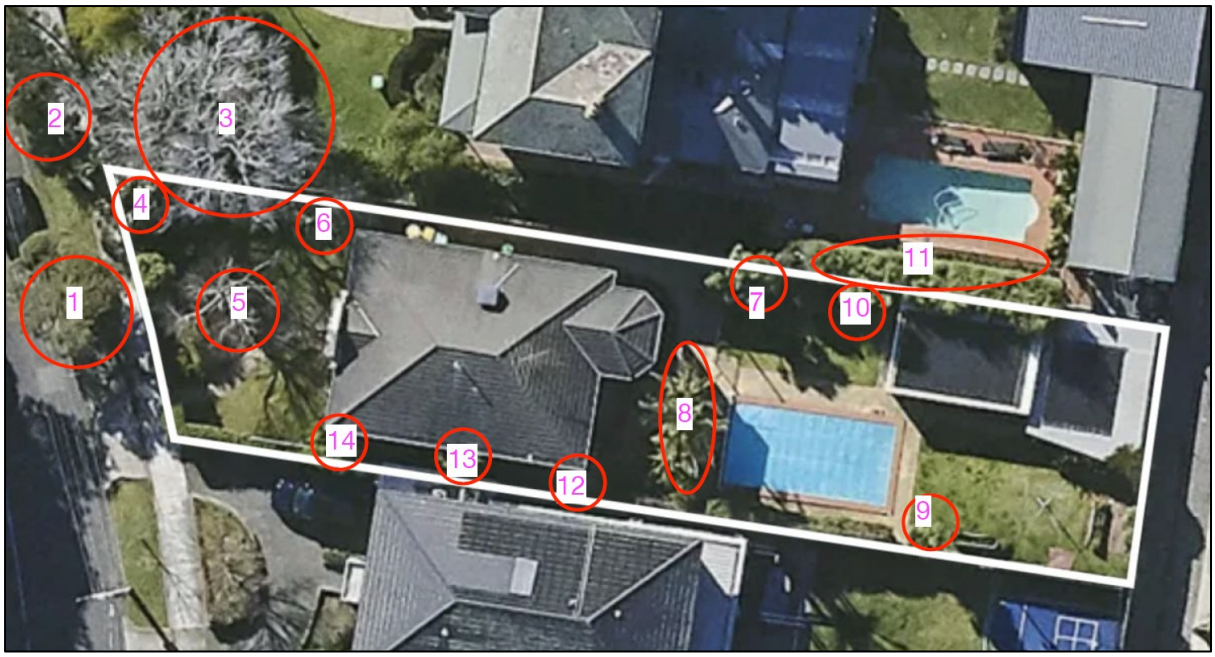

Figure 2 - Tree removal plan (Source: Arborist Report submitted with application)



Figure 3 - Photo of Silver birch tree (Tree No. 5) (Source: Arborist Report submitted with application)

WHY IS A PLANNING PERMIT REQUIRED AND WHAT NEEDS TO BE CONSIDERED?

The following sets out why a planning permit is required based on the applicable planning controls in the Scheme, what the applicable decision guidelines require to be considered and a list of the relevant policies and provisions in relation to this application.

Clause 32.08 (General Residential Zone)

Under the provisions of the General Residential Zone at 32.08 of the Scheme, a planning permit is required to construct two or more dwellings on a lot.

The applicable decision guidelines include:

Dwellings, small second dwellings and residential buildings

- *For the construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings of three storeys or less, excluding a basement, the objectives, standards and decision guidelines of clause 55.*

Exemption from review rights

An application under clause 32.08-7 for a development of three storeys or less, excluding a basement, is exempt from the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act if all the applicable standards under the following clauses are met:

- All of 55.02 (Street setback, building height, side and rear setbacks, walls on boundaries, site coverage, access, tree canopy and front fences)
- 55.04-1 (Daylight to existing windows)
- 55.04-2 (Existing north-facing windows)
- 55.04-3 (Overshadowing secluded open space)
- 55.04-4 (Overlooking)
- 55.05-2 (Overshadowing domestic solar energy systems)

As demonstrated later in this report and within the attached Clause 55 assessment table, the development application now meets all the relevant Clause 55 requirements mentioned above. This means that whilst Council must still consider all objections received, objectors cannot seek a review of Council's decision at VCAT.

Garden area

In accordance with Clause 32.08-4, the minimum garden area required to be provided for the site is 35%, which equates to 281 square metres of the 803 square metre site.

The proposed development complies with this requirement by setting aside 37% (297 square metres) of the site as garden area.

Clause 45.09 (Parking Overlay)

Whilst the site is in the Parking Overlay, a planning permit is not required under this provision, as the applicable schedule provides parking rates only for Student Housing proposals.

Clause 52.06 (Car parking)

Under the provisions of Clause 52.06 (Car Parking) of the Scheme, the site is located within Category 2. In accordance with Clause 52.06-5, the minimum parking provision for sites located within Category 2, is one space per dwelling. Based on a proposal for five dwellings, the minimum parking provision for the site would be five spaces.

The proposal meets this requirement by providing two spaces per dwelling (ten spaces in total), exceeding the minimum provision.

The layout and design of the vehicle accessways, basement and car spaces must be assessed against the design standards of Clause 52.06-7 of the Scheme and are to be to Council's satisfaction.

Clause 52.37 (Canopy trees)

In accordance with Clause 52.37-2, a permit is required to remove, destroy or lop an existing canopy tree in the General Residential Zone. This does not apply to:

- *To the removal, destruction or lopping of an existing canopy tree (other than a boundary canopy tree) identified for assessment in an application to which clause 54, 55, 57 or 58 applies and the tree is not removed, destroyed or lopped until the permit is issued.*

In accordance with Clause 52.37-1, a boundary canopy tree is defined as:

- *an existing canopy tree if any part of its trunk is within:*

  - *6 metres of the narrowest street frontage of a lot; or*
  - *4.5 metres of the rear boundary of a lot;*

In accordance with the provision, the application is seeking the removal of one boundary canopy tree.

In accordance with Clause 52.37-5, an application is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act.

This means that despite the application going on public notice, the application did not require notice for the tree removal aspect of the proposal. Therefore, Council cannot consider any objections that relate to the removal of the tree from the site.

Planning Scheme Amendment VC315 was gazetted on 24 September 2026 which made changes to Clause 52.37 (Canopy trees) to improve its operation.

As the application was formally amended on 29 September 2026 and then again on 13 October 2026, it does not benefit from transitional provisions and must be assessed against the current version of Clause 52.37.

Clause 55 (Two or more dwellings on a lot and residential buildings of three storeys or less)

The purposes of this provision include:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage residential development that provides reasonable standards of amenity for existing and new residents.*

- *To encourage residential development that responds to the site and the surrounding area.*

This clause sets a series of 'objectives; that must be met, 'standards' that should be met and 'decision guidelines' that must be considered before deciding if an application meets the objective. An assessment against this clause is included as an attachment to this report.

In accordance with Clause 55, despite any other provision of this planning scheme, in determining applications to which this clause applies, the responsible authority is exempt from and is not required to consider:

- *The Municipal Planning Strategy and Planning Policy Framework, unless an applicable decision guideline specifies otherwise.*
- *The purpose or decision guidelines of the relevant zone, unless an applicable decision guideline specifies otherwise.*
- *The decision guidelines in Clause 65, unless an applicable decision guideline specifies otherwise.*

If there is any inconsistency between the requirements of this clause and another provision of this planning scheme, this clause prevails.

An application to which this clause applies is exempt from the requirements of:

- *Section 60(1)(b), (1)(e), (1)(f), (1A)(b) to (h), (1A)(j) and (1B) of the Act; and*
- *Section 84B(2)(b) to (g) and (2)(i) to (jb) of the Act.*

In practice, this means that Council's assessment of the proposed apartment building is confined to an assessment against the provisions of Clause 55. This includes all considerations relating to neighbourhood character, liveability, external amenity, and sustainability. Council may only have regard to other policies or objectives in this scheme (including state and local policies within the Planning Policy Framework) if there is a variation sought to any specific standard within Clause 55.

Planning Scheme Amendment VC315 was gazetted on 24 September 2026 which made changes to Clause 55 to improve its operation.

As the application was formally amended on 29 September 2026 and then again on 13 October 2026, it does not benefit from transitional provisions and must be assessed against the current version of Clause 55.

THE CONTEXT

The subject site is located on Orrong Crescent, towards the intersection with Alma Road. It has a 15.39 metre frontage, a maximum depth of 59.46 metres and a 14.22 metre frontage to a rear laneway. The total site area is 803 square metres and is currently developed with a double-storey dwelling built in the early 2000s.

The immediate neighbourhood character consists of various housing types and styles, including single and double storey detached dwellings and double storey multi-unit developments. In the wider context, examples of multi-storey apartment buildings are evident within proximity to the Orrong Road local centre.



Figure 4: Aerial imagery (Source: Council aerial imagery – dated 14 February 2026)

PROCEDURAL REQUIREMENTS

Consultation and engagement

Notice of the application was given in April 2026, including by mail to 14 owners and occupiers of adjoining and nearby properties, and the display of one sign on the land. There were 21 objections and three petitions received part of the notification process which included the following concerns:

- Inappropriate built-form transition towards the Heritage Overlay listed adjoining property at number 84 Orrong Crescent
- Neighbourhood character
- Excessive height and scale, street and side setbacks
- Over-development
- Loss of solar access and daylight to windows
- Overlooking
- Overshadowing
- Insufficient tree planting and loss of mature trees
- Construction impacts on adjoining amenity
- Insufficient car parking

A planning conference was hosted on 10 September 2026 by Councillor Parasol. It was attended by the applicant and seven objectors. After the conference took place, the permit applicant amended the application to address various non-compliances with Clause 55 standards.

Amended application post advertising

29 September 2026 (First amendment)

On 29 September 2026, the applicant lodged an amended application pursuant to S57A of the Act. This amendment to the application sought to deal with non-compliances with the following provisions of Clause 55:

- Side and rear setbacks
- Canopy tree planting
- Existing north-facing windows
- Overlooking

13 October 2026 (Second amendment)

Following gazettal of Planning Scheme Amendment VC315, the changes made as part of the First Amendment were no longer compliant with Standard B2-7 (Tree canopy) due to insufficient deep soil areas based on the proposed replacement canopy tree planting. The application was amended further to:

- Replace the four Continental Honey Locust trees with five Ginko biloba 'Princeton Sentry' canopy trees; and
- Reduce the number of Australian Umbrella canopy trees from two to one.

By doing so, the application now meets all the relevant Clause 55 requirements in accordance with Clause 32.08-13, therefore forgoing review rights.

The changes made to the application resulted in a smaller building envelope in comparison to that in the plans advertised to affected residents, therefore no further public notice was required.

Comments from internal Council departments

Asset engineering	Supportive of the application subject to notes being placed on the permit relating to drainage and storm water runoff and all relevant engineering permits (including asset protection) to be obtained.
Parks services	Council's arborist supports the removal of tree no. 5 (Silver birch). The proposed widening to the existing crossover will only have a minor encroachment within the TPZ of the existing street tree and is therefore acceptable.
Traffic engineering	Clause 52.06-9 design standards with respect to the accessway, ramp and basement layout have been met. Support the pedestrian sight line visibility splays, including the reduced splay on the southern side of the vehicle accessway. The level of traffic generated by the proposed development is expected to be low and not have a material impact on the operation and function of Orrong Crescent and the surrounding road network.
Waste Management	In relation to Standard B5-5 of Clause 55.05-5 (Waste and Recycling Objectives), there are no concerns with the layout of the proposed bin storage area.
Environmental Sustainable Design	The proposed plans and Sustainable Design Assessment (SDA) adequately demonstrate compliance with Standard's B5-1

	(Permeability and stormwater management objective) and B5-7 (Energy efficiency for apartment developments objective).

ISSUES AND DISCUSSION

A planning permit is required for the following reasons:

- Clause 32.08-7: Construct two or more dwellings on a lot
- Clause 52.37-2: Remove a boundary canopy tree

The planning controls each contain a purpose and decision guidelines, and the following assessment will respond to the relevant requirements along with other matters required to be considered under the Scheme and the Act.

This will be done by responding to the following questions:

- Is the design and built form acceptable from a neighbourhood character perspective and does it cause unacceptable amenity impacts?
- Is the proposed tree removal acceptable?
- Are the transport arrangements acceptable, including the provision and layout of car parking, and the effects of traffic to be generated by the proposal?
- Are there any other matters that require consideration, including outstanding objector concerns?

Is the design and built form acceptable from a neighbourhood character perspective and does it cause unacceptable amenity impacts?

Clause 55 (Two or more dwellings on a lot and residential buildings of three storeys or less) is the relevant provision in the Scheme to determine whether the design and built form are acceptable, both from a character perspective and whether it causes any unreasonable amenity impacts.

In determining applications to which this clause applies, Council is exempt from and is not required to consider:

- *The Municipal Planning Strategy and Planning Policy Framework, unless an applicable decision guideline specifies otherwise.*
- *The purpose or decision guidelines of the relevant zone, unless an applicable decision guideline specifies otherwise.*
- *The decision guidelines in Clause 65, unless an applicable decision guideline specifies otherwise.*

If the application complies with the standard in Clause 55, then it is considered to be 'deemed to comply' with the corresponding objective and no further assessment can be undertaken, nor can Council impose requirements that go beyond compliance with a standard.

In this respect, the development complies with the neighbourhood character provisions as the following Clause 55 Standards have been met.

Street setback objective (Standard B2-1):

The standard requires a minimum street setback of 6.0 metres, with a setback of 6.175 metres provided.

Building height objective (Standard B2-2):

The General Residential Zone has a maximum mandatory building height limit of 11.0 metres and three storeys. A building height of 9.871 metres and three storeys is proposed.

It is noted that this height is taken to the top of the roof in accordance with the building height definition in the Scheme, which does not include the rooftop plant screen and equipment, they are allowable encroachments.

Side and rear setbacks objective (Standard B2-3)

The following images demonstrate required side and rear setbacks and that required based on the proposed wall heights:

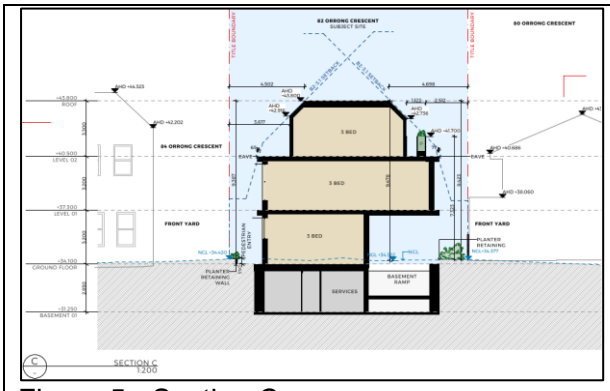

Figure 5 - Section C

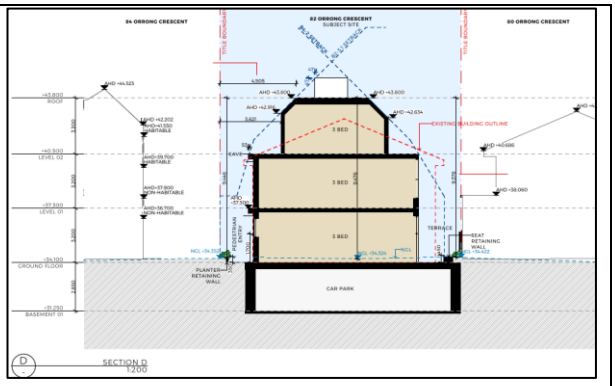

Figure 6 - Section D

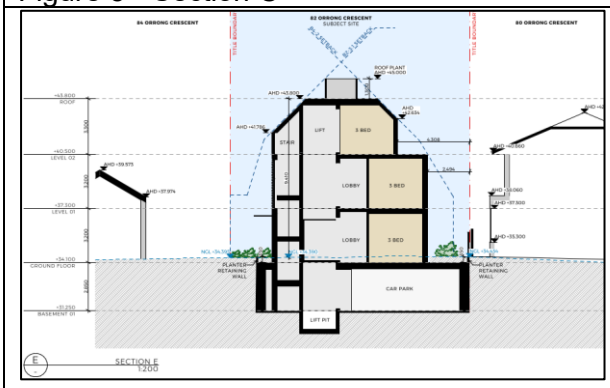

Figure 7 - Section E

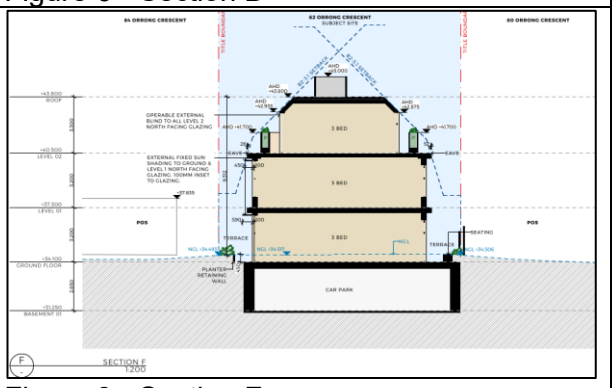

Figure 8 - Section F

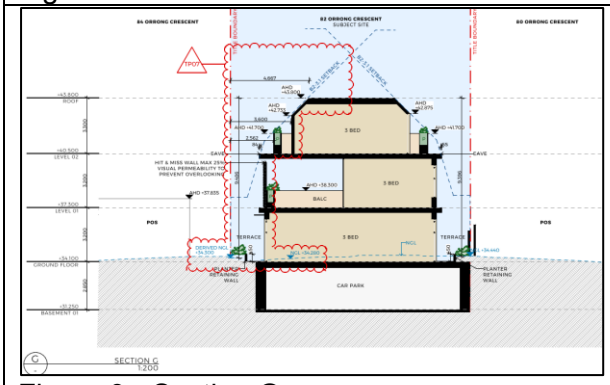

Figure 9 - Section G

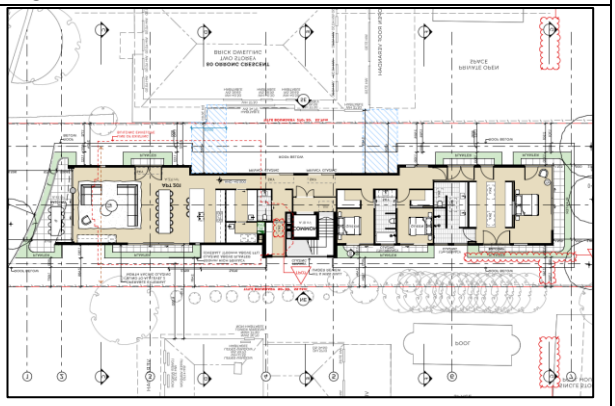

Figure 10 - Second floor plan showing section locations

The above sections show compliance with the required setbacks, noting that eaves do marginally encroach but by less than the 500mm allowable by the standard.

Regarding the setbacks to the eastern boundary, compliance has been achieved as follows:

- Ground and first floor have minimum setbacks of 2.824 metres, which comply with the minimum 1.9 metres for a 6.6 metre wall height.
- Second floor will have a minimum setback of 4.681 metres, which complies with the minimum 4.61 metres for a 9.52 metre wall height.

Walls on boundaries objective (Standard B2-4)

The proposal is deemed to comply as there no boundary walls proposed.

Site coverage objective (Standard B2-5)

Within the General Residential Zone, the maximum site coverage under this standard is 65%.

The “Site Calculations – Building Coverage Plan (TP07)” suggests that site coverage will be 60%, however the associated image does not include the full extent of the lower levels (see mid section along south elevation). A manual calculation of the site coverage confirms that the 60% is generally accurate, with this assessment confirming site coverage is approximately 466 square metres, which is only 9 square metres more than that shown on the plan and well below the maximum 522 square metres allowed under the standard.

Access objective (Standard B2-6)

The proposed 3.6 metre wide vehicle crossover will span 24% of the site frontage, which is less than the 40% allowed by this standard. It will encroach into the tree protection zone of the existing street tree by only 2.54%, below the 10% allowable under the standard.

Tree canopy objective (Standard B2-7)

The subject site is 803 square metres and requires 10% (80.3 square metres) of canopy cover to be provided through canopy trees that can reach minimum heights and spread of 6.0 metres and 4.0 metres respectively.

Three Ginko biloba ‘Princeton Sentry’ trees are proposed in the front setback and two within the rear setback. These trees are capable of a reaching a mature height and spread of 9.0 metres and 4.5 metres respectively.

One Australian Umbrella Tree is proposed within rear setback, capable of reaching a mature height and canopy spread of 8.0 metres and 5.5 metres respectively.

The total canopy cover proposed is 102 square metres, including those areas that project beyond the title boundaries over the Orrong Crescent footpath and rear laneway, as now allowed since the approval of Planning Scheme Amendment VC325 (VC315).

Part of the canopy cover of one of the Ginko biloba ‘Princeton Sentry’ trees within the front setback will encroach under the first floor of the development. This too is now allowed since the approval of VC315.

Deep soil areas will be 33.75 square metres in the front setback, more than the minimum 32.4 square metres required for those trees. Within the rear setbacks, deep soil areas of 12 square metres for each of the Ginko biloba 'Princeton Sentry' trees and 16 square metres for the Australian Umbrella Tree is proposed, again compliant with the requirements of the standard.

The minimum dimensions for the deep soil areas will be at least 3.0 metres, compliant with the minimum 2.5 metre and 3.0 metre requirements for the respect tree species.

Front fences objective (Standard B2-8)

A 1.5 metre high front fence is proposed, which complies with the maximum 1.5 metre allowed by the standard.

The proposed development is also not considered to cause unacceptable amenity impacts to neighbouring properties, due to compliance with the following standards:

Daylight to existing windows objective (Standard B4-1)

To the north, the closest habitable room windows are located 6.514 metres from the closest parts of the proposed building, meaning they are setback more than 50% of the wall heights of the development (i.e. 13.03 metres in height would be permissible).

To the east, the closest habitable room windows are setback further than those on the property to the north, so also compliant.

To the south, there are several habitable room windows setback 1.162 metres from the common boundary with the subject site. The development complies with the setbacks requirements of the standard as follows:

Level	Wall height in metres	Proposed setback to window in metres	Required setback to window in metres
Ground/first	6.0	3.656	3.0
Second (raked)	8.2	5.469	4.1
Second (Overall)	9.366	6.68	4.69

Existing north-facing windows objective (Standard B4-2)

As discussed above, there are several north facing habitable room windows within 3.0 metres of the common boundary with the subject site. The development complies with the minimum setback requirements of this standard as follows:

Level	Wall height in metres	Proposed setback to boundary in metres	Required setback to boundary in metres
Ground/first	6.0	2.494	2.44
Second (raked)	8.2	4.303	4.28
Second (Overall)	9.366	5.46	5.44

Overshadowing secluded open space objective (Standard B4-3)

Overshadowing impacts will occur to the secluded private open space area of 80 Orrong Crescent for all hours between 9am and 3pm on 22 September, however an area of at least

25 square metres with minimum 3.0 metre dimension will continue to receive sunlight during this time, compliant with the standard.

Overshadowing will also occur to 10 Ercildoune Street at 3pm, this is confined to indented accessway adjacent the laneway, not to its secluded private open space.

The proposal is deemed to comply as the only additional shade cast by the development proposal will be towards the secluded open space of 80 Orrong Crescent. Owing to the significant size of this secluded private open space area, the space will continue to be comfortably afforded with sunlight access well in excess of the minimum requirements, in accordance with the standard.

Overlooking objective (Standard B4-4)

There are no habitable room windows or secluded private open areas located to the east of the subject site within 9 metres of the development, so no further assessment of overlooking impacts to those properties can be undertaken under this standard.

Ground floor overlooking is limited in accordance with the standard, as the existing boundary fencing along the north and south boundaries is 1.9 metres to 2.0 metres high, whilst the finished floor levels are below the natural ground level, meaning a visual barrier of more than 1.8 metres is achieved.

At first floor, the north and south facing living/dining/kitchen area windows will have fixed and obscure glazing to a height of 1.7 metres. The first floor balconies for both apartment's 101 and 102 will have a 'hit and miss brick' architectural style screening to their full height, which incorporates solid bricks with deliberate gaps, to a maximum transparency of 25%.

At second floor, through the use of raised planters adjacent habitable room windows, overlooking to the adjoining properties is limited, demonstrated in the following sections:

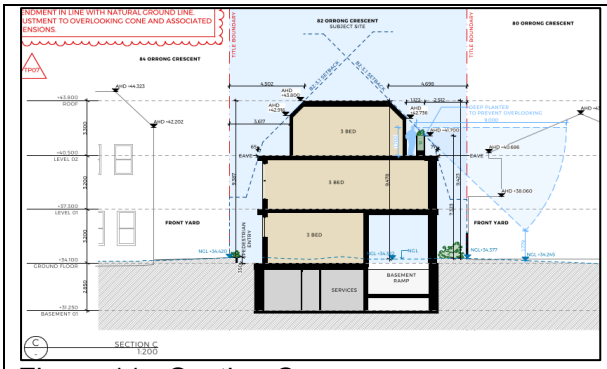

Figure 11 - Section C

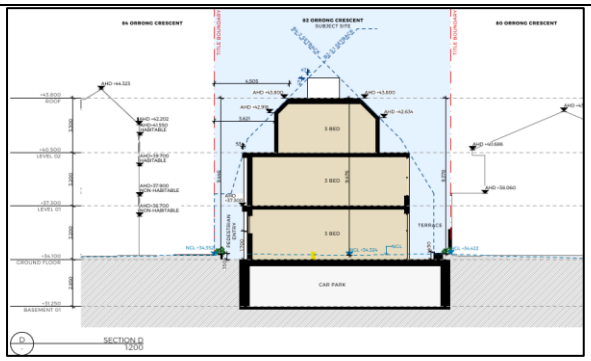

Figure 12 - Section D

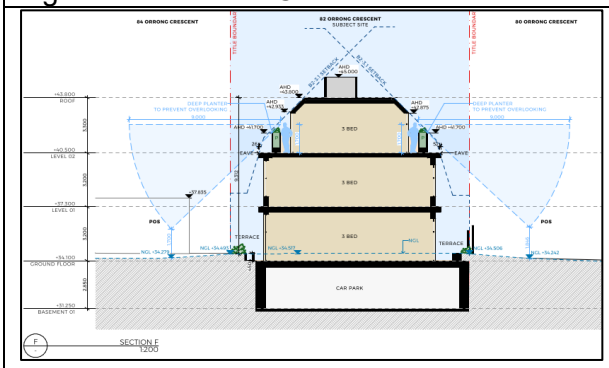

Figure 13 - Section E

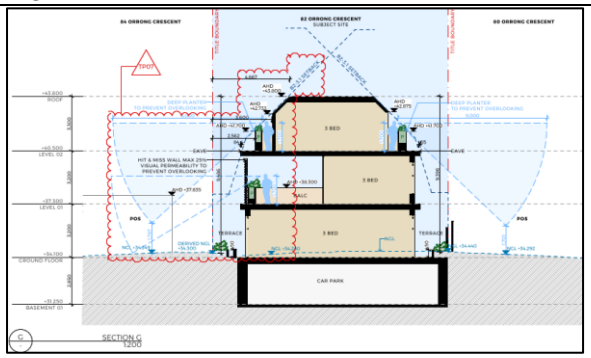

Figure 14 - Section G

Refer to Figure 10 for relevant locations of sections.

Under this standard, screening is not required to non-habitable rooms, including bedrooms.

Overshadowing domestic solar energy systems objective (Standard B5-2)

There are no neighbouring solar energy facilities sited on the rooftops of the properties which directly adjoin the subject site.

Overall, the development application has adequately demonstrated that all relevant neighbourhood character and amenity impact standards have been met.

Is the proposed tree removal acceptable?

The application is seeking the removal of one boundary canopy tree located within the front setback, being a Silver birch (Tree No. 5), which has a height and canopy spread of 8 metres.

In determining the suitability of the removal of the tree, Council must consider the following relevant decision guidelines:

Removal of canopy trees

- *The health and stability of the canopy tree proposed to be removed.*
- *Whether the canopy tree is causing, or at risk of causing, damage to an existing building, works or infrastructure.*
- *The number, size and location of the canopy trees to be retained on the site.*
- *If the removal of the canopy tree is associated with the development of the site, whether the proposed development has been sited or designed to minimise the impact on canopy trees.*

- *The cumulative impact of reducing existing canopy trees, if canopy trees on the site have been removed, destroyed or lopped within the past 12 months.*

New canopy trees

- *The suitability of the proposed deep soil areas or planter soil volume or depth. A deep soil area may be shared with other canopy trees and other vegetation where it does not affect the viability of the canopy tree growth.*
- *Whether the species of the canopy tree is suited to the soil conditions of the site.*
- *Whether landscaping or design measures are required to provide structural protection of buildings.*

The Arborist Report provided with the application identifies the health of tree as in 'serious decline', has poor health and structure and has low arboricultural value.

Council's Arborist has reviewed the Arborist Report and agrees with its assessment and supports the tree's removal.

With respect to the decision guidelines regarding replacement planting, this has been achieved as demonstrated earlier in this report under the *Tree canopy objective (Standard B2-7)*, noting this has the same requirements as Clause 52.37 (Canopy trees).

It is noted that nine other trees onsite are also proposed for removal, however none of these trees require a planning permit for removal. There is also no Local Law Permit required for the removal for any of these trees. Council's Arborist however has advised that the proposed works within the protection zone of the neighbouring Liquidambar (associated with 80 Orrong Crescent) will require a local law permit. Notes are recommended to be included to address this requirement, as it sits outside of the planning permit assessment.

Are the transport arrangements acceptable, including the provision and layout of car parking, and the effects of traffic to be generated by the proposal?

Under the provisions of Clause 52.06 (Car parking) of the Scheme, the site is located within a Category 2 area. In accordance with Table 1 of Clause 52.06-5, the minimum parking provision is one space per dwelling.

Ten car spaces within a basement car park will be provided, two per dwelling, above the minimum required rate.

Layout and appearance of car parking

Council's Traffic Engineer has advised that the car park layout is satisfactory and generally in accordance with the design standards as per Clause 52.06-9.

Traffic generation

The use of the land for dwellings is as of right therefore consideration of traffic impacts cannot be undertaken by Council in determining this application. Notwithstanding, Council's Traffic Engineer has advised that the level of traffic generated by the proposed development is expected to be low and have no material impact on the operation and function of Orrong Crescent and the surrounding road network.

Are there any other matters that require consideration, including outstanding objector concerns?

Objector concerns

Most objector concerns have been discussed within the body of this report within the relevant sections. Outstanding concerns not yet discussed include:

- Inappropriate built-form transition towards the Heritage Overlay listed adjoining property
- Construction impacts on adjoining amenity

Inappropriate built-form transition towards the Heritage Overlay listed adjoining property

The property at 84 Orrong Crescent, which directly adjoins the subject site to the north, is within the Heritage Overlay where it is graded as 'individually significant', as part of Schedule 50. This Schedule however applies only to 84 Orrong Crescent, with the remainder of the street, including the subject site, not being subject to Heritage controls. Since the Heritage Overlay does not apply to the subject site, Council cannot consider any decision guidelines relating to the Heritage Overlay in guiding the built form outcome. Assessment of the proposed built form is confined to the objectives of Clause 55, which does not allow Council to consider any other competing objectives within the planning scheme.

Construction impacts on adjoining amenity

Managing the impacts of the construction process will primarily be a matter for the relevant building surveyor who is appointed as part of the building permit process. Notwithstanding, for a development of this scale, a construction management plan is standard practice and is addressed through a recommended condition.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

Climate emergency implications have been considered in the drafting of this report.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, resource or asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

All matter required at Section 60 of the *Planning and Environment Act* 1987 apart from those exempted in Clause 55 have been taken into consideration as part of the assessment of this application.

LINK TO COUNCIL PLAN

Strategic Direction 2: Diverse, welcoming and accessible places
Our vibrant and clean activity centres support a thriving local economy

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

CONCLUSION

The proposed development complies with the objectives of Clause 55 (Two or more dwellings on a lot) and requirements of Clause 52.37 (Canopy Trees).

As it complies with the clauses listed in Clause 32.08-13, the application is exempt from the review requirements of the Act.

On this basis, it is recommended that Council issues a planning permit in accordance with the recommended conditions.

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Clause 55 Assessment.

Clause 55.02 – Neighbourhood Character

Clause 55.02-1: Street setback objectives To ensure that the setbacks of buildings from a street respond to the existing or preferred neighbourhood character and make efficient use of the site.			
Does the proposal comply with Standard B2-1 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-1, has the objective been met?	☐ N/A	☐ Yes	☐ No

Standard B2-1

Walls of new buildings are set back from streets:

- At least the distance specified in a schedule to the zone if the distance specified in the schedule is less than the distance specified in Table B2-1; or
- If no distance is specified in a schedule to the zone, the distance specified in Table B2-1.

Porches, pergolas and verandahs that are less than 3.6 metres high and eaves may encroach not more than 2.5 metres into the setbacks of this standard.

Table B2-1 Street setback

Development context	Minimum setback from street	Minimum setback from side street
There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.	The same distance as the lesser front wall setback of the existing buildings on the abutting allotments facing the front street or 6 metres, whichever is the lesser.	Not applicable
There is an existing	The same distance as the	Not applicable

Planner's Comments:

See report.

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building on one abutting allotment facing the same street and no existing building on the other abutting allotment facing the same street, and the site is not on a corner	setback of the front wall of the existing building on the abutting allotment facing the front street or 6 metres, whichever is the lesser.	
There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner	6 metres for streets in a Transport Zone 2 and 4 metres for other streets.	Not applicable
The site is on a corner.	If there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 6 metres, whichever is the lesser. If there is no building on the abutting allotment facing the front street, 6 metres for streets in a Transport Zone 2 and 4 metres for other streets.	Front walls of new development fronting the side street of a corner site are setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser. Side walls of new development on a corner site are setback the same distance as the setback of the front wall of any existing

Clause 55.02-2: Building height objective

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To ensure that the height of buildings respond to the existing or preferred neighbourhood character.			
Does the proposal comply with Standard B2-2 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-2, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B2-2 The maximum building height of a new building does not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land. If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height of a new building does not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height does not exceed 10 metres.	**Planner's Comments:** Refer to report.		

Clause 55.02-3: Side and rear setbacks objective To ensure that the height and setback of a building from a boundary responds to the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings or small second dwellings.			
Does the proposal comply with Standard B2-3 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-3, has the objective been met?	☐ N/A	☒ Yes	☐ No
Standard B2-3 A new building not on or within 200mm of a boundary is set back from side or rear boundaries in accordance with either B2-3.1 or B2-3.2. Standard B2-3 is met if the building is set back in accordance with either B2-3.1 or B2-3.2, rather than needing to comply with both of these provisions: <u>B2-3.1:</u> The building is set back at least 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.	**Planner's Comments:** Refer to body of report.		

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B2-3.2: If the boundary is not to the south of the building, the building is set back at least 3 metres up to a height not exceeding 11 metres and at least 4.5 metres for a height over 11 metres. If the boundary is to the south of the building, the building is set back at least 6 metres up to a height not exceeding 11 metres and at least 9 metres for a height over 11 metres between south 30 degrees west to south 30 degrees east. Sunblinds, verandahs, porches, eaves, facias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the side and rear setbacks. Landings that have an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the side and rear setbacks. **Diagram B2-3.1 Side and rear setbacks**	

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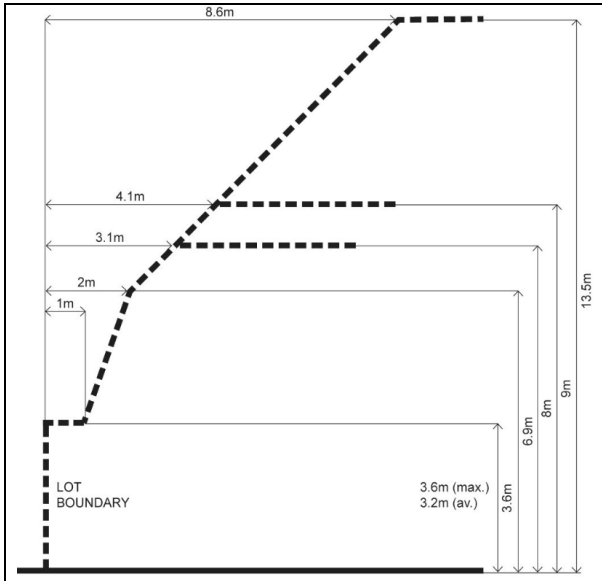

Diagram B2-3.2 Side and rear setbacks

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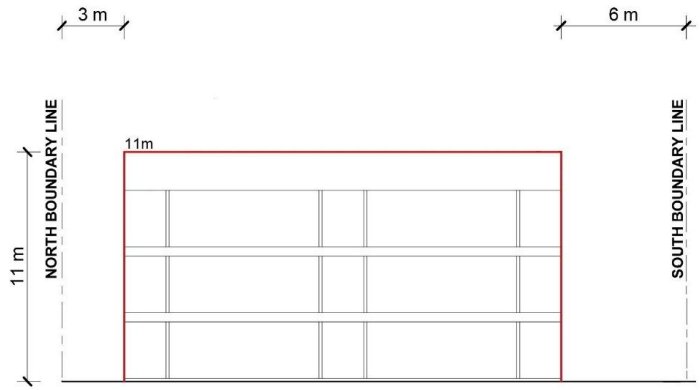

Clause 55.02-4: Walls on boundaries objective To ensure that the location, length and height of a wall on a boundary responds to the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings and small second dwellings.			
Does the proposal comply with Standard B2-4 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-4, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B2-4 A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of a lot does not abut the boundary for a length that exceeds the greater of the following distances: • 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or • The length of existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot. A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres		**Planner's Comments:** Refer to body of report.	

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on the abutting property boundary. A building on a boundary includes a building set back up to 200mm from a boundary. The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary does not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.	

Clause 55.02-5: Site coverage objective
To ensure that the site coverage responds to the existing or preferred neighbourhood character and responds to the features of the site.

Does the proposal comply with Standard B2-5 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-5, has the objective been met?	☐ N/A	☐ Yes	☐ No

Standard B2-5

The site area covered by buildings does not exceed:

- The maximum site coverage specified in a schedule to the zone; or
- If no maximum site coverage is specified in a schedule to the zone, the percentage specified in Table B2-5.

If the maximum site coverage is specified in a schedule to a zone, it must be greater than the percentage specified in Table B2-5.

Table B2-5 Site Coverage

Zone	Area
Neighbourhood Residential Zone Township Zone	60 per cent
General Residential Zone	65 per cent
Residential Growth Zone Mixed Use Zone Housing Choice and Transport Zone	70 per cent

Planner's Comments:

Refer to body of report.

Clause 55.02-6: Access objective
To ensure the number and design of vehicle crossovers responds to the neighbourhood character.

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Does the proposal comply with Standard B2-6 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-6, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B2-6 The width of accessways or car spaces (other than to a rear lane) does not exceed: • 33 per cent of the street frontage; or • 40 per cent of the street frontage if the width of the street frontage is less than 20 metres. The number of access points to a road in a Transport Zone 2 or a Transport Zone 3 is not increased. The location of a vehicle crossover or accessway does not encroach the tree protection zone of an existing tree, that is proposed to be retained in a road by more than 10 per cent.		**Planner's Comments:** Refer to body of report.	

Clause 55.02-7: Tree canopy objectives To provide tree canopy that responds to the neighbourhood character of the area and reduces the visual impact of buildings on the streetscape. To preserve existing canopy cover and support the provision of new canopy cover. To ensure new canopy trees are climate responsive, support biodiversity, wellbeing and amenity, and help reduce urban heat.			
Does the proposal comply with Standard B2-6 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-6, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B2-7 The total canopy cover provided with the development is equivalent to at least the percentage of the site area specified in Column 2 to Table B2-7.1 corresponding to the applicable site area specified in Column 1. **Table B2-7.1 Canopy cover** **Site area** — **Canopy cover** 1000 square metres or less — 10% of site area More than 1000 square metres to 1500 square metres — 15% of site area			

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More than 1500 square metres	20% of site area

The canopy cover requirement can only be met by retaining an existing canopy tree, planting a new canopy tree or a combination of both, within the site.

The total canopy cover required by Table B2-7.1 includes:

- The total canopy cover of an existing canopy tree, whether or not the canopy cover is wholly contained within the boundaries of the site.
- The canopy cover within the boundaries of the site of a new canopy tree and any part of the canopy cover overhanging land in a public road or public open space.
- The canopy cover of an existing canopy tree and a new canopy tree that extends below, or overhangs, an existing or proposed building located on the site.
- Any overlapping canopy cover of an existing canopy tree or a new canopy tree provided that the overlapping canopy cover is only counted once.

At least one existing canopy tree or new canopy tree is to be located within the front setback. This does not apply if it is proposed to retain one existing canopy tree that meets the minimum total canopy cover requirement and that tree is not located in the front setback.

Each new canopy tree is planted in either deep soil or a planter that meets the following requirements:

- Deep soil must be at least the area and plan dimension specified in Columns 2 and 5, respectively, of Table B2-7.2 corresponding to the tree's expected canopy diameter at maturity specified in Column 1.
- A planter must be at least the soil volume, soil depth, and plan dimension, specified in Columns 3, 4 and 5 of Table B2-7.2 corresponding to the tree's expected canopy diameter at maturity specified in Column 1.
- If two or more new canopy trees are to be planted in the same area of deep soil, the required area of deep soil can be reduced by the percentage specified in Column 2 of Table B2-7.3 corresponding to the number of trees specified in Column 1.

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Table B2-7.2 Deep soil and planter requirements

Column 1 Expected canopy diameter at maturity	Column 2 Minimum deep soil area	Column 3 Minimum tree in planter soil volume	Column 4 Minimum tree in planter soil depth	Column 5 Minimum deep soil or tree in planter plan dimension
4m and less than 5m	12sqm	8m3	0.8m	2.5m
5m and less than 6m	16sqm	12m3	0.8m	3m
6m and less than 7m	25sqm	17m3	0.8m	3.5m
7m and less than 8m	36sqm	23m3	0.8m	4m
8m and less than 9m	49sqm	30m3	1.0m	4.5m
9m and less than 10m	64sqm	38m3	1.0m	5m
10m and less than 11m	81sqm	47m3	1.0m	5.5m
11m and less than 12m	100sqm	57m3	1.0m	6m
12m and less than 13m	121sqm	68m3	1.5m	6.5m
13m and less than 14m	136sqm	80m3	1.5m	7m
14m and greater	144sqm	92m3	1.5m	7.5m

Table B2-7.3 Reduced deep soil area

Column 1	Column 2

Planner's Comments:

Refer to body of report.

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Number of new canopy trees to be planted in same area of deep soil	Percentage reduction of area of deep soil
2	5%
3	10%
4	15%
5	20%
6 or more	25%

The following can encroach into the total area of deep soil:

- Impervious surfaces by no more than 10 per cent.
- Unroofed decking by no more than 50 per cent, provided the gap between the decking boards is at least:
  - 4 millimetres for decking boards not more than 90 millimetres wide.
  - 5 millimetres for decking boards more than 90 millimetres wide.
  - 8 millimetres if the deck is less than 400 millimetres above ground level.
- An eave not exceeding a width of 600 millimetres.

Clause 55.02-8: Front fences objective

To encourage front fence design that responds to the existing or preferred neighbourhood character.

Does the proposal comply with Standard B2-8 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B2-8, has the objective been met?	☐ N/A	☐ Yes	☐ No

Standard B2-8

A front fence within 3 metres of a street is:

- The maximum height specified in a schedule to the zone, or
- If no maximum height is specified in a schedule to the zone, the maximum height specified in Table B2-8.

Street Context	Maximum front fence height
Streets in a Transport Zone 2	2 metres
Other streets	1.5 metres

Planner's Comments:

Refer to report.

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Clause 55.03 – Liveability

Clause 55.03-1: Dwelling diversity objective To encourage a range of dwelling sizes and types in developments of ten or more dwellings.			
Does the proposal comply with Standard B3-1 and is therefore deemed to comply with the objective?		☐ Yes	☐ No
If the proposal has not complied with Standard B3-1, has the objective been met?	☒ N/A	☐ Yes	☐ No
Note: Delete this table if the proposal is for less than 10 dwellings **Standard B3-1** Developments include at least: • One dwelling that contains a kitchen, bath or shower, bedroom and a toilet and wash basin at ground floor level for every 10 dwellings. • One dwelling that includes no more and no less than 2 bedrooms for every 10 dwellings. • One dwelling that includes no more and no less than 3 bedrooms for every 10 dwellings.	**Planner's Comments:** The proposal is for less than 10 dwellings.		

Clause 55.03-2: Parking location objective To minimise the impact of vehicular noise within developments on residents.			
Does the proposal comply with Standard B3-2 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-2, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-2 Habitable room windows with sill heights of less than 3 metres above ground level are setback from accessways and car parks by at least: • 1.5 metres; or • If there is a solid fence with a height of at least 1.5 metres between the accessway or car park and the window, 1 metre; or • 1 metre where window sills are at least 1.5 metres above ground level. This standard is met if an accessway or relevant car parking space is used exclusively by the resident of the building with the habitable room.	**Planner's Comments:** No habitable room windows are proposed to directly adjoin the common accessway.		

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Clause 55.03-3: Street integration objective To integrate the layout of development with the street to support the safety and amenity of residents.			
Does the proposal comply with Standard B3-3 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-3, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-3 Where a development fronts a street, a vehicle accessway or abuts public open space: • Passive surveillance is provided by a direct view from a balcony or a habitable room window to each street, vehicle accessway and public open space. • The total cumulative width of all site services to be located within 3 metres of a street, do not take up more than 20 per cent of the width of the frontage and are screened from view from the street or located behind a fence. Screens or fences are to provide no more than 25 per cent transparency. Lighting is provided to all external accessways and paths. Mailboxes are provided for each dwelling and can be communally located.	**Planner's Comments:** Passive surveillance has been provided through ground floor habitable room windows, as well as through street facing balconies on the upper floors.		

Clause 55.03-4: Entry objectives To provide each dwelling, apartment development or residential building with its own sense of identity. To provide entries with weather protection, safe design, natural light and ventilation.			
Does the proposal comply with Standard B3-4 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-4, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-4 **Dwellings (other than a dwelling in or forming part of an apartment development) and residential buildings** Each dwelling and each residential building has a ground level entry door that: • Has a direct line of sight from a street, accessway or shared walkway. • Is not accessed through a garage.	**Planner's Comments:** The pedestrian entry to the apartment building is well delineated from Orrong Crescent. The elevation sheet provides a notation stating that there will be an external covered area in front of the front entry.		

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• Has an external covered area of at least 1.44 square metres with a minimum dimension of least 1.2 metres over the entry door. **Apartment development and residential building with a shared entry** An apartment development and each residential building has: • A ground level entry door, gate or walkway with a direct line of sight from a street, accessway or shared walkway. • An external covered area of at least 1.44 square metres with a minimum dimension of least 1.2 metres over the entry door to the building. • Shared corridors and common areas have at least one source of natural light and natural ventilation.	

Clause 55.03-5: Private open space objectives To provide adequate private open space for the reasonable recreation and service needs of residents.			
Does the proposal comply with Standard B3-5 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-5, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-5 A dwelling or residential building has private open space of an area and dimensions specified in a schedule to the zone. If no area or dimension is specified in a schedule to the zone, a dwelling or residential building has private open space with direct access from a living area, dining area or kitchen consisting of: • An area of 25 square metres of secluded private open space, with a minimum dimension of 3 metres width; or • A balcony with at least the area and dimensions specified in Table B3-5; or • An area on a podium or similar of at least 15 square metres, with a minimum dimension of 3 metres width; or • An area on a roof of at least 10 square metres, with a minimum dimension of 2 metres width.	**Planner's Comments:** G01: 53sqm SPOS, minimum dimension of 5.9m. G02: 42sqm SPOS, minimum dimension of 3.2m 101: 21sqm SPOS balcony, 13.4sqm of the balcony which meets the 2.4m minimum dimension required. 102: 16sqm SPOS balcony, minimum dimension of 3.45m 201: 41sqm SPOS balcony, 20.1sqm of the balcony which meets the 2.4m minimum		

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If the area and dimensions of the private open space or secluded private open space is specified in a schedule to the zone:

- The area and dimensions specified in the schedule must be 25 square metres or less; and
- The area and dimensions specified for a podium, balcony or an area on a roof must be less than the area and dimensions specified in this standard.

If a cooling or heating unit is located in the secluded private open space or private open space the required area is increased by 1.5 square metres.

Where ground level private open space is provided an area for clothes drying is provided.

Table B3-5 Private open space for a balcony

Orientation of dwelling	Dwelling type	Minimum area	Minimum dimension
North (between 20 degrees west to north 30 degrees east)	All	8 square metres	1.7 metres
South (between south 30 degrees 20 degrees east)	All	8 square metres	1.2 metres
Any other orientation	Studio or 1 bedroom dwelling	8 square metres	1.8 metres
	2 bedroom dwelling	8 square metres	2 metres
	3 bedroom dwelling	12 square metres	2.4 metres

dimension required.

Clause 55.03-6: Solar access to open space objective
To allow solar access into the secluded private open space of new dwellings and residential buildings.

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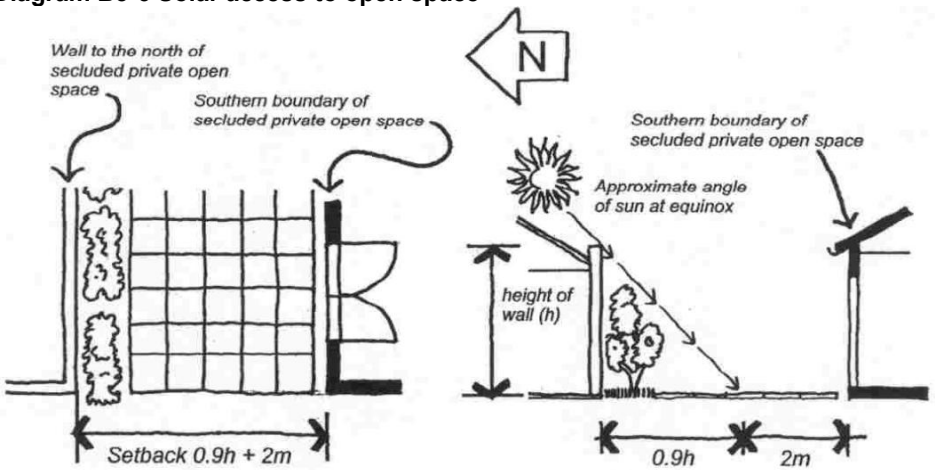
Does the proposal comply with Standard B3-6 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-6, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-6 The southern boundary of secluded private open space is set back from any wall on the north of the space at least (2 + 0.9h) metres, where 'h' is the height of the wall. **Diagram B3-6 Solar access to open space**  		**Planner's Comments:** Each secluded private open space area is not located on the southern side of the building.	

Clause 55.03-7: Functional layout objective To ensure dwellings provide functional areas that meet the needs of residents.			
Does the proposal comply with Standard B3-7 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-7, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-7 Bedrooms: • Meet the minimum internal room dimensions specified in Table B3-7.1; and		**Planner's Comments:** All main bedrooms measure at least 3.4m x 3m and all secondary bedrooms measure at least 3m x 3m, with additional wardrobe space	

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• Provide an additional area of at least 0.8 square metres to accommodate a wardrobe. **Table B3-7.1 Bedroom dimensions** **Bedroom type** / **Minimum width** / **Minimum depth** Main bedroom / 3 metres / 3.4 metres All other bedrooms / 3 metres / 3 metres Living areas (excluding dining and kitchen areas) meet the minimum internal room dimensions specified in Table B3-7.2. **Table B3-7.2 Living area dimensions** **Dwelling type** / **Minimum width** / **Minimum area** Studio and 1 bedroom dwelling / 3.3 metres / 10 sqm 2 or more bedroom dwelling / 3.6 metres / 12 sqm	provided which comfortably exceeds 0.8sqm. All apartments have living areas with a minimum width of 3.6m, clearly annotated on the BADS analysis drawings.

Clause 55.03-8: Room depth objective To allow adequate daylight into single aspect habitable rooms.			
Does the proposal comply with Standard B3-8 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-8, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-8 The depth of a single aspect habitable room does not exceed 2.5 times the ceiling height measured from the external surface of the habitable room window to the rear wall of the room. The depth of a single aspect, open plan, habitable room may be increased to 9 metres if all the following requirements are met: • The room combines the living area, dining area and kitchen; and • The kitchen is located furthest from the window; and • The ceiling height is at least 2.7 metres measured from finished floor level to finished ceiling level, this excludes where services are provided above the kitchen; and • An overhang extends no more than 2m beyond the window of the single aspect		**Planner's Comments:** All apartments have a floor to ceiling height of 2.9m, therefore the maximum single aspect room depth can be 7.25m. The only single aspect habitable rooms proposed are the bedrooms, which do not exceed a depth of 7.25m.	

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habitable room. In Clause 55.03-8 a single aspect habitable room is a habitable room with windows on only one wall.	

Clause 55.03-9: Daylight to new windows objective To allow adequate daylight into new habitable room windows.			
Does the proposal comply with Standard B3-9 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-9, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B3-9 **Dwelling (other than a dwelling in or forming part of an apartment development)** A window in an external wall of the building is provided to all habitable rooms. Habitable rooms in a dwelling have a window that faces: • An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot; or • A verandah provided it is open for at least one third of its perimeter; or • A carport provided it has two or more open sides and is open for at least one third of its perimeter. **Dwelling in or forming part of an apartment development** A window in an external wall of the building is provided to all habitable rooms. Where daylight to a bedroom is provided from a smaller secondary area within the bedroom, the secondary area is to have: • A minimum width of 1.2 metres. • A maximum depth of 1.5 times the width, measured from the external surface of the	**Planner's Comments:** All habitable rooms include a window which is clear to the sky and includes light courts in excess of the 3sqm requirement with dimensions greater than 1m.		

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window. • A window clear to the sky.	

Clause 55.03-10: Natural ventilation objectives To encourage natural ventilation of dwellings. To allow occupants to effectively manage natural ventilation of dwellings.			
Does the proposal comply with Standard B3-10 and is therefore deemed to comply with the objective?		☐ Yes	☒ No
If the proposal has not complied with Standard B3-10, has the objective been met?	☐ N/A	☒ Yes	☐ No
Standard B3-10 **Dwelling (other than a dwelling in or forming part of an apartment development)** Dwellings have openable windows, doors or other ventilation devices in external walls of the building that provide: • A maximum breeze path through the dwelling of 18 metres. • A minimum breeze path through the dwelling of 5 metres. • Ventilation openings with approximately the same size. The breeze path is measured between the ventilation openings on different orientations of the dwelling. **Dwelling in or forming part of an apartment development** At least 40 per cent of dwellings have openable windows, doors or other ventilation devices in external walls of the building that provide: • A maximum breeze path through the dwelling of 18 metres. • A minimum breeze path through the dwelling of 5 metres. • Ventilation openings with approximately the same size. The breeze path is measured between the ventilation openings on different orientations of the dwelling.	**Planner's Comments:** All apartments have windows on different orientations of the building, with breeze paths measuring between 18m and 5m. A variation to the standard is proposed as the windows forming the breeze path are not approximately the same size. Notwithstanding, each opening is of a reasonable size and will still adequately provide cross ventilation to each town house. The objective to the standard is therefore considered to be met.		

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Clause 55.03-11: Storage objective To provide adequate storage facilities for each dwelling.			
Does the proposal comply with Standard B3-11 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-11, has the objective been met?	☐ N/A	☒ Yes	☐ No
Standard B3-11 **Dwelling (other than a dwelling in or forming part of an apartment development)** Each dwelling has exclusive access to at least 6 cubic metres of externally accessible storage space. **Dwelling in or forming part of an apartment development** Each dwelling has exclusive access to storage at least the total minimum storage volume that is specified in Table B3-11.		**Planner's Comments:** All apartments have a minimum of 12m3 of internal storage. Each apartment has also been allocated at least 9m3 of external storage within the basement.	

Table B3-11 Storage

Dwelling type	Total minimum storage volume	Minimum storage volume within the dwelling
Studio	8 cubic metres	5 cubic metres
1 bedroom dwelling	10 cubic metres	6 cubic metres
2 bedroom dwelling	14 cubic metres	9 cubic metres
3 or more bedroom dwelling	18 cubic metres	12 cubic metres

Clause 55.03-12: Accessibility for apartment developments objective To ensure the design of dwellings meets the needs of people with limited mobility.			
Does the proposal comply with Standard B3-12 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B3-12, has the objective been met?	☐ N/A	☒ Yes	☐ No
Note: Delete this table if the proposal is for a residential building or dwelling (that is not part of an apartment building) **Standard B3-12** At least 50 per cent of dwellings in or forming part of an apartment development have:		**Planner's Comments:** All apartments have been designated as accessible within the building. Each apartment has been allocated:	

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- A clear opening width of at least 850mm at the entrance to the dwelling and main bedroom.
- A clear path with a minimum width of 1.2 metres that connects the dwelling entrance to the main bedroom, an adaptable bathroom and the living area.
- A main bedroom with access to an adaptable bathroom.
- At least one adaptable bathroom that meets all of the requirements of either Design A or Design B specified in Table B3-12.

Table B3-12 Bathroom design

	Design option A	Design option B
Door opening	A clear 850mm wide door opening.	A clear 820mm wide door opening located opposite the shower.
Door design	Either: • A side door, or • A door that opens outwards, or • A door that opens inwards that is clear of the circulation area and has readily removable hinges.	Either: • A side door, or • A door that opens outwards, or • A door that opens inwards and has readily removable hinges.
Circulation area	A clear circulation area that is: • A minimum area of 1.2 metres. • Located in front of the shower and toilet • Clear of the toilet, basin and the door swing. The circulation area of the toilet and shower can	A clear circulation area that is: • A minimum width of 1 metre. • The full length of the bathroom and a minimum length of 2.7 metres. • Clear of the toilet and basin. The circulation area can

- A clear path with a minimum width of 1.2 metres that connects the dwelling entrance to the main bedroom and the living area. The BADs diagrams for each apartment however do not illustrate a 1.2m wide access towards the adaptable bathrooms. This will form part of the conditions on the permit.
- A main bedroom with access to an adaptable bathroom.
- An adaptable bathroom, which is either Design A or Design B. The following additional information needs to be shown however for full compliance to be demonstrated:
  - All Design option B bathrooms using an inwards opening door, to have a notation stating that the door will have readily removable hinges.
  - Door widths clearly notated on the BADS analysis plans.
  - All BADS analysis plans to clearly list bathroom design option B for all apartments utilising this option, within the Accessibility description.

The opening widths of the main entrance and the main bedroom, also have not been dimensioned on the BADS analysis plans.

<u>Recommended conditions</u>

- The BADS analysis plans to illustrate a 1.2m wide accessway towards the

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	overlap.	include a shower area.
Path to circulation area	A clear path with a minimum width of 900mm from the door opening to the circulation area.	Not applicable.
Shower	A hobless (step-free) shower.	A hobless (step-free) shower that has a removable shower screen and is located on the furthest wall from the door opening.
Toilet	A toilet located in the corner of the room.	A toilet located closest to the door opening and clear of the circulation area.

adaptable bathrooms, connecting the main entrance, the main bedroom and the living area, in accordance with Table B3-12 of Clause 55.03-12.

- All Design option B bathrooms using an inwards opening door, to have a notation stating that the door will have readily removable hinges, in accordance with Table B3-12 of Clause 55.03-12.
- Adaptable bathroom door widths clearly notated on the BADS analysis plans, in accordance with Table B3-12 of Clause 55.03-12.
- All BADS analysis plans to clearly list bathroom design option B for all apartments utilising this option, within the Accessibility description.

Clause 55.04 – External Amenity

Clause 55.04-1: Daylight to existing windows objective To allow adequate daylight into existing habitable room windows.			
Does the proposal comply with Standard B4-1 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B4-1, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B4-1 New buildings opposite an existing habitable room window provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot. New walls or carports more than 3 metres in height opposite an existing habitable room window are set back from the window at least 50 per cent of the height of the new wall if the		**Planner's Comments:** Refer to report.	

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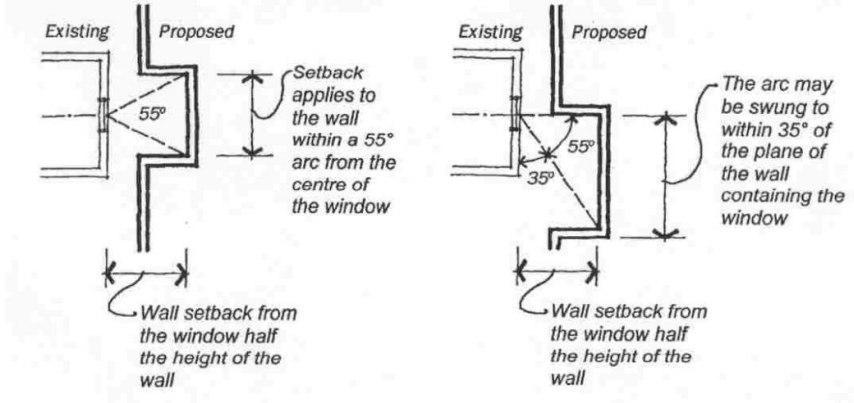
wall is within a 55 degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window. Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window. **Diagram B4-1 Daylight to existing windows**  	

Clause 55.04-2: Existing north-facing windows objective To allow adequate solar access to existing north-facing habitable room windows.			
Does the proposal comply with Standard B4-2 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B4-2, has the objective been met?	☐ N/A	☐ Yes	☐ No

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Standard B4-2 Where a north-facing habitable room window of a neighbouring dwelling or small second dwelling is within 3 metres of a boundary on an abutting lot: • A new building is to be set back from the boundary by at least 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. This setback is to be provided for a distance of at least 3 metres from the edge of each side of the window. • For new buildings that meet the Standard B2-3.2 setback, the building is set back from the boundary by at least 6 metres up to a height not exceeding 11 metres and at least 9 metres for a height over 11 metres between south 30 degrees west to south 30 degrees east. This setback is to be provided for a distance of at least 3 metres from the edge of each side of the window. For this standard a north-facing window is a window with an axis perpendicular to its surface oriented from north 20 degrees west to north 30 degrees east. **Diagram B4-2.1 North-facing windows**	**Planner's Comments:** Refer to report.

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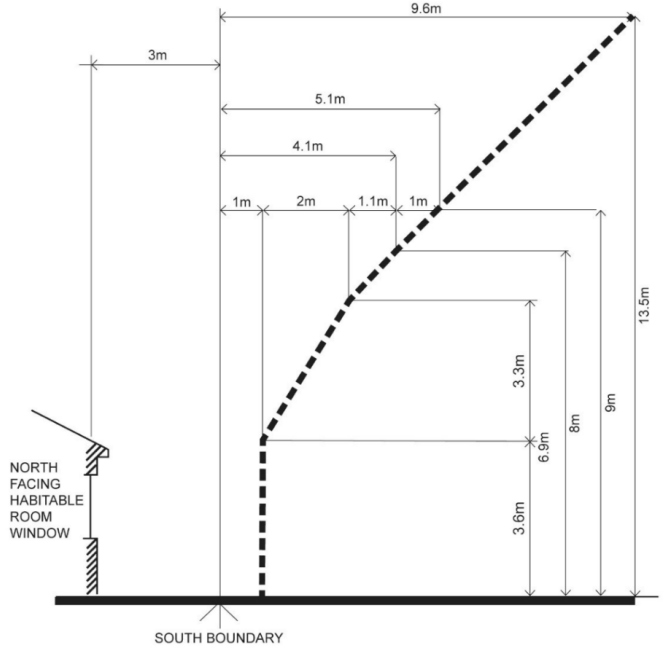

Diagram B4-2.2 North-facing windows

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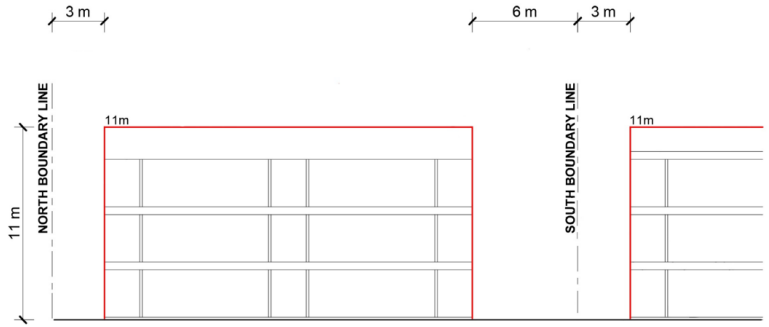

Clause 55.04-3: Overshadowing secluded open space objective To ensure buildings do not significantly overshadow existing secluded private open space.			
Does the proposal comply with Standard B4-3 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B4-3, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B4-3 The area of secluded private open space that is not overshadowed by the new development is greater than 50 per cent, or 25 square metres with a minimum dimension of 3 metres, whichever is the lesser area, for a minimum of five hours between 9 am and 3 pm on 22 September. If existing sunlight to the secluded private open space of an existing dwelling or small second dwelling is less than the requirements of this standard, the amount of sunlight will not be further reduced.	**Planner's Comments:** Refer to report.		

Clause 55.04-4: Overlooking objective To limit views into existing secluded private open space and habitable room windows.

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Does the proposal comply with Standard B4-4 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B4-4, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B4-4 In Clause 55.04-4 a habitable room does not include a bedroom. A habitable room window, balcony, podium, terrace, deck or patio is located and designed to avoid direct views into the secluded private open space of an existing dwelling or small second dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views are measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level. A habitable room window, balcony, terrace, deck or patio that is located with a direct view into a habitable room window of an existing dwelling or small second dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio: • Is offset a minimum of 1.5 metres from the edge of one window to the edge of the other; or • Has sill heights of at least 1.7 metres above floor level; or • Has fixed, obscure glazing in any part of the window below 1.7 metre above floor level; or • Has permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent; or • Has fixed elements that prevent the direct view, such as horizontal ledges or vertical fins. Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard. Screens used to obscure a view are: • Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels. • Permanent, fixed and durable.		**Planner's Comments:** Refer to report.	

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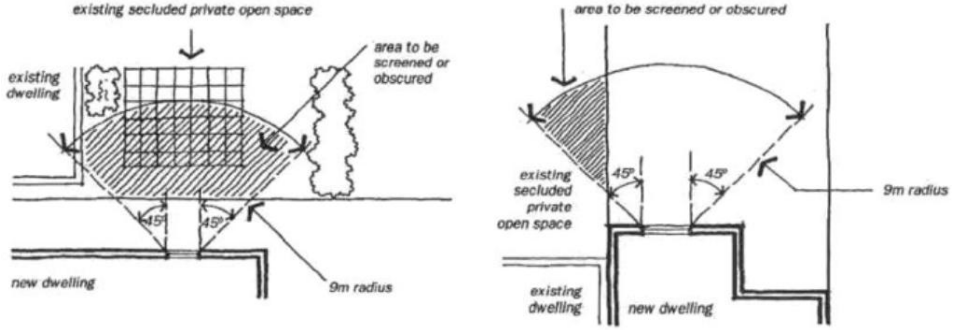
• Designed and coloured to blend in with the development. This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary. **Diagram B4-4 Overlooking**  	

Clause 55.04-5: Internal views objective To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.			
Does the proposal comply with Standard B4-5 and is therefore deemed to comply with the objective?		☐ Yes	☒ No
If the proposal has not complied with Standard B4-5, has the objective been met?	☐ N/A	☒ Yes	☐ No
Standard B4-5 In Clause 55.04-5 a habitable room does not include a bedroom. Within the development, a habitable room window, balcony, terrace, deck or patio that is located with a direct view into the secluded private open space of another dwelling: • Is offset a minimum of 1.5 metres from the edge of the secluded private open space; or	**Planner's Comments:** Diving fences at ground floor, plus wall separations at the upper floor will ensure limited internal views between habitable areas of each dwelling will occur along the northern and southern interfaces. In relation to the eastern elevation, the first		

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• Has a sill height of at least 1.7 metres above floor level; or • Has a fixed, visually obscure balustrade to at least 1.7 metre above floor level; or • Has permanently fixed external screens to at least 1.7 metres above floor level; or. • Has fixed elements that prevent the direct view, such as horizontal ledges or vertical fins. Direct views are measured at a height of 1.7 metres above floor level and within: • A 45 degree horizontal angle from the edge of the new window or balcony. • A 45 degree angle in the downward direction. Screens provided for overlooking are no more than 25 per cent transparent. Screens may be openable provided that this does not allow direct views as specified in this standard.	and second floor balconies will have limited views towards the ground floor SPOS below (associated with apartment G02), given the downward angle of the views. In relation to the western (street) elevation, the first and second floor balconies will likely have some views towards the street facing SPOS associated with apartment G01. This outcome is considered acceptable however as these views will mainly be limited towards the end of the SPOS abutting the front fence and no internal views should occur towards the main paved terrace area, immediately outside of the G01 living area.

Clause 55.05 – Sustainability

Clause 55.05-1: Permeability and stormwater management objective To reduce the impact of increased stormwater run-off on the drainage system and downstream waterways. To facilitate on-site stormwater infiltration. To encourage stormwater management that maximises the retention and reuse of stormwater. To contribute to urban cooling.			
Does the proposal comply with Standard B5-1 and is therefore deemed to comply with the objective?		☐ Yes	☒ No
If the proposal has not complied with Standard B5-1, has the objective been met?	☐ N/A	☒ Yes	☐ No
Has a certificate generated from a stormwater assessment tool to demonstrate the performance objectives for stormwater quality are met been provided?		☐ Yes	☐ No
Standard B5-1 The site area covered by the pervious surfaces is at least 20 percent of the site. The development includes a stormwater management system designed to:		**Planner's Comments:** Permeability of 21% is proposed. A Blue Factor report has been submitted with	

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• Meet the best practice quantitative performance objectives for stormwater quality specified in the Urban stormwater management guidance (EPA Publication 1739.1, 2021) of: - Suspended solids 80% reduction in mean annual load. - Total phosphorus and Total Nitrogen 45% reduction in mean annual load. - Litter 70% reduction of mean annual load. **Note:** A certificate generated from a stormwater assessment tool including Stormwater Treatment Objective - Relative Measurement (STORM), Model for Urban Stormwater Improvement Conceptualisation (MUSIC) or an equivalent product accepted by the responsible authority may be used to demonstrate the performance objectives for stormwater quality are met. • Direct flows of stormwater into treatment areas, garden areas, tree pits and permeable surfaces, with drainage of residual flows to the legal point of discharge.	the application which demonstrates that the application meets best practice in terms of total phosphorus and total nitrogen reduction in mean annual load. The application however score below the threshold in the following areas: • Suspended solids 80% reduction in mean annual load. • Litter 70% reduction of mean annual load. This variation is considered acceptable however as Council has previously received confirmation from Melbourne Water that the total suspended solids and gross pollutants (litter) aspects of the standard are not designed to capture smaller-scale residential development. A 10,000l rain tank has been provided within the basement, in accordance with the Blue Factor commitments. Permeable paving is also clearly delineated on the pathways within the ground floor plan, in accordance with the commitments shown in the SDA report.

Clause 55.05-2: Overshadowing domestic solar energy systems objective To ensure that the height and setback of a building from a boundary allows reasonable solar access to existing domestic solar energy systems on the roofs of buildings.			
Does the proposal comply with Standard B5-2 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B5-2, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B5-2 Any part of a new building that will reduce the sunlight at any time between 9am and 4 pm	**Planner's Comments:** Refer to report.		

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on 22 September to an existing domestic solar energy system on the roof of a building on an adjoining lot be set back from the boundary to that lot by at least 1 metre at 3.6 metres above ground level, plus 0.3 metres for every metre of building height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. This standard applies to an existing building in a Township Zone, General Residential Zone or Neighbourhood Residential Zone. In Clause 55.05-2 domestic solar energy system means a domestic solar energy system that existed at the date the application was lodged.	

Clause 55.05-3: Rooftop solar energy generation area objective To support the future installation of appropriately sited rooftop solar energy systems for a dwelling.			
Does the proposal comply with Standard B5-3 and is therefore deemed to comply with the objective?		☐ Yes	☐ No
If the proposal has not complied with Standard B5-3, has the objective been met?	☒ N/A	☐ Yes	☐ No
Note: Delete this table if this is an application for an apartment development or residential building. **Standard B5-3** In Clause 55.05-3 rooftop solar energy area means an area provided on the roof of a dwelling to enable the future installation of a solar energy system. An area on the roof is capable of siting a rooftop solar energy area for each dwelling which: • Has a minimum dimension of 1.7 metres. • Has a minimum area in accordance with Table B5-3. • Is oriented to the north, west or east. • Is positioned on the top two thirds of a pitched roof. • Can be a contiguous area or multiple smaller areas. • Is free of obstructions on the roof of the dwelling within twice the height of each obstruction (H), measured horizontally (D) from the centre point of the base of the obstruction to the nearest point of the rooftop solar energy area. **Diagram B5-3 Allowable distance between obstructions and the rooftop solar energy**	**Planner's Comments:** This standard does not apply to apartment buildings.		

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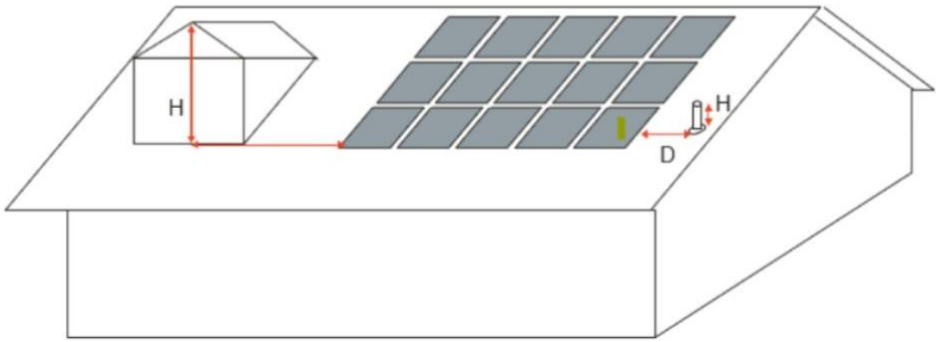
area



Obstructions located south of all points of the rooftop solar energy area are not subject to the horizontal distance requirements.

Table B5-3 Minimum rooftop solar energy generation area

Number of bedrooms	Minimum roof area
1 bedroom dwelling	15 square metres
2 or 3 bedroom dwelling	26 square metres
4 or more bedroom dwelling	34 square metres

This standard does not apply to apartments and residential buildings.

Clause 55.05-4: Solar protection to new north-facing windows objective To encourage external shading of north facing windows to minimise summer heat gain.			
Does the proposal comply with Standard B5-3 and is therefore deemed to comply with the objective?		☐ Yes	☒ No
If the proposal has not complied with Standard B5-3, has the objective been met?	☐ N/A	☒ Yes	☐ No
Standard B5-4	**Planner's Comments:**		

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North facing windows are shaded by eaves, fixed horizontal shading devices or fixed awnings with a minimum horizontal depth of 0.25 times the window height.	All north-facing windows on the ground floor are covered by a 0.5m deep external shade. All first floor north-facing windows are covered by the upper floor balcony, which overhangs the windows by 0.4m. Each of these shading devices measures over 0.25x the height of the windows. The second floor north-facing windows however do not have any shading devices proposed, owing to the fact that the building does not have a roof design with eaves and the proposed walls are sited right on the minimum setback required in accordance with Standard B2-3. Any shading devices installed would therefore encroach into the setback requirements of B2-3. Allowing a variation to the standard in relation to the north-facing windows on the second floor, is considered acceptable. These windows are associated with only one apartment, out of the five apartments within the building. The majority of apartments within the building will therefore receive north-facing window protection and based on spatial constraints within the site, only one of the apartments will not be able to accommodate the protection, which is considered an acceptable outcome.

Clause 55.05-5: Waste and recycling objectives
To ensure dwellings are designed to facilitate waste recycling.
To ensure that waste and recycling facilities are accessible and are of sufficient size to manage organic and general waste, and mixed and glass recycling.

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To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity.			
Does the proposal comply with Standard B5-5 and is therefore deemed to comply with the objective?		☐ Yes	☒ No
If the proposal has not complied with Standard B5-5, has the objective been met?	☐ N/A	☒ Yes	☐ No

Standard B5-5

Dwelling (other than a dwelling in or forming part of an apartment development)

The development includes an individual bin storage area for each dwelling, or a shared bin storage area for use by each dwelling, of at least the applicable area, depth and height specified in Table B5-5.1.

Table B5-5.1 Bin Storage

Type of bin storage area	Minimum area	Minimum depth	Minimum height
Individual bin storage area for a dwelling.	1.8 square metres	0.8 metre	1.8 metres
Shared bin storage area for 3 dwellings or less.	5.4 square metres	0.8 metre	1.8 metres
Shared bin storage area for 4 or more dwellings.	1 square metre pre dwelling plus 4 square metres	0.8 metre	1.8 metres

If the development includes a shared bin storage area:

- The shared bin storage area:
  - Is located within 40 metres of a kerbside collection point.
  - Includes a tap for bin washing.
- There is a continuous path of travel free of steps and obstructions from dwellings to the bin storage area.

Where access is provided for private bin collection on the land the design of access ways must allow the vehicle to enter and exit in a forward direction.

Planner's Comments:

In accordance with Table B5-5.2, a shared waste area has been provided within the basement, which has a minimum depth of 2.54m and an area of 14.48sqm – well above the depth and area requirements for an apartment building with 15 dwellings or less.

A variation is sought to the standard as the basement floor to ceiling height is only 2.4m, which falls below the 2.7m minimum height requirement for a waste storage area. The proposed clearance height is considered acceptable as all required bins within the storage area measure well under 2.4m in height. Combined with the area and depth proposed, the bin enclosure is considered to provide a comfortable amount of space for safe movement of waste.

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Each dwelling includes an internal waste and recycling storage space of at least 0.07 cubic metres with a minimum depth of 250 millimetres.

Dwelling in or forming part of an apartment development

The development includes a shared bin storage area for use by each dwelling of at least the applicable area, depth and height specified in Table B5-5.2.

Table B5-5.2 Apartment bin storage

Number of dwellings	Minimum area	Minimum depth	Minimum height
15 or less dwellings	0.7 square metres per dwelling in a shared waste storage area	0.8 metre	2.7 metres
16 to 55 dwellings	0.5 square metres per dwelling, plus 5 square metres in a shared waste storage area	1 metre	2.7 metres
56 or more dwellings	0.7 square metres per dwelling in a shared waste storage area	1 metre	2.7 metres

Enclosed bin storage areas are ventilated by:

- Natural ventilation openings to the external air with an area of at least 5 per cent of the area for bin storage area; or
- A mechanical exhaust ventilation system.

A tap and drain is provided to wash bins.

A continuous path of travel is provided from each dwelling to bin storage areas.

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Each dwelling includes an internal waste and recycling storage space of at least 0.07 cubic metres with a minimum depth of 250 millimetres.	

Clause 55.05-6: Noise impacts objective To minimise the impact of mechanical plant noise located in the development.			
Does the proposal comply with Standard B5-5 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B5-5, has the objective been met?	☐ N/A	☐ Yes	☐ No
Standard B5-6 Mechanical plant, including mechanical car storage and lift facilities are not located immediately adjacent to bedrooms of new or existing dwellings or small second dwellings, unless a solid barrier is in place to provide a line of sight barrier to transmission of noise and the location of all relevant bedrooms.	**Planner's Comments:** Bedrooms adjoin the central stairwell, however will be separated by suitably solid barriers by virtue of the wall. The mechanical plant and all associated equipment will be located on the rooftop, separated from any sensitive interfaces and screened.		

Clause 55.05-7: Energy efficiency for apartment developments objectives To achieve energy efficient dwellings and buildings. To ensure dwellings achieve adequate thermal efficiency.			
Does the proposal comply with Standard B5-5 and is therefore deemed to comply with the objective?		☒ Yes	☐ No
If the proposal has not complied with Standard B5-5, has the objective been met?	☐ N/A	☐ Yes	☐ No
Note: Delete this table if the proposal is for a residential building or dwelling (that is not part of an apartment building) **Standard B5-7** Dwellings in or forming part of an apartment development located in a climate zone identified in Table B5-7 do not exceed the maximum NatHERS annual cooling load.	**Planner's Comments:** The development achieves a cooling load figure of 16.8mj/m2, under the maximum load required for sites within Climate Zone 62 (Moorabbin).		

NatHERS climate zone	NatHERS maximum cooling load MJ/M^2 per annum
Climate zone 21 Melbourne	30

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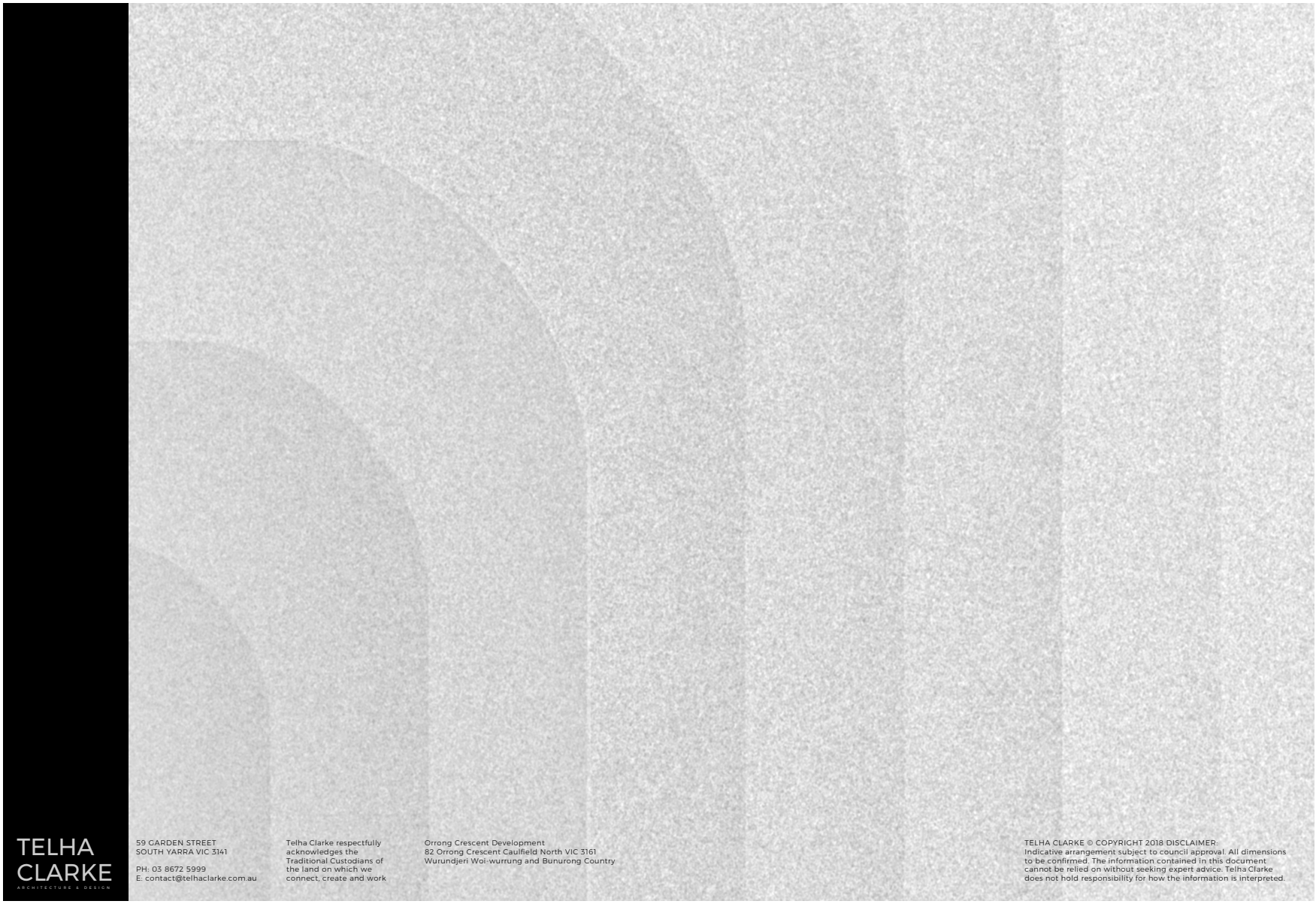
Climate zone 22 East Sale	22
Climate zone 27 Mildura	69
Climate zone 60 Tullamarine	22
Climate zone 62 Moorabbin	21
Climate zone 63 Warrnambool	21
Climate zone 64 Cape Otway	19
Climate zone 66 Ballarat	23

Note:
Refer to NatHERS zone map, Nationwide House Energy Rating Scheme (Commonwealth Department of Environment and Energy).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Orrong Crescent Development
82 Orrong Crescent Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country
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ARCHITECTURE & DESIGN
59 GARDEN STREET
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TP.010 / RENDER 01

REV TP07
82 Orrong Crescent Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country

TELHA CLARKE

DEVELOPMENT SCHEDULE

PROJECT:	**Orrong Cresent**	JOB NO:	**25045**	**NOTE**
ADDRESS:	**82 Orrong Crescent**	REVISION:	**TP07**	

Net Sellable Area (NSA) and Gross Floor Area (GFA) excludes balconies. Efficiency is calculated by taking the GFA and dividing it by the services/circulation.
Areas are calculated using the property council method of measurement.

Level	APT.	CAR PARKING	CAR PARK	SERVICES/CIRCULATION	RETAIL	OFFICE	RESIDENTIAL	TYPES				BALCONY/ TERRACE	NSA*	GFA*	EFFICIENCY*
		no.	m2	m2	m2	m2	m2	1 BED	2 BED	3 BED	4 BED	m2	m2	m2	%
Basement 1		10	473	112									0	585	0%
Ground			15	107						2			0	122	0%
	G01						155					81	155	155	100%
	G02						221					141	221	221	100%
Level 01				36						2			0	36	0%
	101						184					21	184	184	100%
	102						204					16	204	204	100%
Level 02				18						1			0	18	0%
	202						271					82	271	271	100%
Roof				33									0	33	
													0	0	
TOTAL		**10**	**488**	**306**	**0**	**0**	**1035**	**0**	**0**	**5**	**0**	**341**	**1035**	**1829**	**57%**
										TOTAL	**5**				
								0%	0%	100%	0%				

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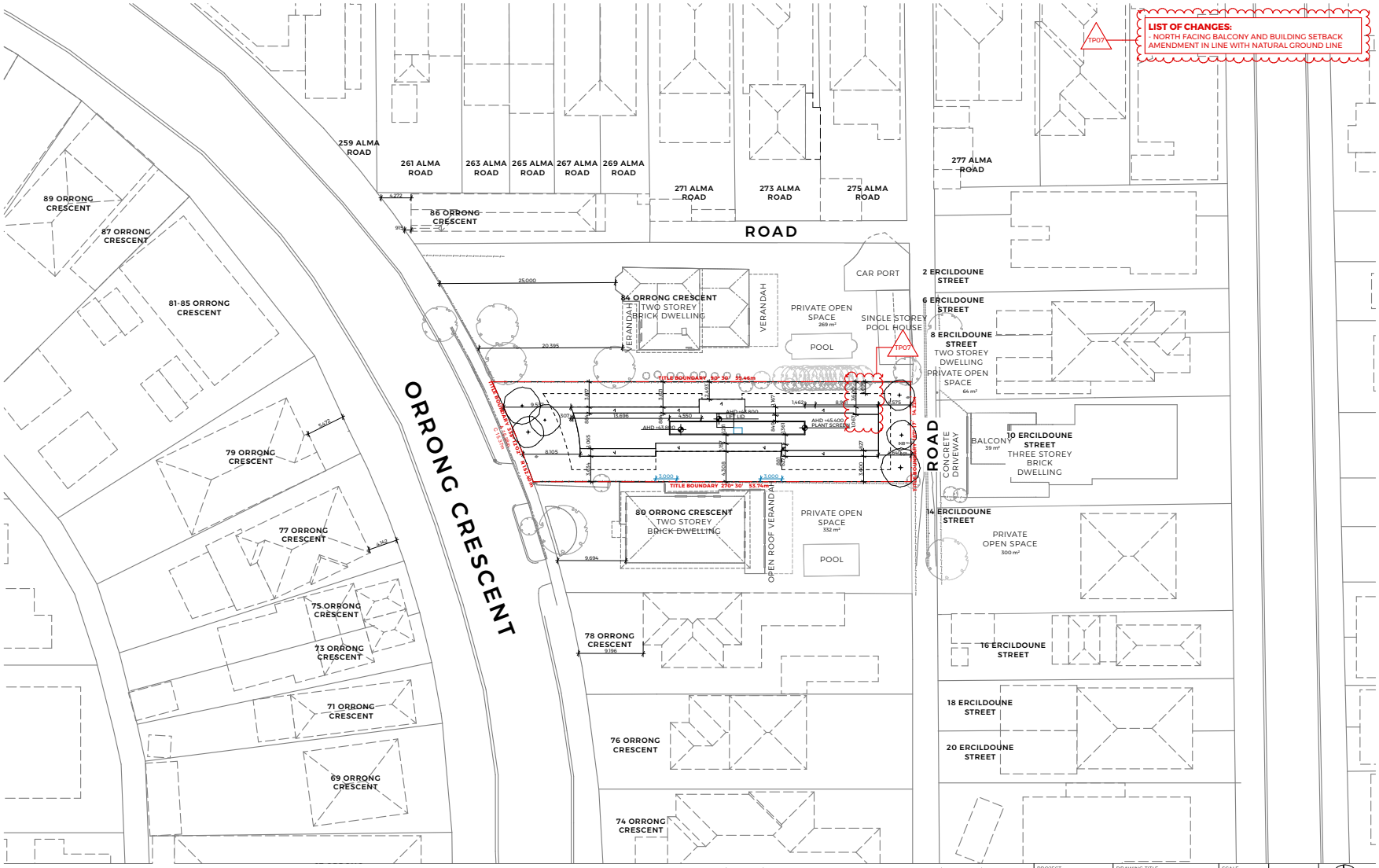
REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP01	15/01/2026	FOR TOWN PLANNING		
TP02	3/06/2026	RFI RESPONSE	EF	TC
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT: Orrong Crescent Development
82 Orrong Crescent Caulfield North VIC 3161 Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE: **DEVELOPMENT SUMMARY**

SCALE: @A3
DATE: **29/09/2026**
JOB NO.: **25045**
DRAWING NO.: **TP.080**
REVISION: **TP07**



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PROJECT
Orrong Crescent Development

82 Orrong Crescent Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
PROPOSED SITE PLAN

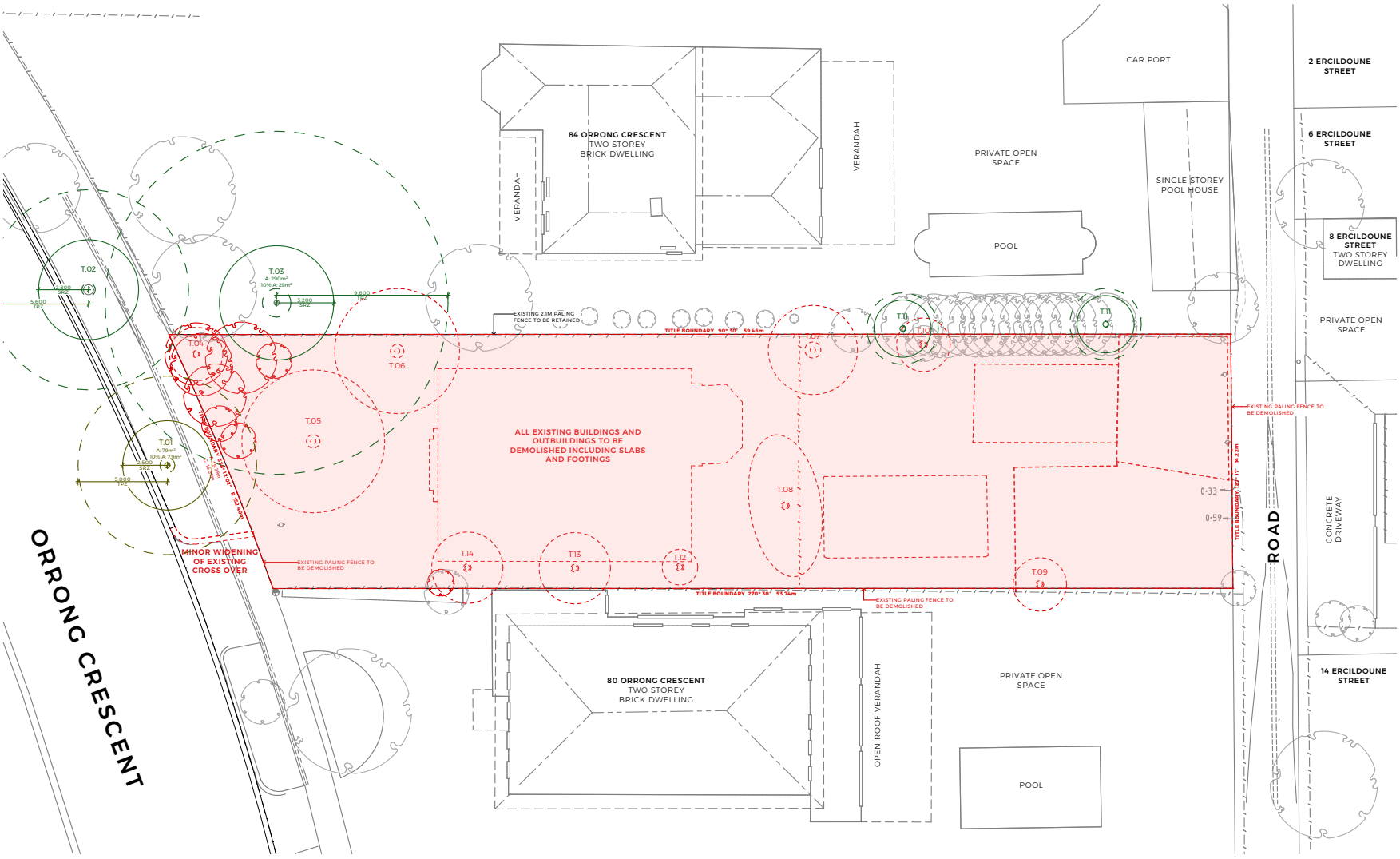
SCALE
1:200 @A3

DATE
29/09/2026

JOB NO.
25045

DRAWING NO.
TP.090

REVISION
TP07



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PROJECT
Orrong Crescent Development

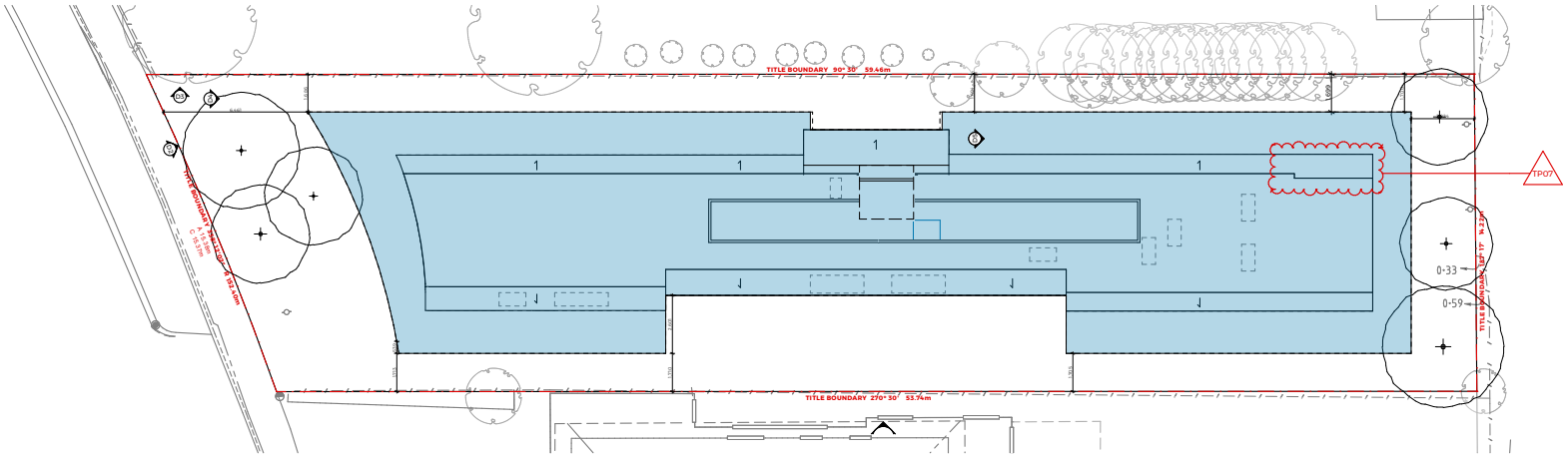
82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
EXISTING SITE/DEMOLITION PLAN

SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.091**
REVISION **TP07**

TP07

LIST OF CHANGES:
- NORTH FACING BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



SITE CALCULATIONS			
ZONE NAME	AREA	%	REQUIRED
1. SITE AREA	803		
2. SITE COVERAGE	457	60%	65% MAX 522m²

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Orrong Crescent Development

82 Orrong Crescent Caulfield North VIC 3161 Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SITE CALCULATIONS - BUILDING COVERAGE

SCALE
1:200, 11 @A3

DATE
29/09/2026

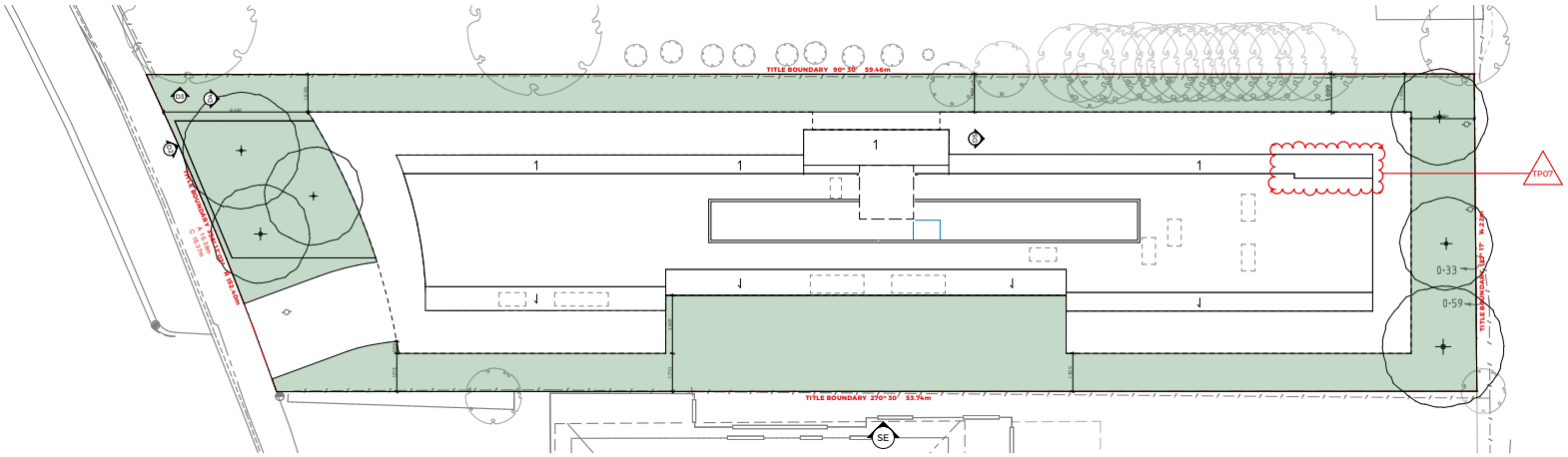
JOB NO.
25045

DRAWING NO.
TP.092

REVISION
TP07

TP07

LIST OF CHANGES:
- NORTH FACING BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



SITE CALCULATIONS				
ZONE NAME	AREA	%	REQUIRED	
1. SITE AREA	803			
3. GARDEN AREA	320	40%	35%	281m²

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Orrong Crescent Development

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DRAWING TITLE
SITE CALCULATIONS - GARDEN AREA

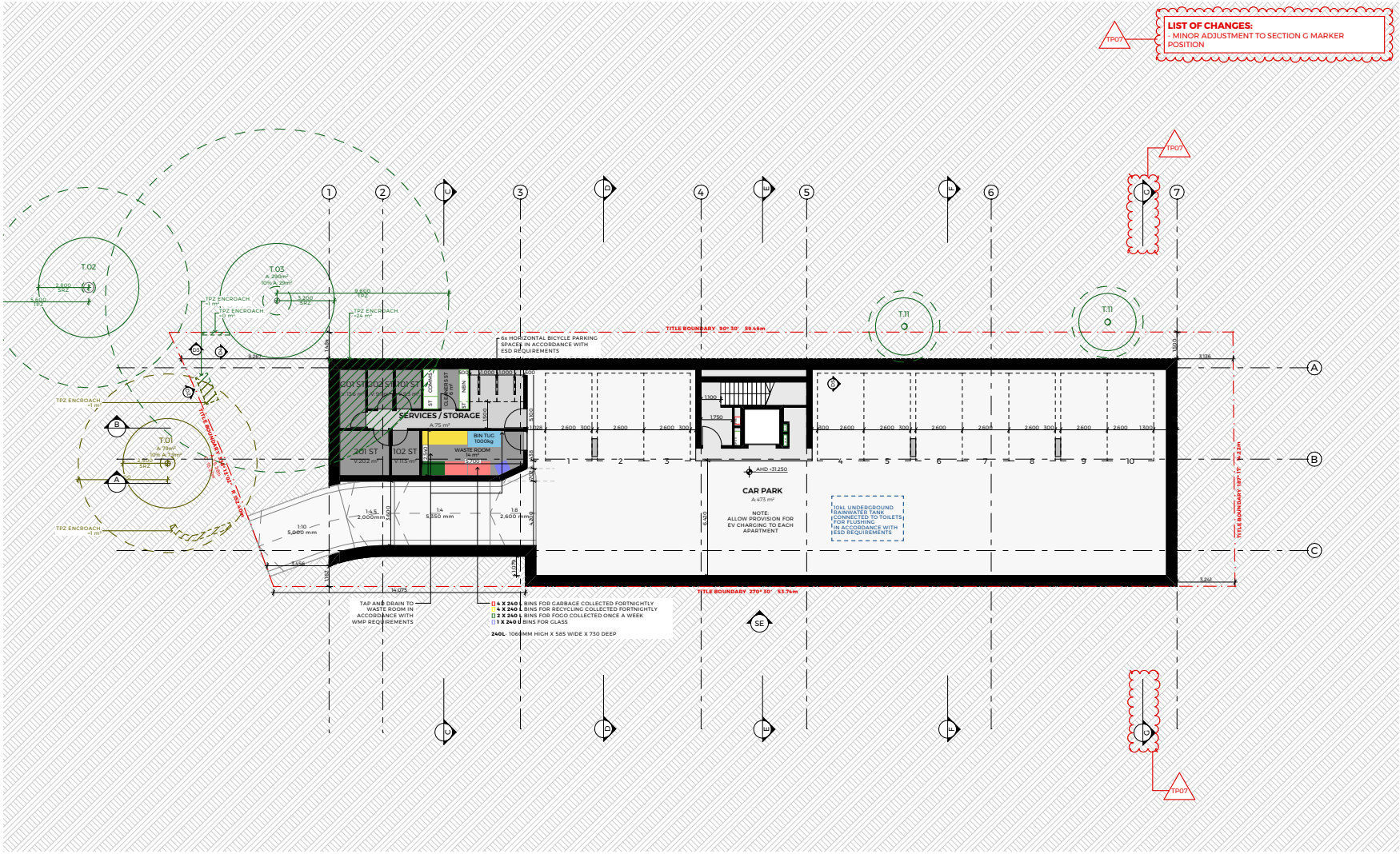
SCALE
1:200, 1:1 @A3

DATE
29/09/2026

JOB NO.
25045

DRAWING NO.
TP.093

REVISION
TP07



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TP07	29/09/2026	RFI RESPONSE	NF	VL

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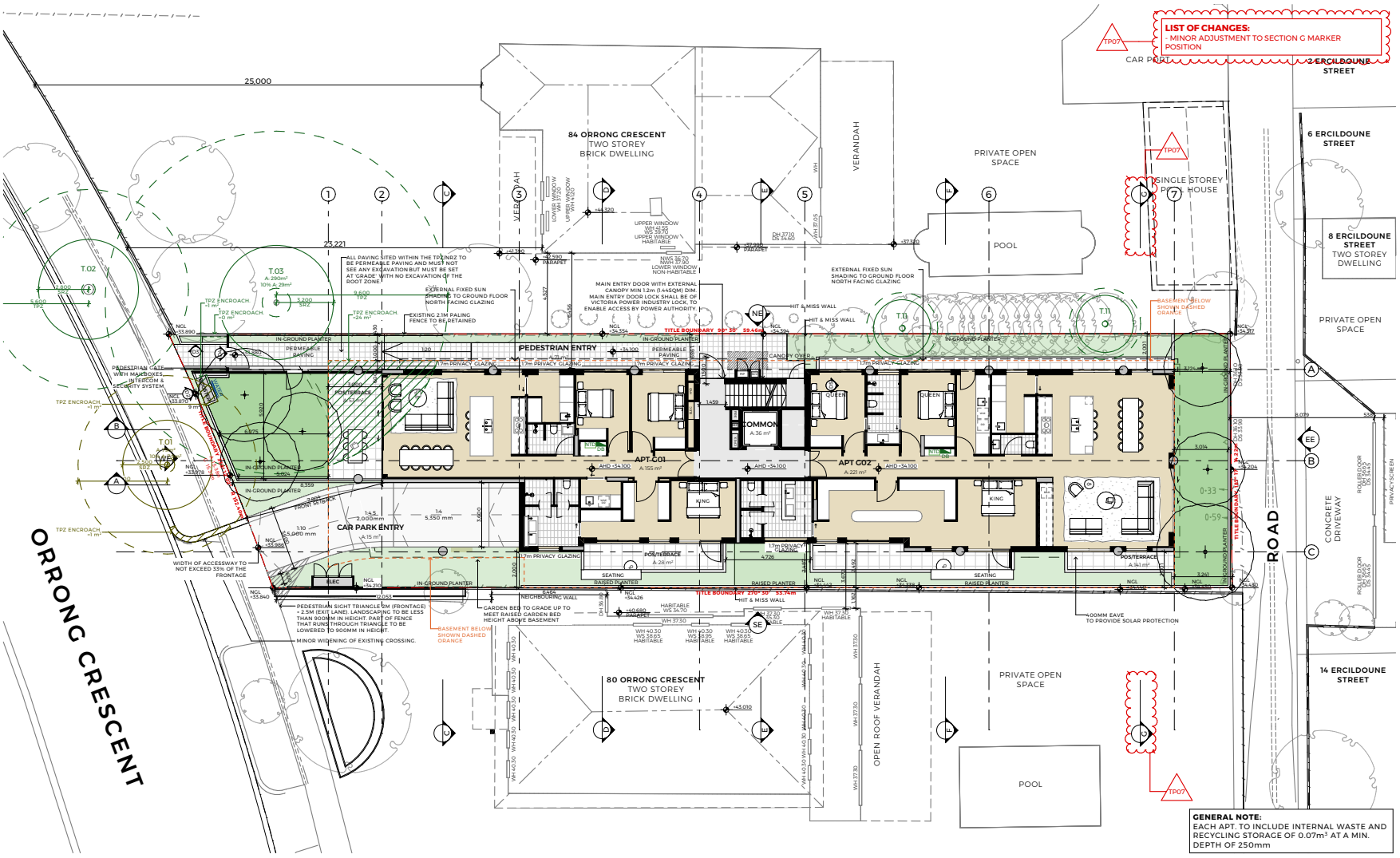
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
BASEMENT PLAN

SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.099**
REVISION **TP07**



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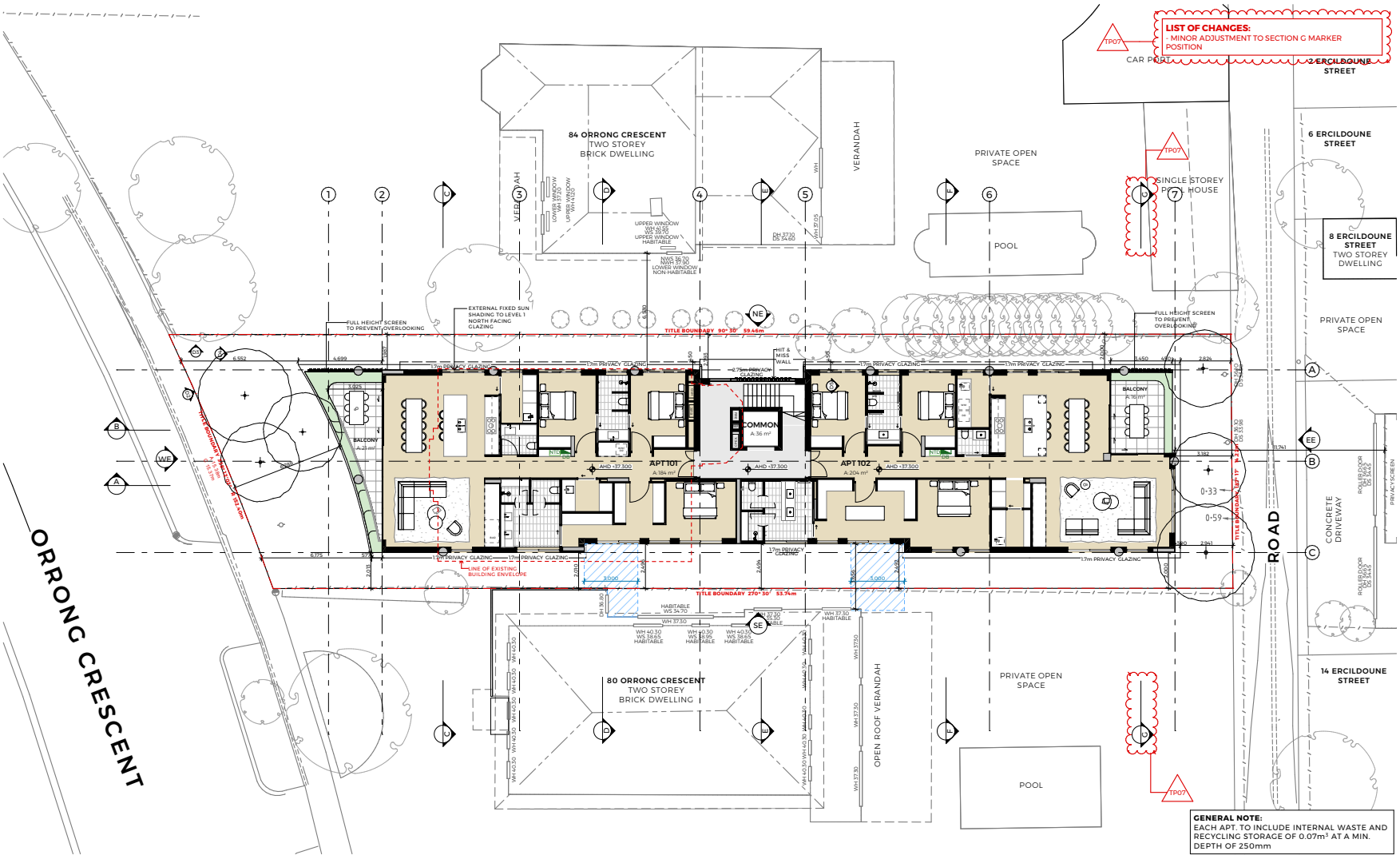
DRAWING TITLE: GROUND FLOOR PLAN

SCALE: 1:200 @A3
DATE: 29/09/2026
JOB NO.: 25045
DRAWING NO.: TP.100
REVISION: TP07



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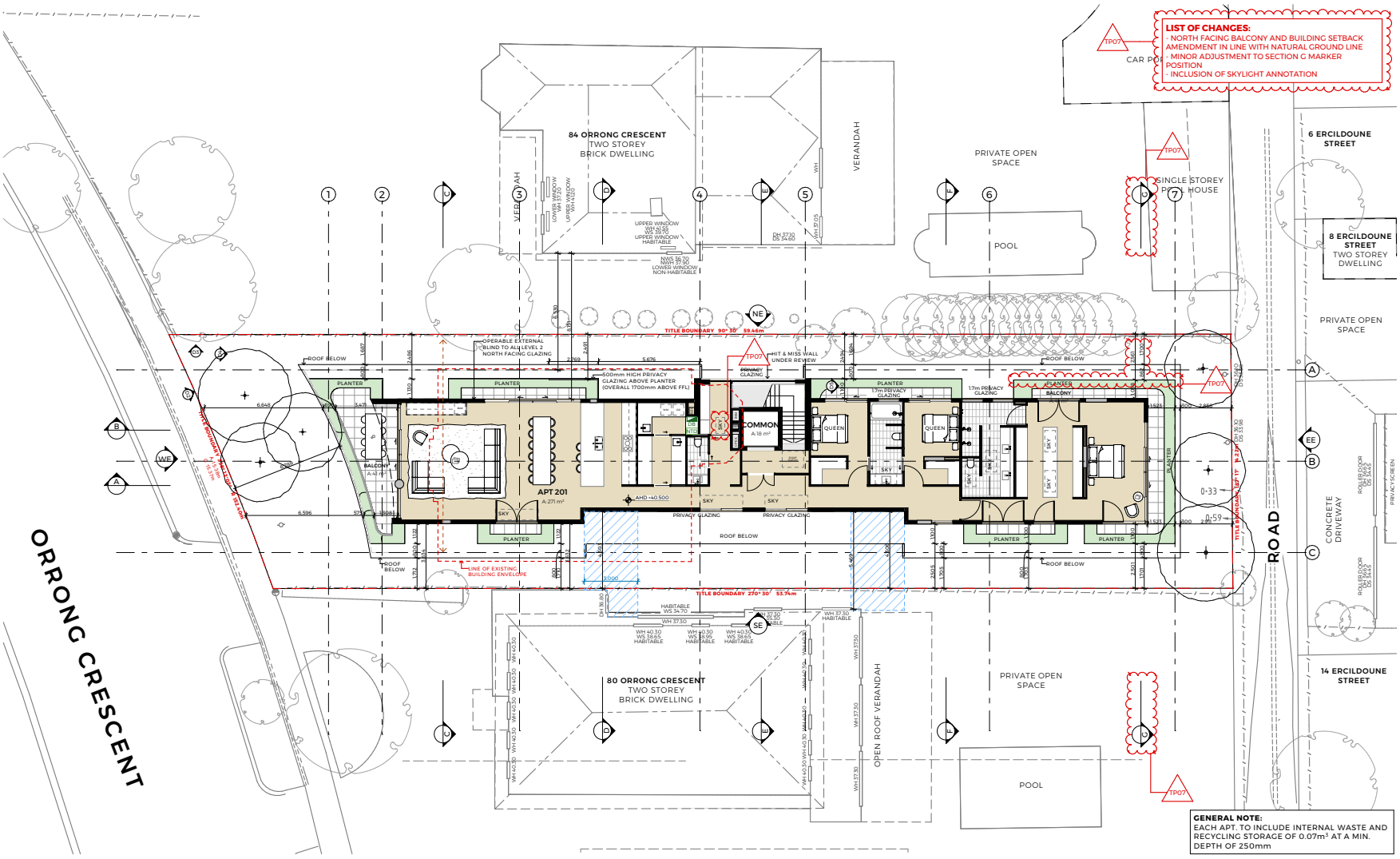
DRAWING TITLE
LEVEL 01 PLAN

SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.101**
REVISION **TP07**



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TP07	29/09/2026	RFI RESPONSE	NF	VL

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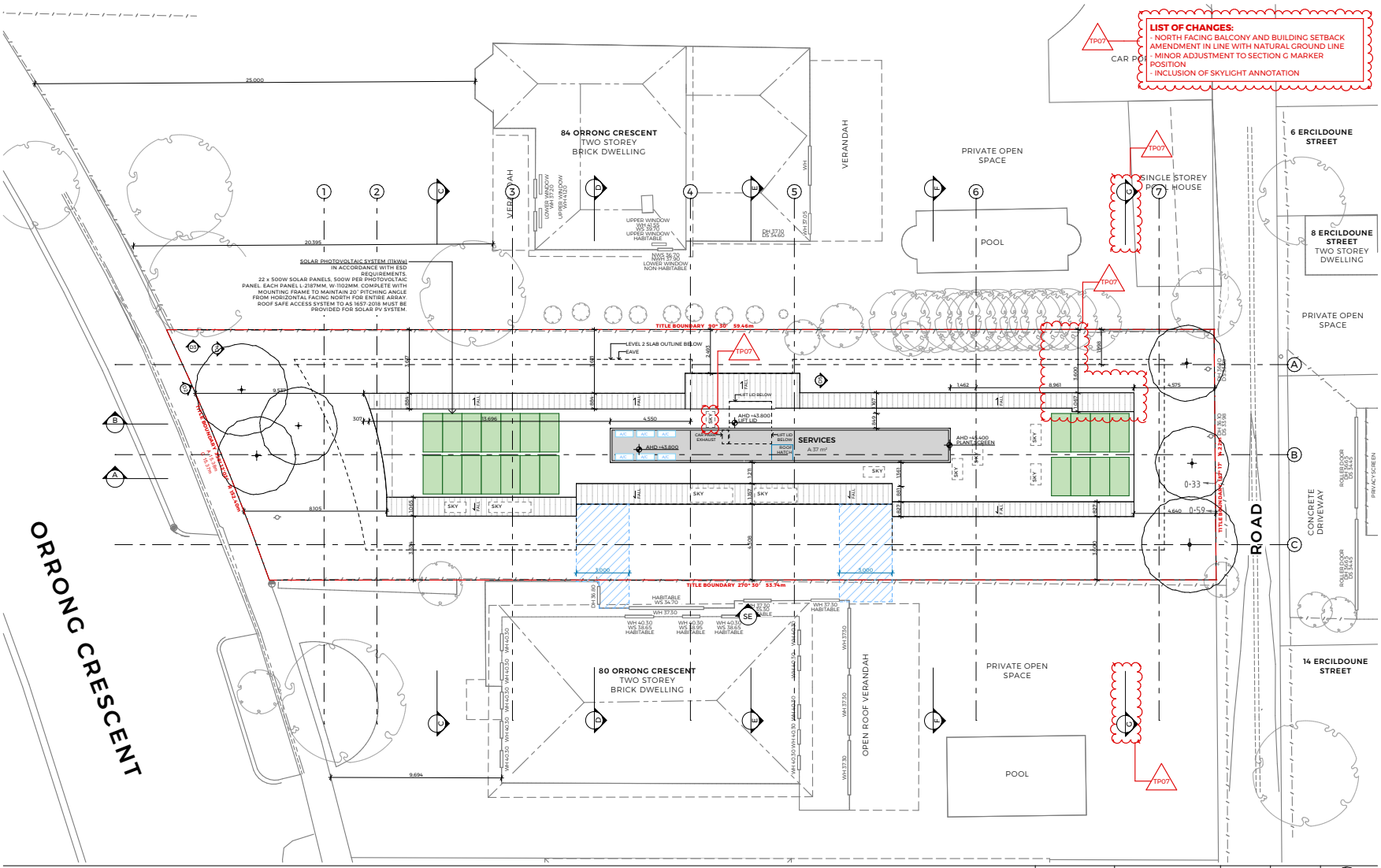
DRAWING TITLE: LEVEL 02 PLAN

SCALE: 1:200 @A3
DATE: 29/09/2026
JOB NO.: 25045
DRAWING NO.: TP.102
REVISION: TP07



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PROJECT
Orrong Crescent Development
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Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
ROOF PLAN

SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.103**
REVISION **TP07**



N NORTH ELEVATION 1:200



S SOUTH ELEVATION 1:200



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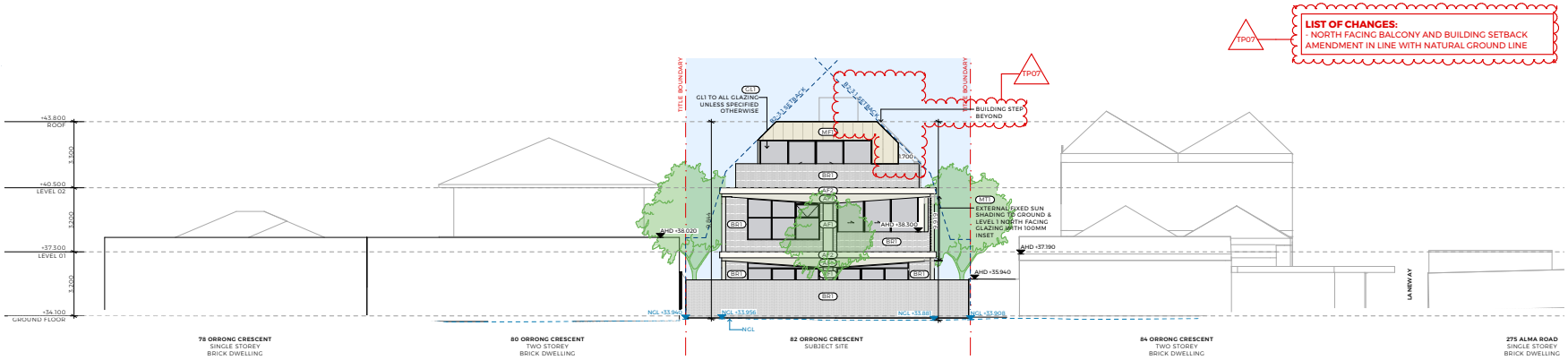
TP07	29/09/2026	RFI RESPONSE	NF	VL

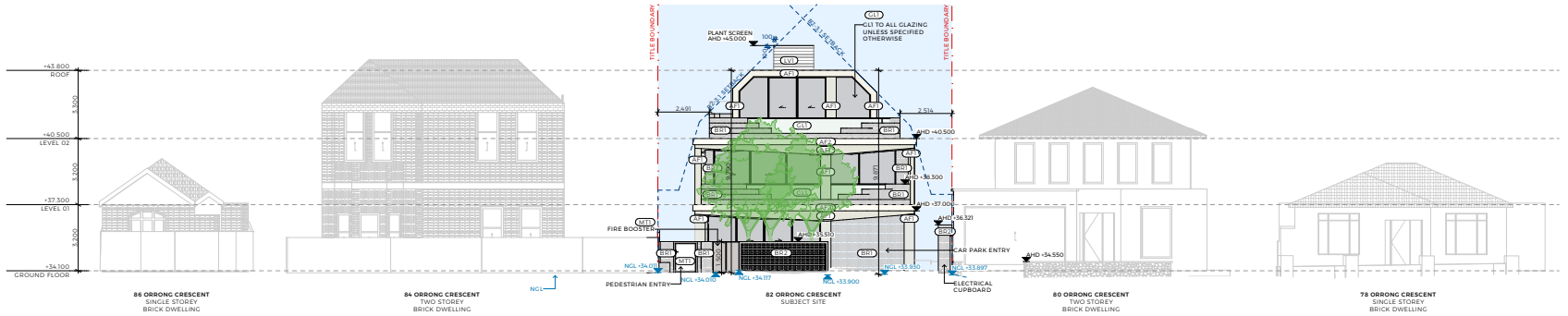
PROJECT: Orrong Crescent Development
82 Orrong Crescent Caulfield North VIC 3161 Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE: ELEVATIONS - NORTH & SOUTH

SCALE: 1:200 @A3
DATE: 29/09/2026
JOB NO.: 25045
DRAWING NO.: TP.200
REVISION: TP07



E — EAST ELEVATION
1:200



W — WEST ELEVATION
1:200



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TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT: Orrong Crescent Development
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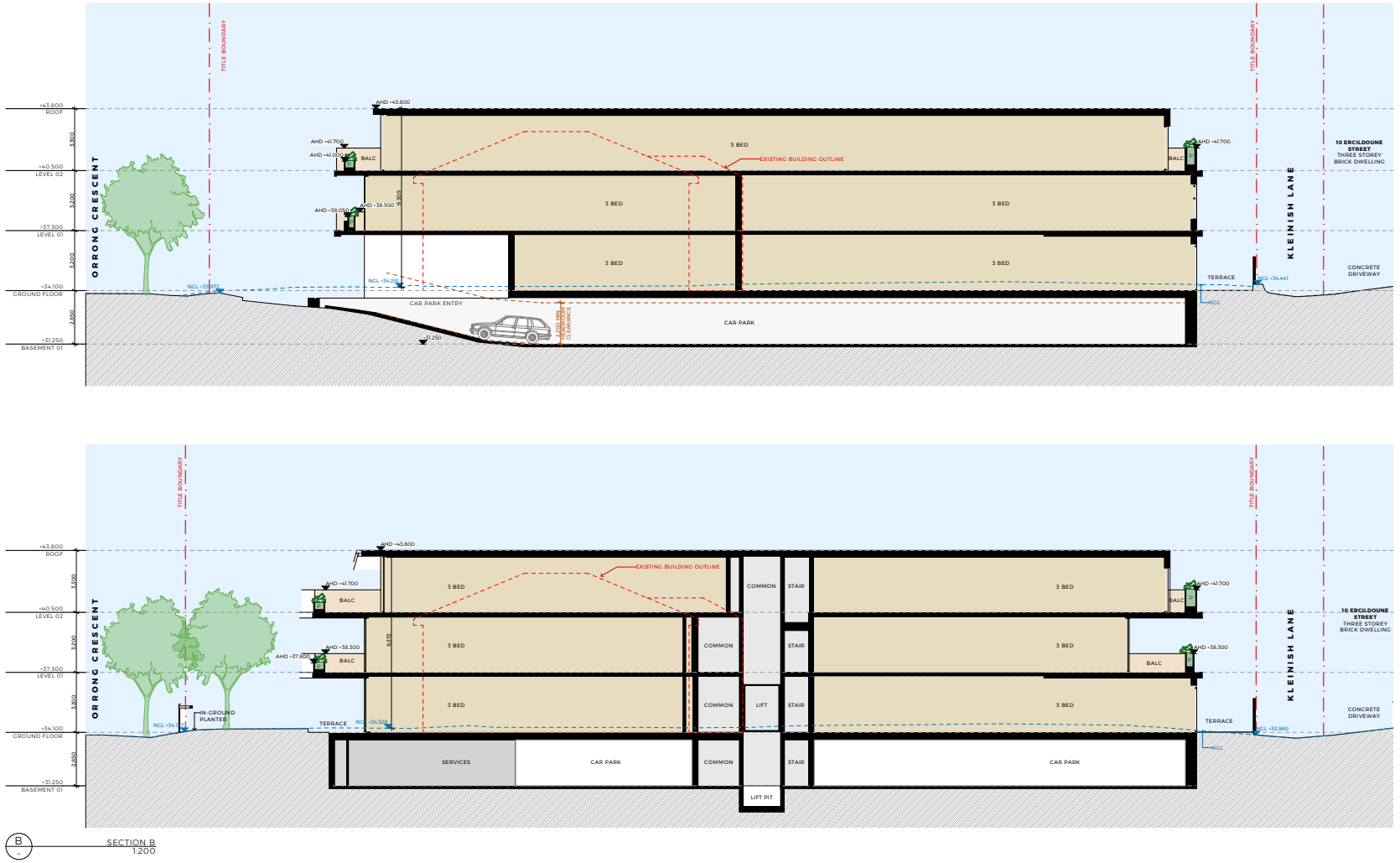
DRAWING TITLE: **ELEVATIONS - EAST & WEST**

SCALE: 1:200 @A3
DATE: 29/09/2026
JOB NO.: 25045
DRAWING NO.: TP.201
REVISION: TP07



B SECTION B
1:200

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PROJECT
Orrong Crescent Development

82 Orrong Crescent
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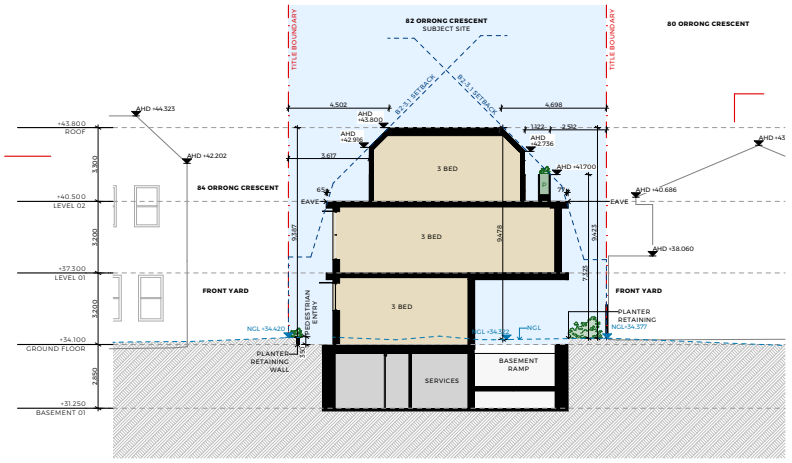
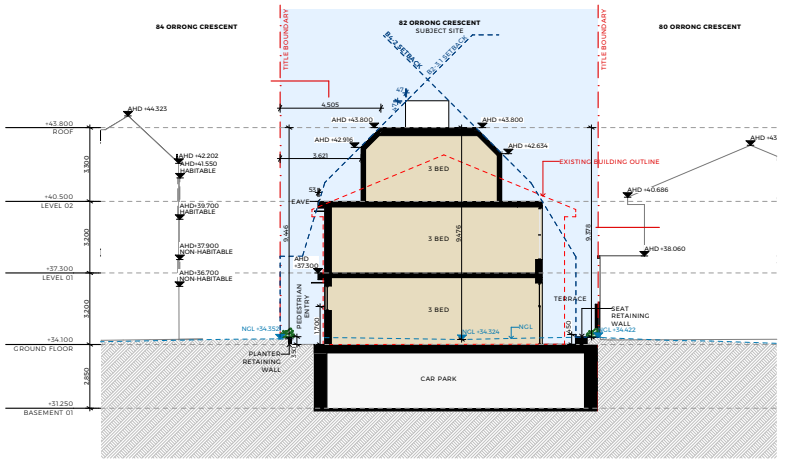
DRAWING TITLE
SECTIONS A-B

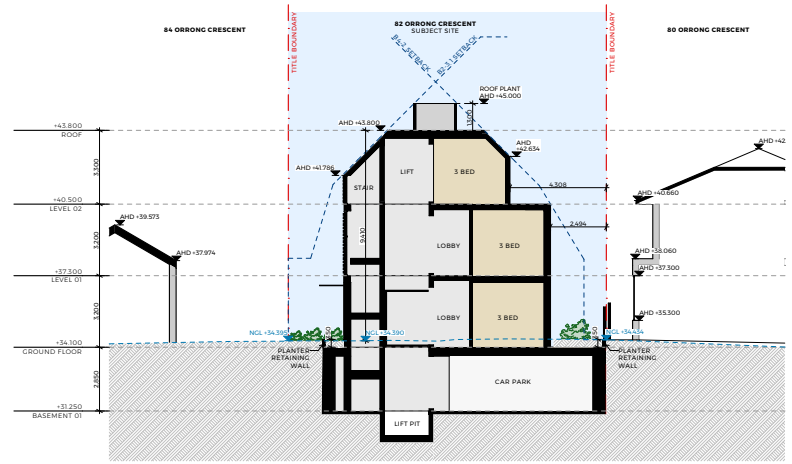
SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.220**
REVISION **TP07**



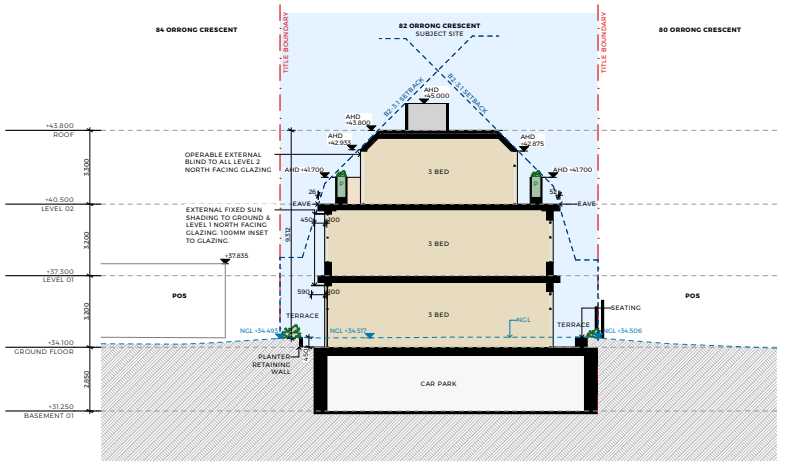
C SECTION C
1:200



D SECTION D
1:200



E SECTION E
1:200



F SECTION F
1:200

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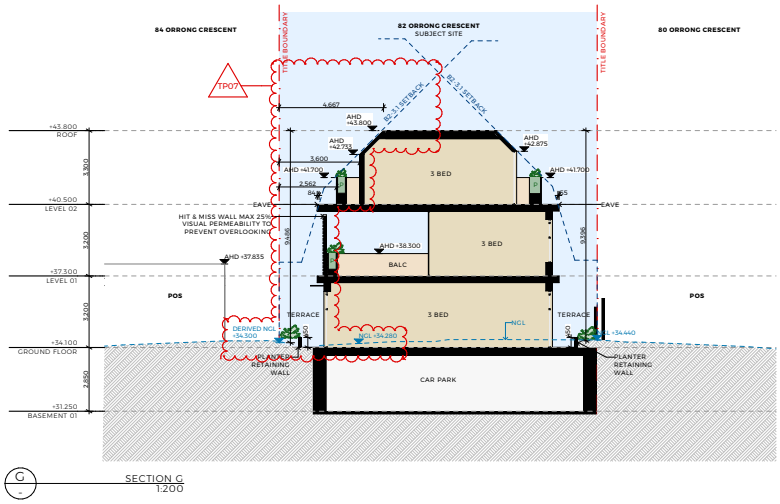
DRAWING TITLE
SECTIONS C-F

SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.221**
REVISION **TP07**



TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE

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DRAWING TITLE
SECTION G

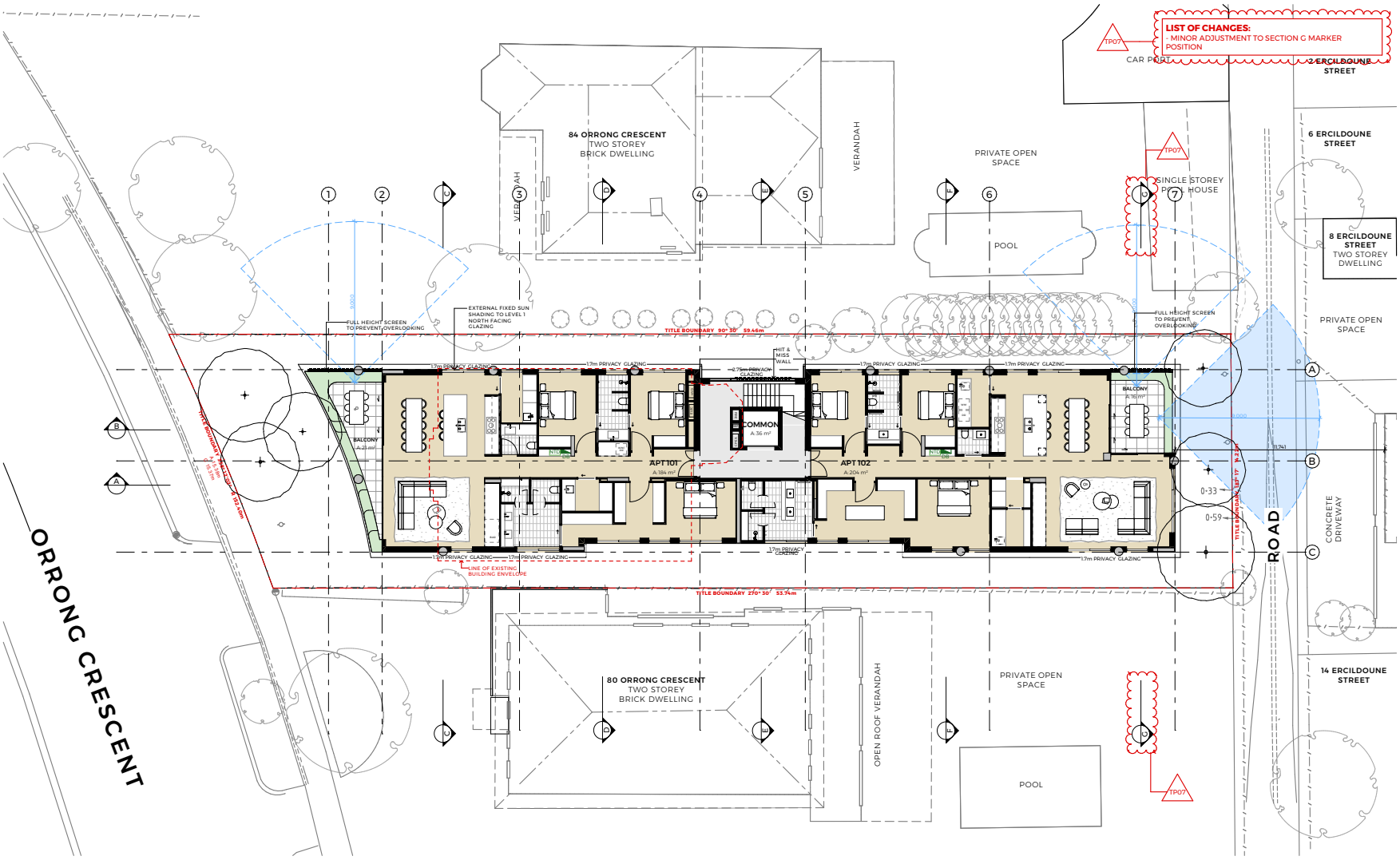
SCALE
1:200 @A3

DATE
29/09/2026

JOB NO.
25045

DRAWING NO.
TP.222

REVISION
TP07



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PLANTER PREVENTS OVERLOOKING

MAX 25% VISUAL PERMEABILITY SCREEN PREVENTS OVERLOOKING

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TP03	19/06/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
OVERLOOKING LEVEL 01 PLAN

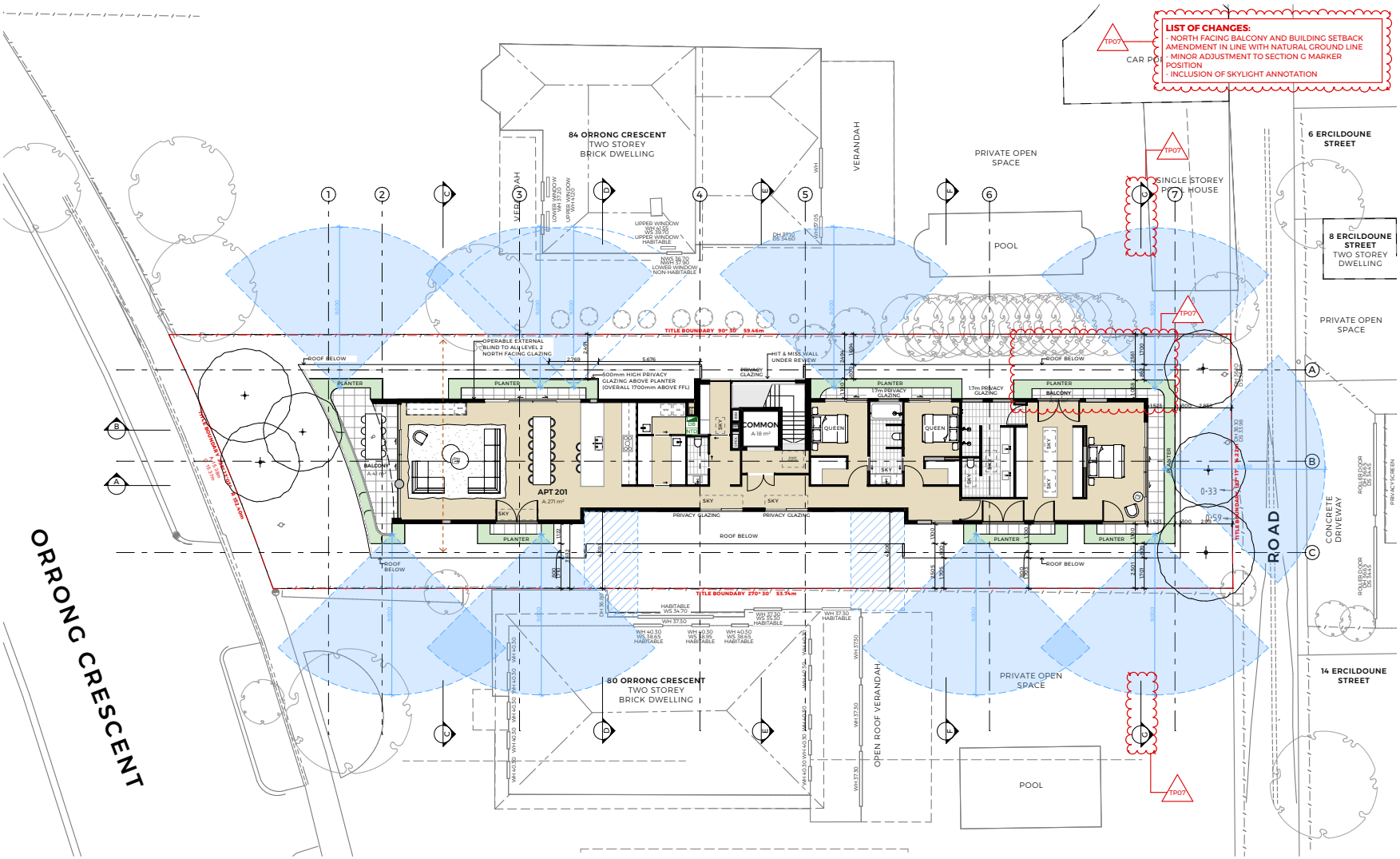
SCALE
1:200 @A3

DATE
29/09/2026

JOB NO.
25045

DRAWING NO.
TP.250

REVISION
TP07


LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE
- MINOR ADJUSTMENT TO SECTION G MARKER POSITION
- INCLUSION OF SKYLIGHT ANNOTATION
84 ORRONG CRESCENT
TWO STOREY
BRICK DWELLING
80 ORRONG CRESCENT
TWO STOREY
BRICK DWELLING
6 ERCILDOUNE STREET
8 ERCILDOUNE STREET
TWO STOREY
DWELLING
14 ERCILDOUNE STREET
SINGLE STOREY
POOL HOUSE
PRIVATE OPEN SPACE
POOL
VERANDAH
OPEN ROOF VERANDAH
ORRONG CRESCENT
ROAD
CONCRETE DRIVEWAY
APT 201
A 271 m²
COMMON
A 18 m²
BALCONY
A 41 m²
PLANTER
ROOF BELOW
PRIVACY GLAZING
TITLE BOUNDARY 90° 30' 59.46m
TITLE BOUNDARY 270° 30' 53.74m
TITLE BOUNDARY 180° 0' 25.31m
TITLE BOUNDARY 0° 0' 25.31m
OPERABLE EXTERNAL BLIND TO ALL LEVEL 2 NORTH FACING GLAZING
HIT & MISS WALL UNDER REVIEW
500mm HIGH PRIVACY GLAZING ABOVE PLANTER (OVERALL 1700mm ABOVE FFL)
1.7m PRIVACY GLAZING
ROOF TERRACE RL 54.42
PRIVACY SCREEN
TELHA CLARKE
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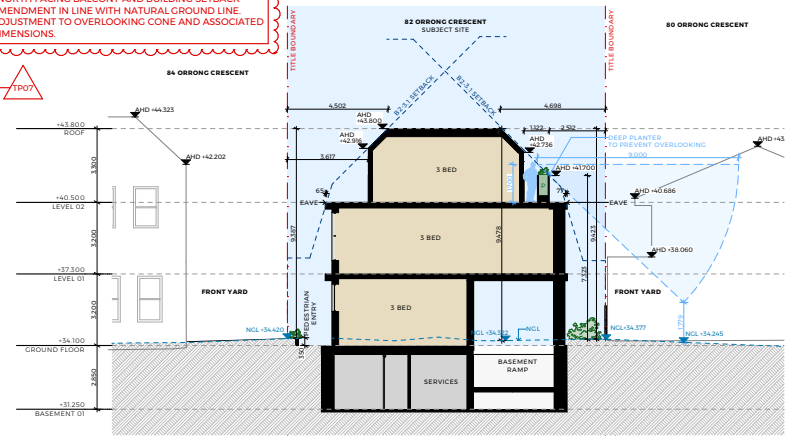
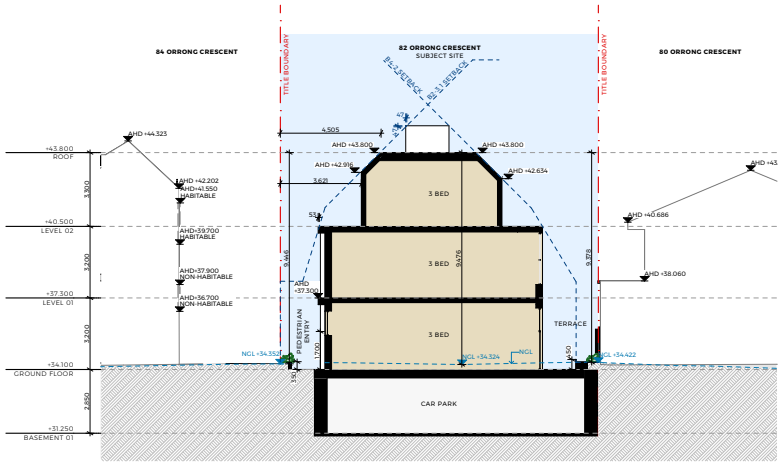
PLANTER PREVENTS OVERLOOKING
MAX 25% VISUAL PERMEABILITY SCREEN PREVENTS OVERLOOKING
REV DATE ISSUED FOR DRAWN CHECKED
TP01 15/01/2026 FOR TOWN PLANNING
TP02 3/06/2026 RFI RESPONSE EF TC
TP03 19/06/2026 RFI RESPONSE NF TC
TP06 24/09/2026 RFI RESPONSE NF TC
TP07 29/09/2026 RFI RESPONSE NF VL
PROJECT
Orrong Crescent Development
82 Orrong Crescent Caulfield North VIC 3161 Wurundjeri Woi-wurrung and Bunurong Country Country
DRAWING TITLE
OVERLOOKING LEVEL 02 PLAN
SCALE 1:200 @A3
DATE 29/09/2026
JOB NO. 25045
DRAWING NO. TP.251
REVISION TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE. ADJUSTMENT TO OVERLOOKING CONE AND ASSOCIATED DIMENSIONS.

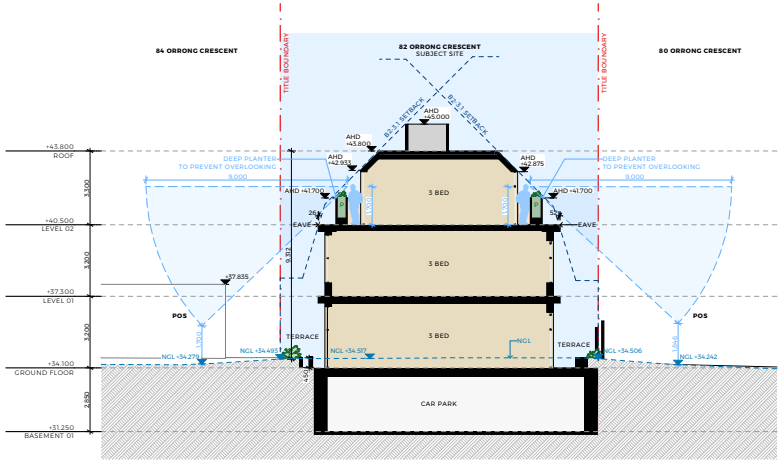
TP07



C — SECTION C 1:200



D — SECTION D 1:200



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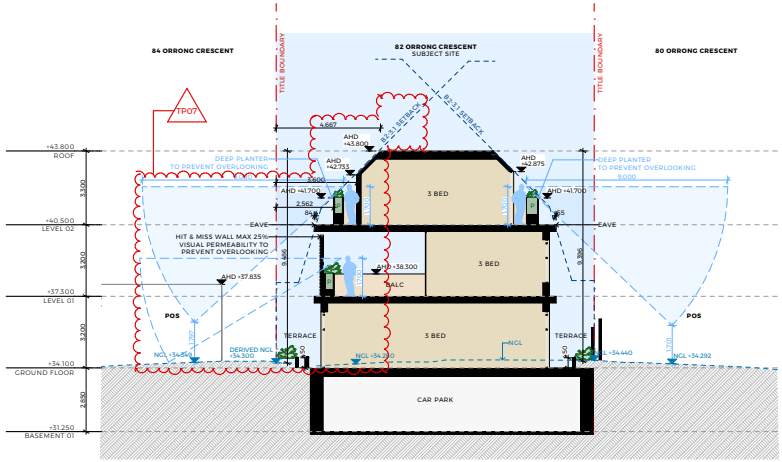

G — SECTION G 1:200

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PLANTER PREVENTS OVERLOOKING

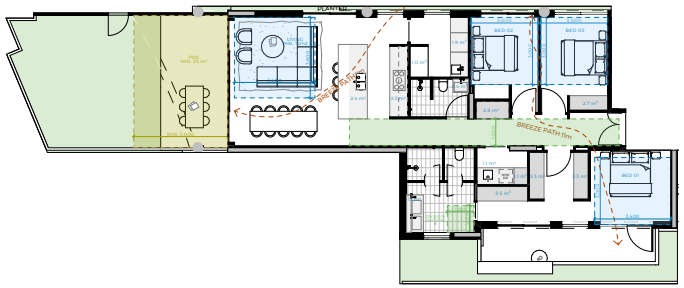
MAX 25% VISUAL PERMEABILITY SCREEN PREVENTS OVERLOOKING

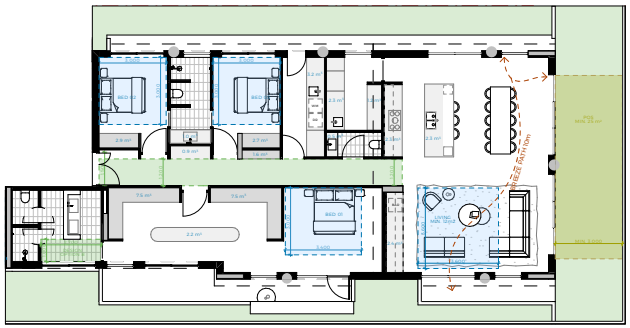
REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP04	16/07/2026	RFI RESPONSE	NF	TC
TP05	3/08/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT: Orrong Crescent Development
82 Orrong Crescent Caulfield North VIC 3161 Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE: **OVERLOOKING SECTIONS**

SCALE: 1:200 @A3
DATE: 29/09/2026
JOB NO.: 25045
DRAWING NO.: TP.252
REVISION: TP07





G.01 APARTMENT (3-BEDROOM)

FUNCTIONAL LAYOUT	LIVING 2-BED OR MORE: MIN. 3.6m WIDTH, MIN. 12m² AREA
ROOM DEPTH	MAX. 9m
STORAGE	INTERNAL 3BED : MIN. 12m³
VENTILATION	MIN. 5m / MAX. 18m BREEZE PATH
PRIVATE OPEN SPACE	
EAST & WEST	3-BED: MIN. 12m² AREA, MIN. 2.4m WIDTH
NORTH	MIN. 8m² AREA, MIN. 1.7m WIDTH
SOUTH	MIN. 8m² AREA, MIN. 1.2m WIDTH
GROUND FLOOR	**MIN. 25m² AREA, MIN. 3m WIDTH**
ACCESSIBILITY	MIN. 1.2m CLEAR PATH MIN. 850mm CLEAR DOOR WIDTHS BATHROOM DESIGN MIN. 1.2 x 1.2m BATHROOM DESIGN OPTION A EACH SHOWER TO BE HOBLESS (STEP FREE)

G.02 APARTMENT (3-BEDROOM)

FUNCTIONAL LAYOUT	LIVING 2-BED OR MORE: MIN. 3.6m WIDTH, MIN. 12m² AREA
ROOM DEPTH	MAX. 9m
STORAGE	INTERNAL 3-BED OR MORE: MIN. 12m³
VENTILATION	MIN. 5m / MAX. 18m BREEZE PATH
PRIVATE OPEN SPACE	
EAST & WEST	3-BED OR MORE: MIN. 12m² AREA, MIN. 2.4m WIDTH
NORTH	MIN. 8m² AREA, MIN. 1.7m WIDTH
SOUTH	MIN. 8m² AREA, MIN. 1.2m WIDTH
GROUND FLOOR	**MIN. 25m² AREA, MIN. 3m WIDTH**
ACCESSIBILITY	MIN. 1.2m CLEAR PATH MIN. 850mm CLEAR DOOR WIDTHS BATHROOM DESIGN MIN. 1.2 x 1.2m BATHROOM DESIGN OPTION A EACH SHOWER TO BE HOBLESS (STEP FREE)

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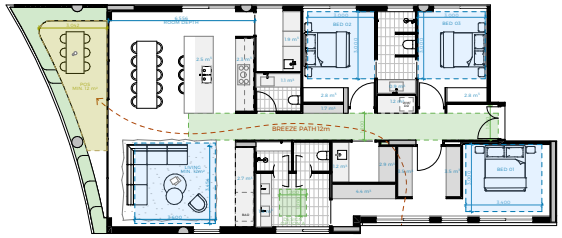
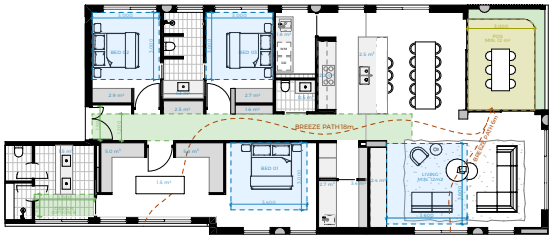
REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP02	3/06/2026	RFI RESPONSE	EF	TC
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP04	3/08/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development
82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
BADS ANALYSIS - SHEET 01

SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.300**
REVISION **TP07**





1.01 APARTMENT (3-BEDROOM)

	FUNCTIONAL LAYOUT	LIVING 2-BED OR MORE: MIN. 3.6m WIDTH, MIN. 12m² AREA
	ROOM DEPTH	MAX. 9m
	STORAGE	INTERNAL 3BED : MIN. 12m³
	VENTILATION	MIN. 5m / MAX. 18m BREEZE PATH
	PRIVATE OPEN SPACE	
	EAST & WEST	3-BED: MIN. 12m² AREA, MIN. 2.4m WIDTH
	NORTH	**MIN. 8m² AREA, MIN. 1.7m WIDTH**
	SOUTH	MIN. 8m² AREA, MIN. 1.2m WIDTH
	GROUND FLOOR	MIN. 25m² AREA, MIN. 3m WIDTH
	ACCESSIBILITY	MIN. 1.2m CLEAR PATH MIN. 850mm CLEAR DOOR WIDTHS BATHROOM DESIGN MIN. 1.2 x 1.2m BATHROOM DESIGN OPTION A EACH SHOWER TO BE HOBLESS (STEP FREE)

1.02 APARTMENT (3-BEDROOM)

	FUNCTIONAL LAYOUT	LIVING 2-BED OR MORE: MIN. 3.6m WIDTH, MIN. 12m² AREA
	ROOM DEPTH	MAX. 9m
	STORAGE	INTERNAL 3-BED OR MORE: MIN. 12m³
	VENTILATION	MIN. 5m / MAX. 18m BREEZE PATH
	PRIVATE OPEN SPACE	
	EAST & WEST	3-BED OR MORE: MIN. 12m² AREA, MIN. 2.4m WIDTH
	NORTH	**MIN. 8m² AREA, MIN. 1.7m WIDTH**
	SOUTH	MIN. 8m² AREA, MIN. 1.2m WIDTH
	GROUND FLOOR	MIN. 25m² AREA, MIN. 3m WIDTH
	ACCESSIBILITY	MIN. 1.2m CLEAR PATH MIN. 850mm CLEAR DOOR WIDTHS BATHROOM DESIGN MIN. 1.2 x 1.2m BATHROOM DESIGN OPTION A EACH SHOWER TO BE HOBLESS (STEP FREE)

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REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP01	15/01/2026	FOR TOWN PLANNING		
TP02	3/06/2026	RFI RESPONSE	EF	TC
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

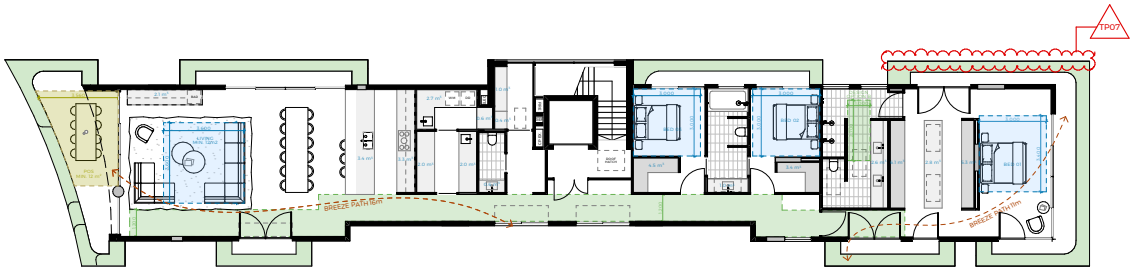
82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
BADS ANALYSIS - SHEET 02

SCALE **1:200 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.301**
REVISION **TP07**

TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



2.01 APARTMENT (3-BEDROOM)

	FUNCTIONAL LAYOUT	LIVING 2-BED OR MORE: MIN. 3.6m WIDTH, MIN. 12m² AREA
	ROOM DEPTH	MAX. 9m
	STORAGE	INTERNAL 3-BED OR MORE: MIN. 12m³
	VENTILATION	MIN. 5m / MAX. 18m BREEZE PATH
	PRIVATE OPEN SPACE	
	EAST & WEST	3-BED OR MORE: MIN. 12m² AREA, MIN. 2.4m WIDTH
	NORTH	**MIN. 8m² AREA, MIN. 1.7m WIDTH**
	SOUTH	MIN. 8m² AREA, MIN. 1.2m WIDTH
	GROUND FLOOR	MIN. 25m² AREA, MIN. 3m WIDTH
	ACCESSIBILITY	MIN. 1.2m CLEAR PATH MIN. 850mm CLEAR DOOR WIDTHS BATHROOM DESIGN MIN. 1.2 x 1.2m BATHROOM DESIGN OPTION A EACH SHOWER TO BE HOBLESS (STEP FREE)

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REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP01	15/01/2026	FOR TOWN PLANNING		
TP02	3/06/2026	RFI RESPONSE	EF	TC
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

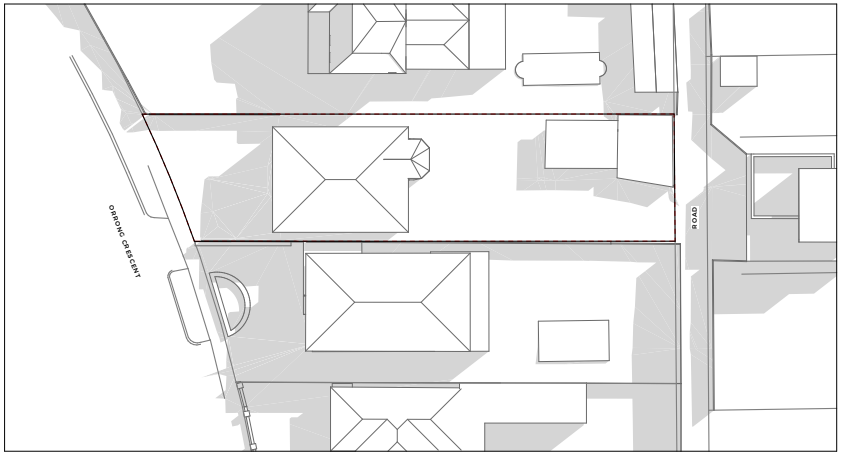
PROJECT: Orrong Crescent Development
82 Orrong Crescent Caulfield North VIC 3161 Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE: **BADS ANALYSIS - SHEET 03**

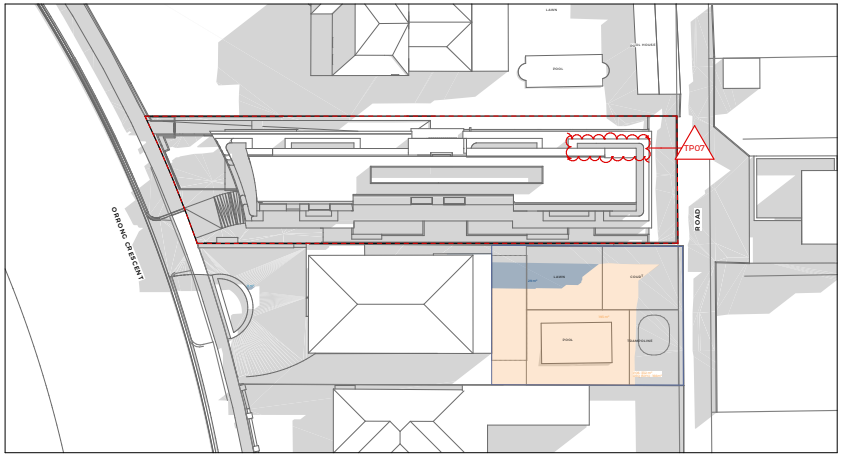
SCALE: **1:200 @A3**
DATE: **29/09/2026**
JOB NO.: **25045**
DRAWING NO.: **TP.302**
REVISION: **TP07**

TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



9AM EXISTING SEPTEMBER 22 - EQUINOX 1:500



9AM PROPOSED SEPTEMBER 22 - EQUINOX 1:500

	TOTAL POS	EXISTING SHADOW	PROPOSED SHADOW	+/- DIFFERENCE
9AM	332m²	110m²	29m²	193m²
10AM	332m²	75m²	39m²	218m²
11AM	332m²	49m²	42m²	241m²
12PM	332m²	34m²	35m²	263m²
1PM	332m²	49m²	30m²	253m²
2PM	332m²	67m²	27m²	238m²
3PM	332m²	102m²	50m²	180m²

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SHADOWS FROM EXISTING CONDITION

ADDITIONAL SHADOW FROM PROPOSED DEVELOPMENT

SUNLIGHT ON POS

REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP04	16/07/2026	RFI RESPONSE	NF	TC
TP05	3/08/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

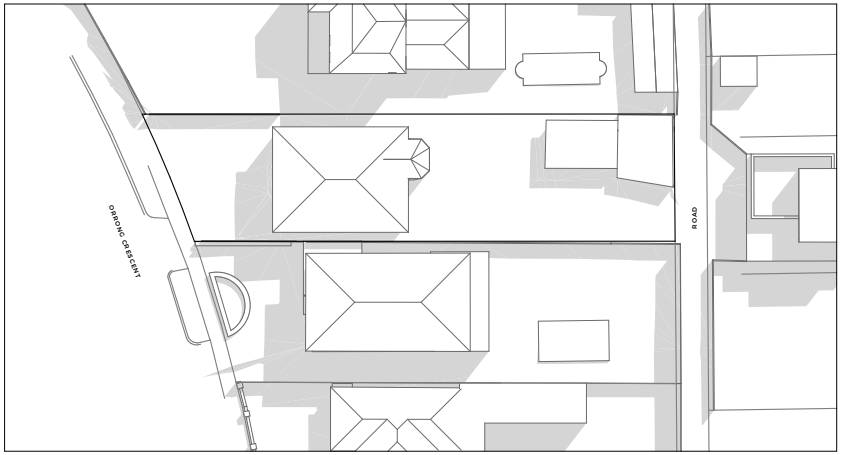
82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SHADOW DIAGRAMS - 9AM

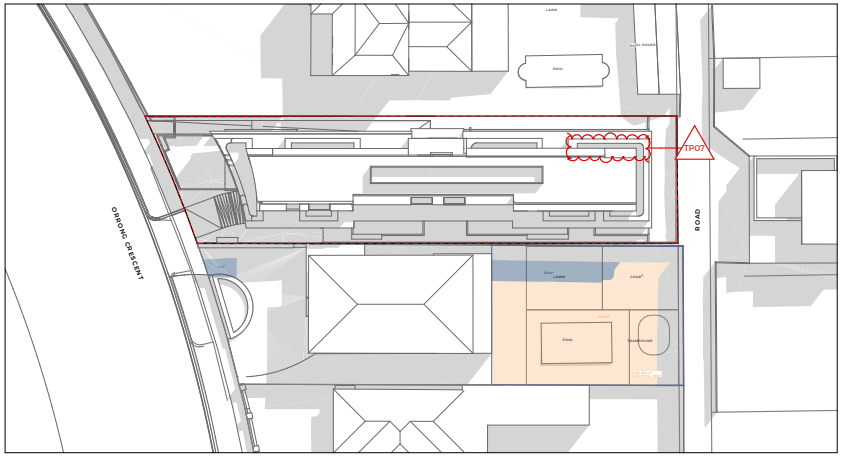
SCALE **1:1 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.400**
REVISION **TP07**

TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



10AM EXISTING SEPTEMBER 22 - EQUINOX 1:500



10AM PROPOSED SEPTEMBER 22 - EQUINOX 1:500

	TOTAL POS	EXISTING SHADOW	PROPOSED SHADOW	+/- DIFFERENCE
9AM	332m²	110m²	29m²	193m²
10AM	332m²	75m²	39m²	218m²
11AM	332m²	49m²	42m²	241m²
12PM	332m²	34m²	35m²	263m²
1PM	332m²	49m²	30m²	253m²
2PM	332m²	67m²	27m²	238m²
3PM	332m²	102m²	50m²	180m²

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SHADOWS FROM EXISTING CONDITION

ADDITIONAL SHADOW FROM PROPOSED DEVELOPMENT

SUNLIGHT ON POS

REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP04	16/07/2026	RFI RESPONSE	NF	TC
TP05	3/08/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

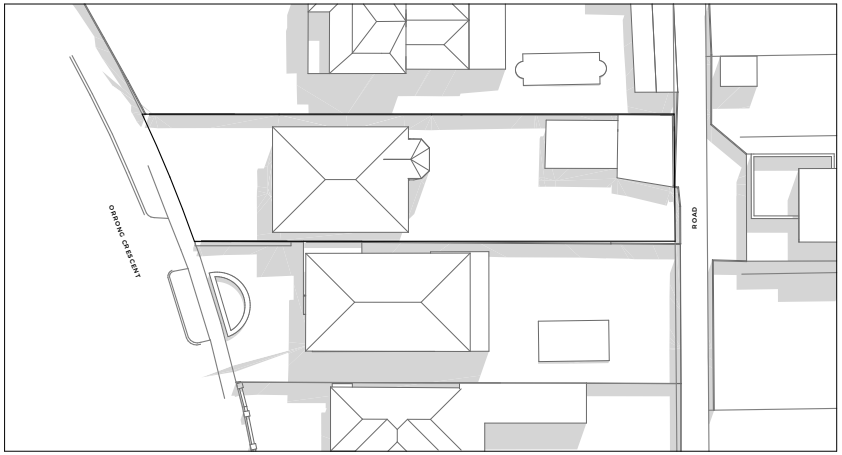
82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SHADOW DIAGRAMS - 10AM

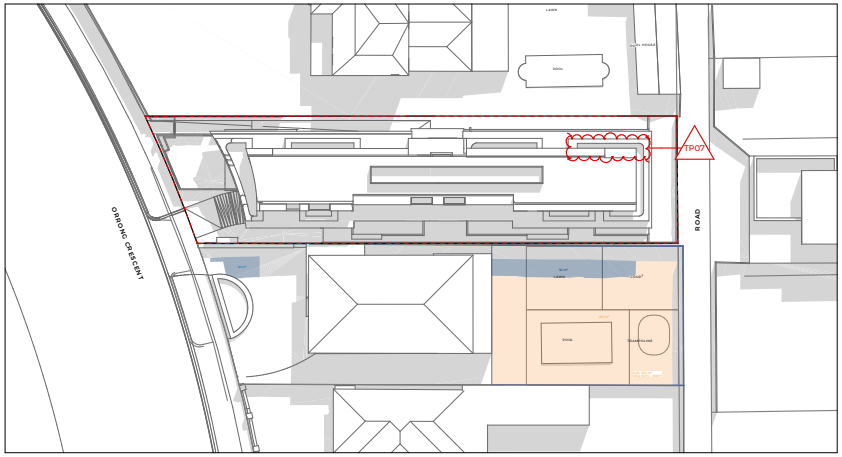
SCALE **1:1 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.401**
REVISION **TP07**

TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



11AM EXISTING SEPTEMBER 22 - EQUINOX 1:500



11AM PROPOSED SEPTEMBER 22 - EQUINOX 1:500

	TOTAL POS	EXISTING SHADOW	PROPOSED SHADOW	+/- DIFFERENCE
9AM	332m²	110m²	29m²	193m²
10AM	332m²	75m²	39m²	218m²
11AM	332m²	49m²	42m²	241m²
12PM	332m²	34m²	35m²	263m²
1PM	332m²	49m²	30m²	253m²
2PM	332m²	67m²	27m²	238m²
3PM	332m²	102m²	50m²	180m²

TELHA CLARKE
ARCHITECTURE & DESIGN

59 GARDEN STREET
SOUTH YARRA VIC 3141

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SHADOWS FROM EXISTING CONDITION

ADDITIONAL SHADOW FROM PROPOSED DEVELOPMENT

SUNLIGHT ON POS

REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP04	16/07/2026	RFI RESPONSE	NF	TC
TP05	3/08/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

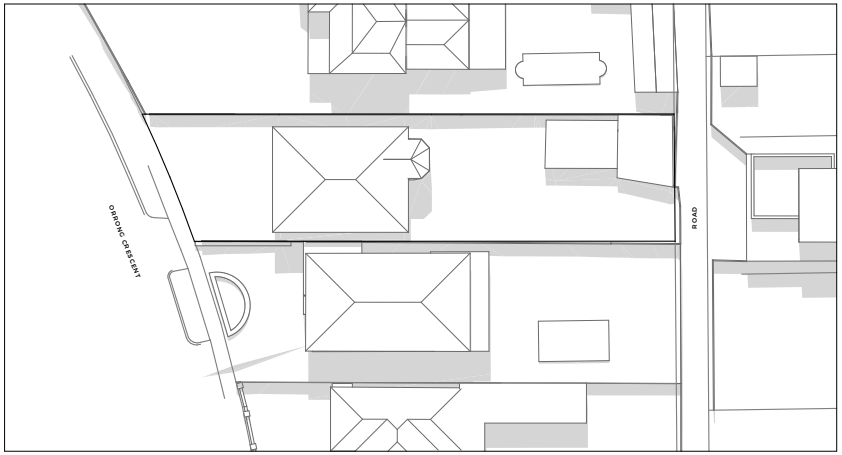
82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SHADOW DIAGRAMS - 11AM

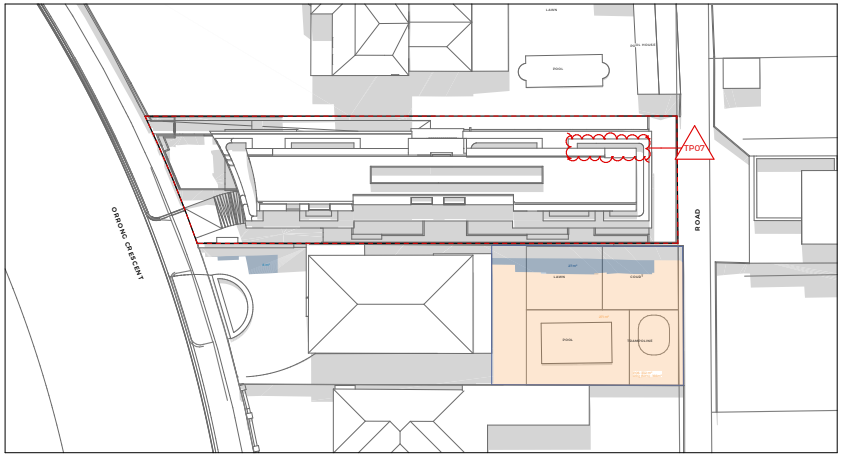
SCALE **1:1 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.402**
REVISION **TP07**

TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



12PM EXISTING SEPTEMBER 22 - EQUINOX 1:500



12PM PROPOSED SEPTEMBER 22 - EQUINOX 1:500

	TOTAL POS	EXISTING SHADOW	PROPOSED SHADOW	+/- DIFFERENCE
9AM	332m²	110m²	29m²	193m²
10AM	332m²	75m²	39m²	218m²
11AM	332m²	49m²	42m²	241m²
12PM	332m²	34m²	35m²	263m²
1PM	332m²	49m²	30m²	253m²
2PM	332m²	67m²	27m²	238m²
3PM	332m²	102m²	50m²	180m²

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SHADOWS FROM EXISTING CONDITION

ADDITIONAL SHADOW FROM PROPOSED DEVELOPMENT

SUNLIGHT ON POS

REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP03	19/06/2026	RFI RESPONSE	NF	TC
TP04	16/07/2026	RFI RESPONSE	NF	TC
TP05	3/08/2026	RFI RESPONSE	NF	TC
TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

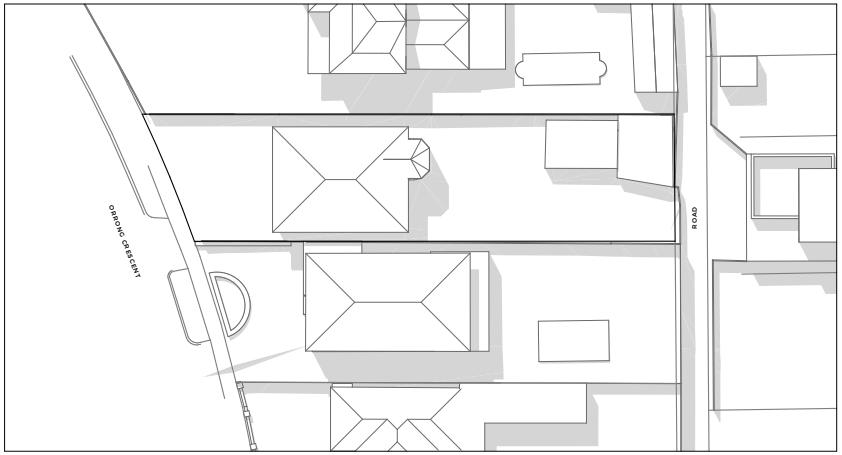
82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SHADOW DIAGRAMS - 12PM

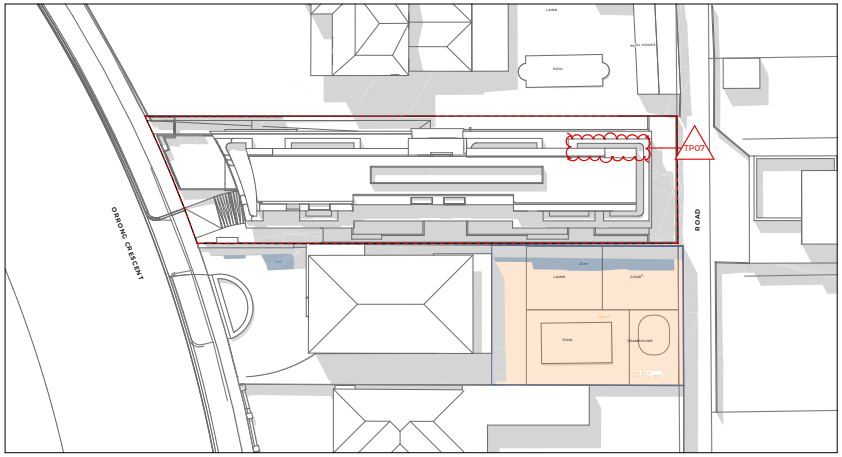
SCALE **1:1 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.403**
REVISION **TP07**

TP07

LIST OF CHANGES:
- NORTH FACING BALCONY AND BUILDING SETBACK AMENDMENT IN LINE WITH NATURAL GROUND LINE



1PM EXISTING SEPTEMBER 22 - EQUINOX 1:500



1PM PROPOSED SEPTEMBER 22 - EQUINOX 1:500

	TOTAL POS	EXISTING SHADOW	PROPOSED SHADOW	+/- DIFFERENCE
9AM	332m²	110m²	29m²	193m²
10AM	332m²	75m²	39m²	218m²
11AM	332m²	49m²	42m²	241m²
12PM	332m²	34m²	35m²	263m²
1PM	332m²	49m²	30m²	253m²
2PM	332m²	67m²	27m²	238m²
3PM	332m²	102m²	50m²	180m²

TELHA CLARKE
ARCHITECTURE & DESIGN

59 GARDEN STREET
SOUTH YARRA VIC 3141

PH: 03 8672 5999
E: contact@telhaclarke.com.au

SHADOWS FROM EXISTING CONDITION

ADDITIONAL SHADOW FROM PROPOSED DEVELOPMENT

SUNLIGHT ON POS

REV	DATE	ISSUED FOR	DRAWN	CHECKED
TP03	19/06/2026	RFI RESPONSE	NF	TC
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TP06	24/09/2026	RFI RESPONSE	NF	TC
TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SHADOW DIAGRAMS - 1PM

SCALE **1:1 @A3**

DATE **29/09/2026**

JOB NO. **25045**

DRAWING NO. **TP.404**

REVISION **TP07**

TP07

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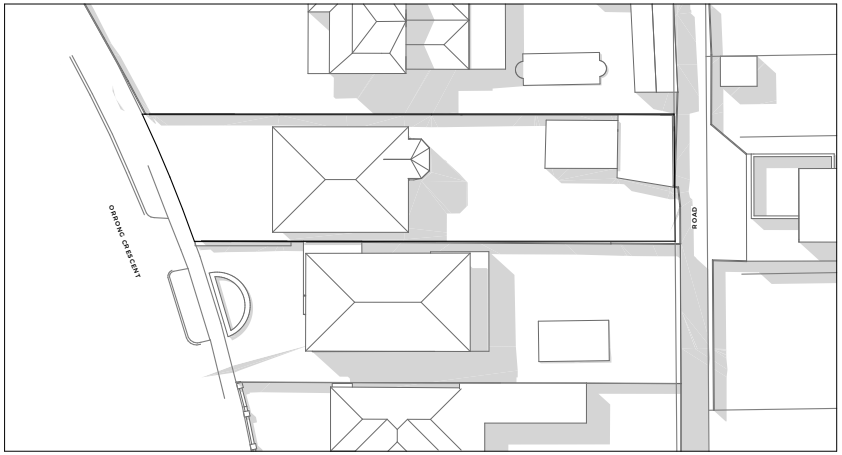

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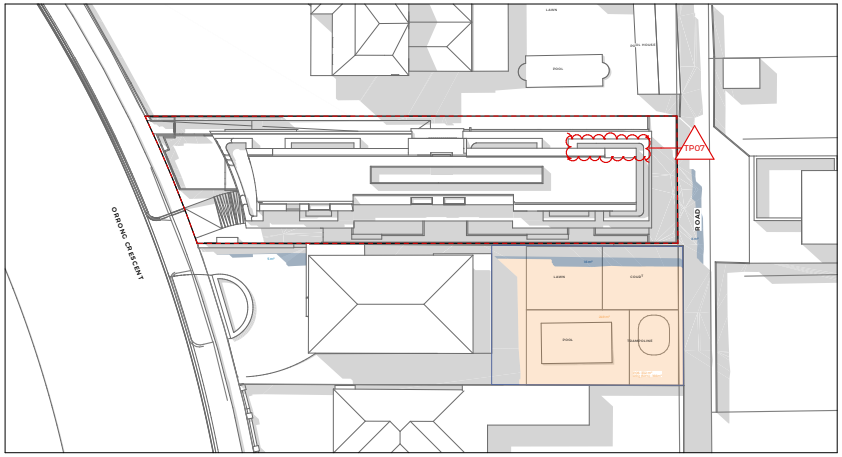

2PM PROPOSED SEPTEMBER 22 - EQUINOX 1:500

	TOTAL POS	EXISTING SHADOW	PROPOSED SHADOW	+/- DIFFERENCE
9AM	332m²	110m²	29m²	193m²
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ADDITIONAL SHADOW FROM PROPOSED DEVELOPMENT

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TP07	29/09/2026	RFI RESPONSE	NF	VL

PROJECT
Orrong Crescent Development

82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SHADOW DIAGRAMS - 2PM

SCALE **1:1 @A3**

DATE **29/09/2026**

JOB NO. **25045**

DRAWING NO. **TP.405**

REVISION **TP07**

TP07

LIST OF CHANGES:
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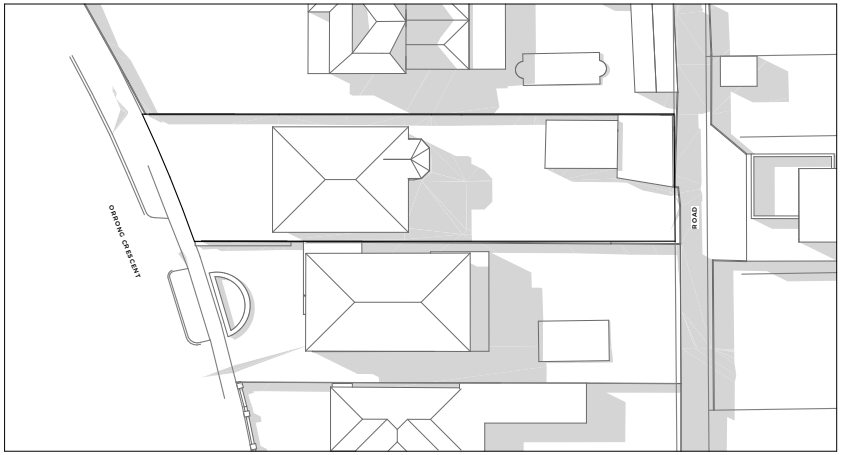

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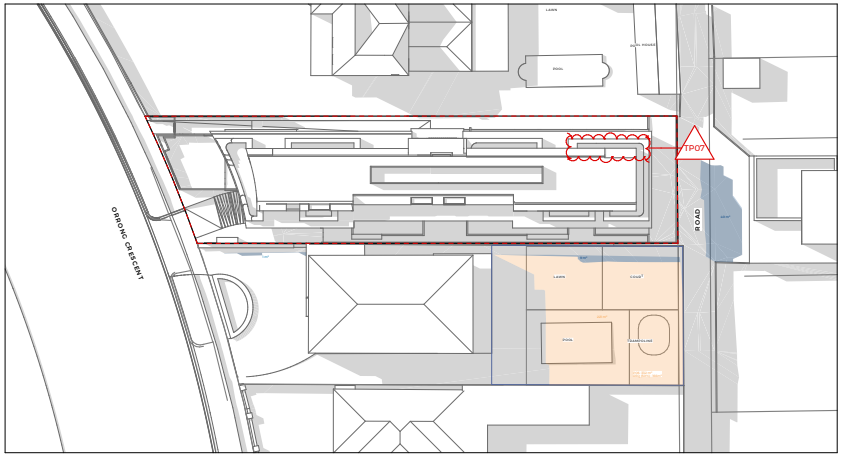

3PM PROPOSED SEPTEMBER 22 - EQUINOX 1:500

	TOTAL POS	EXISTING SHADOW	PROPOSED SHADOW	+/- DIFFERENCE
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ADDITIONAL SHADOW FROM PROPOSED DEVELOPMENT

SUNLIGHT ON POS

REV	DATE	ISSUED FOR	DRAWN	CHECKED
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PROJECT
Orrong Crescent Development

82 Orrong Crescent
Caulfield North VIC 3161
Wurundjeri Woi-wurrung and Bunurong Country Country

DRAWING TITLE
SHADOW DIAGRAMS - 3PM

SCALE **1:1 @A3**
DATE **29/09/2026**
JOB NO. **25045**
DRAWING NO. **TP.406**
REVISION **TP07**


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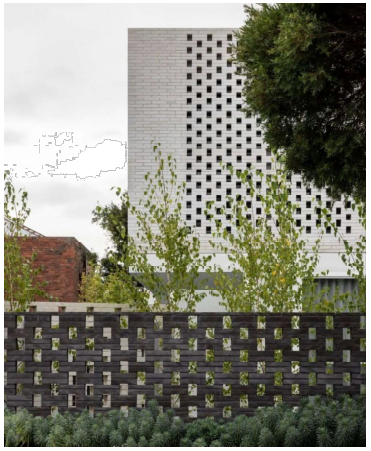
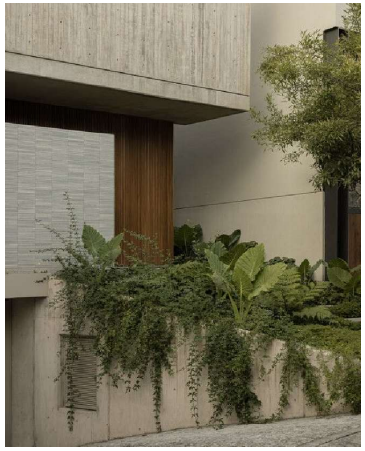
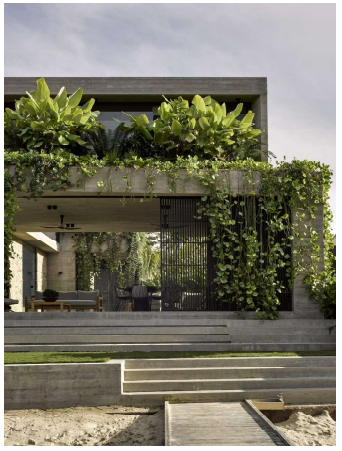
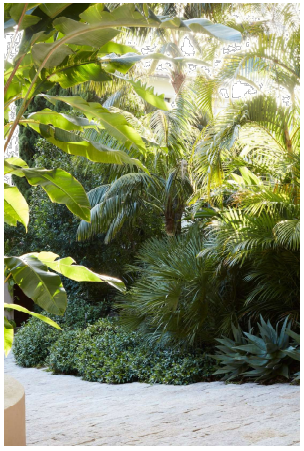
82 Orrong Crescent
Caulfield North VIC 3161
ID 2511.3
09/10/26
REV 6


MOOD IMAGERY

Streetscape

SD_3.01

Arrival



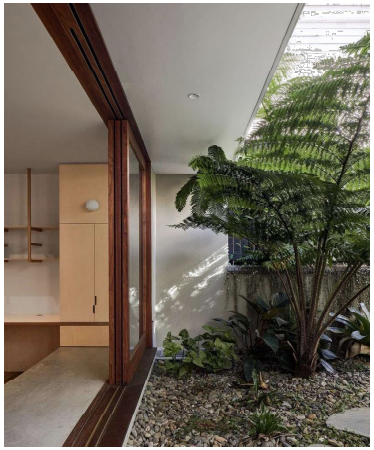
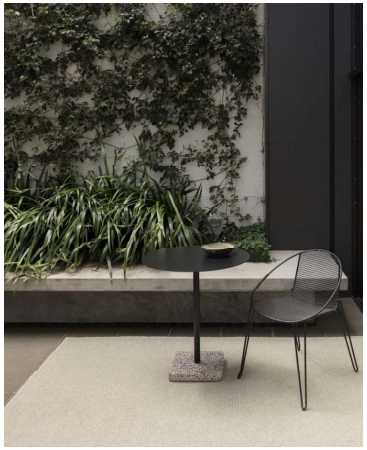
SD_3.02

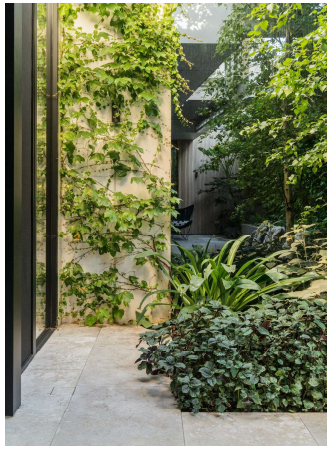
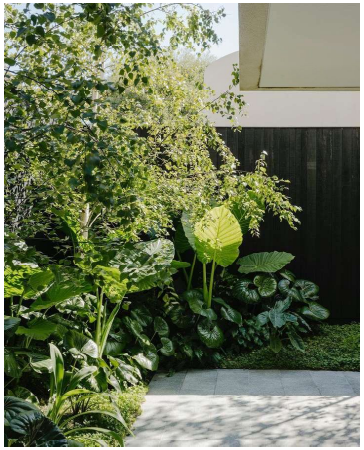
POS



SD_3.03

Secondary POS

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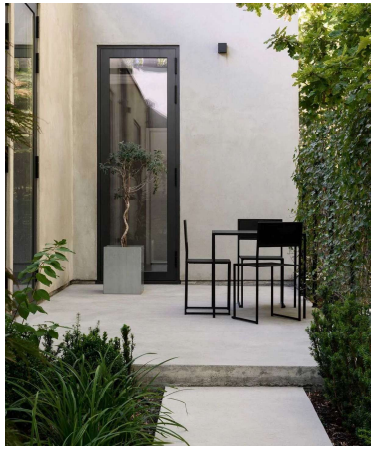
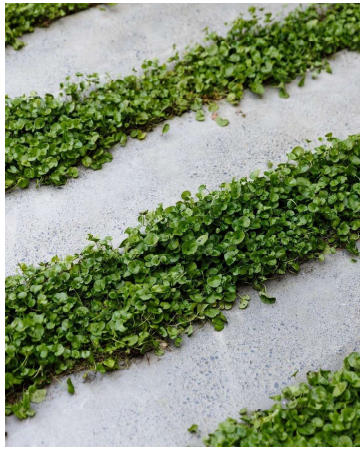
Materials



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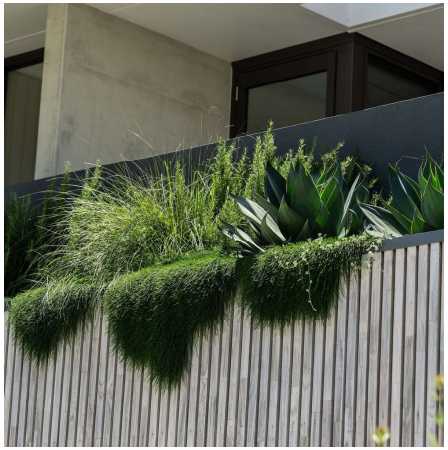
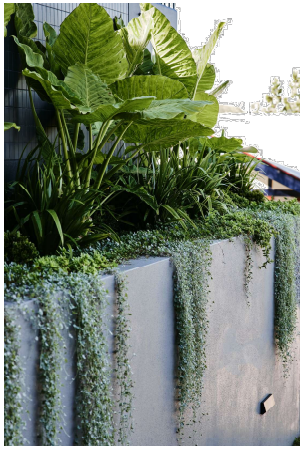
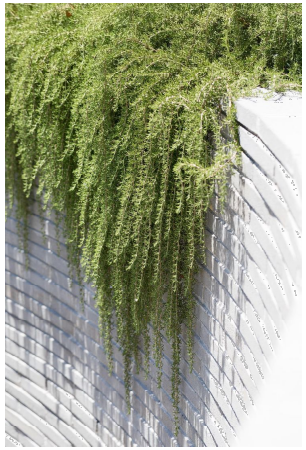
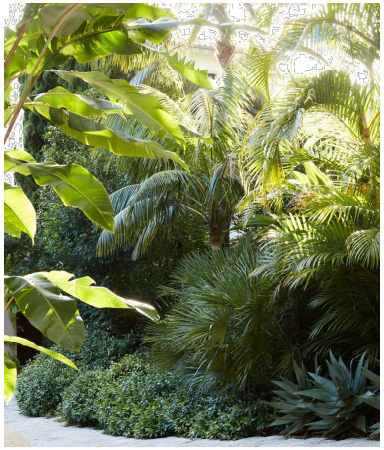
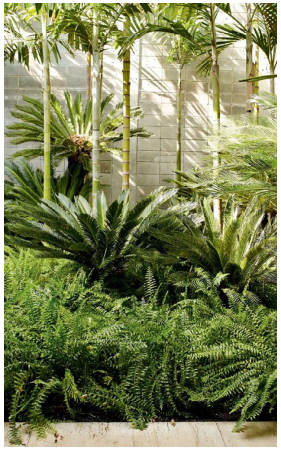
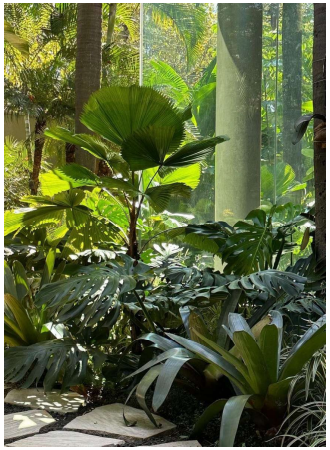
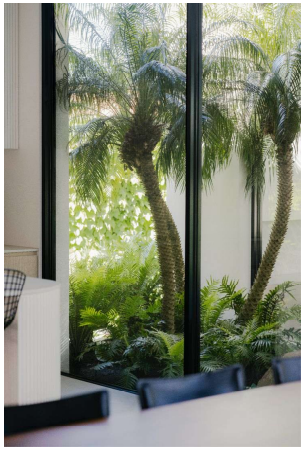
Building Greening



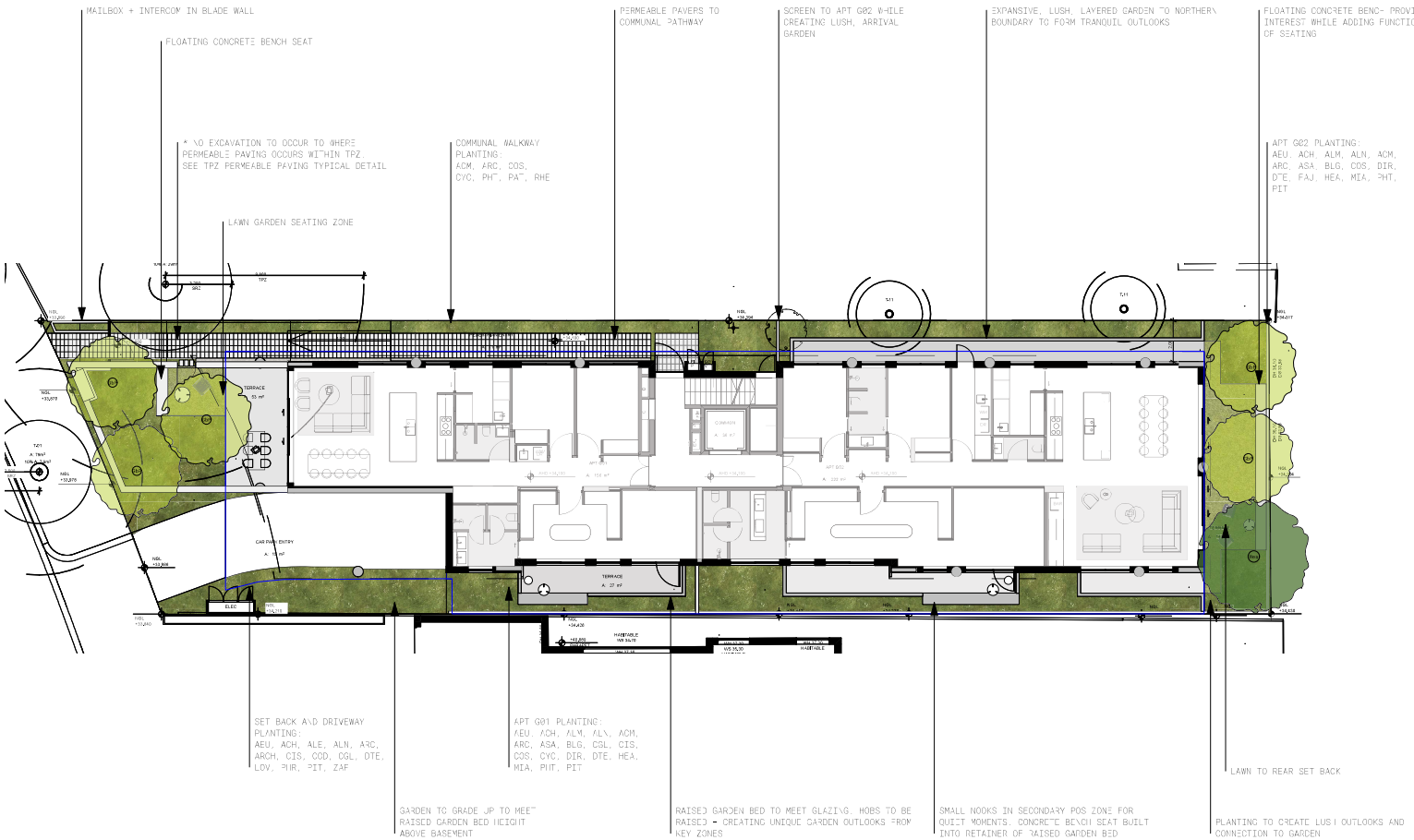
SD_3.05

Planting


SD_3.06

CONCEPT PLANS



2 Landscape Concept Plan - Ground
Scale: 1:200
* SEE PLANT SCHEDULE FOR PLANT SPECIES

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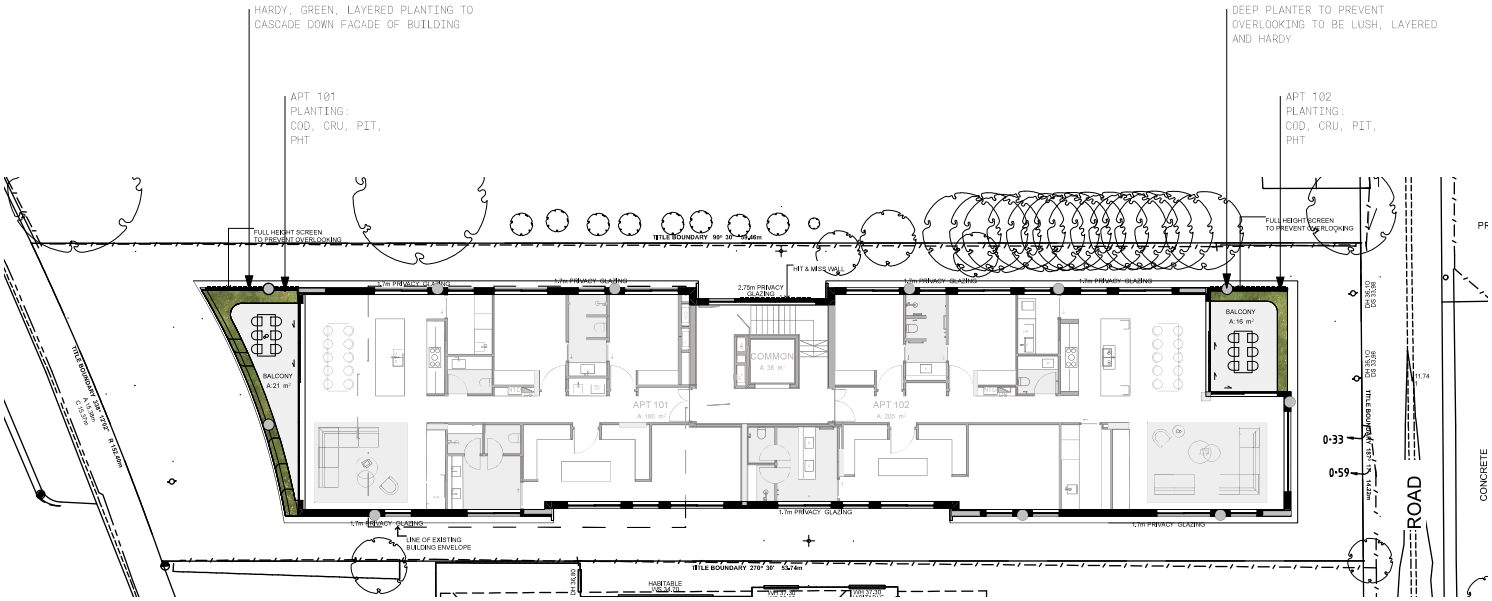
this drawing is for design guidance, are no. for construction. Do not scale from drawing. It is the responsibility of the client and builder to check all drawings and dimensions prior to commencing construction. Contact Bloss if discrepancies occur.

Client:
GIVONI PROJECTS
Adress:
82 Orrong Crescent
Caulfield North VIC 3161

Drawing:
Landscape Concept Plan - Ground

Sheet no.	SD_4.01	Drawn	-
Date	09/10/26	Checked	-
Sheet size	A3	Version	6
Scale	As Noted	ID	2511.3



2 Level 1 Landscape Concept Plan
Scale: 1:200
* SEE PLANT SCHEDULE FOR PLANT SPECIES

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Client:
GIVONI PROJECTS
Adress:
82 Orrong Crescent
Caulfield North VIC 3161

Drawing:
Landscape Concept Plan - Level 1

Sheet no.	SD_4.02	**Drawn**	-
Date	09/10/26	**Checked**	-
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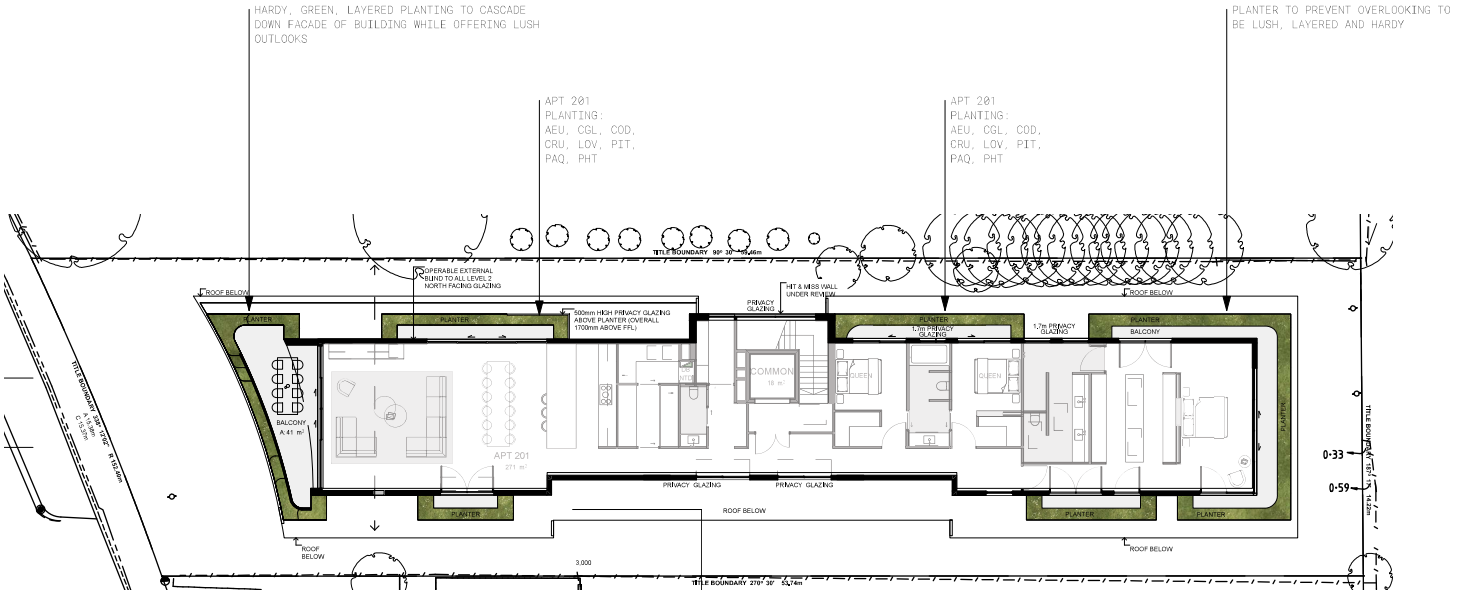
Scale	As Noted	**ID**	2511.3



1 Level 2 Landscape Concept Plan
Scale: 1:200
* SEE PLANT SCHEDULE FOR PLANT SPECIES

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Client:
GIVONI PROJECTS
Adress:
82 Orrong Crescent
Caulfield North VIC 3161

Drawing:
Landscape Concept Plan - Level 2

Sheet no.	SD_4.03	**Drawn**	-
Date	09/10/26	**Checked**	-
Sheet size	A3	**Version**	6
Scale	As Noted	**ID**	2511.3

LANDSCAPE DETAILS

BLOSS

Plant Palette

GIVONI PROJECTS
82 Orrong Crescent
Caulfield North VIC 3161
ID 2511.3

09/10/26

REV 6

GROUND FLOOR















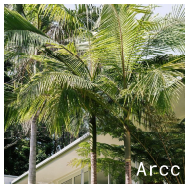







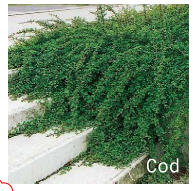



































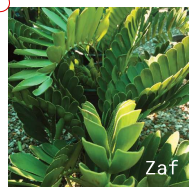

SHEET SCH_4.01

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Plant Palette

GIVONI PROJECTS
82 Orrong Crescent
Caulfield North VIC 3161
ID 2511.3

09/10/26

REV 6

UPPER LEVELS

















SHEET SCH_4.02

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Plant Schedule

GIVONI PROJECTS
82 Orrong Crescent
Caulfield North VIC 3161
ID 2511.3

09/10/26

REV 6

TOTAL PROJECT PLANT SCHEDULE

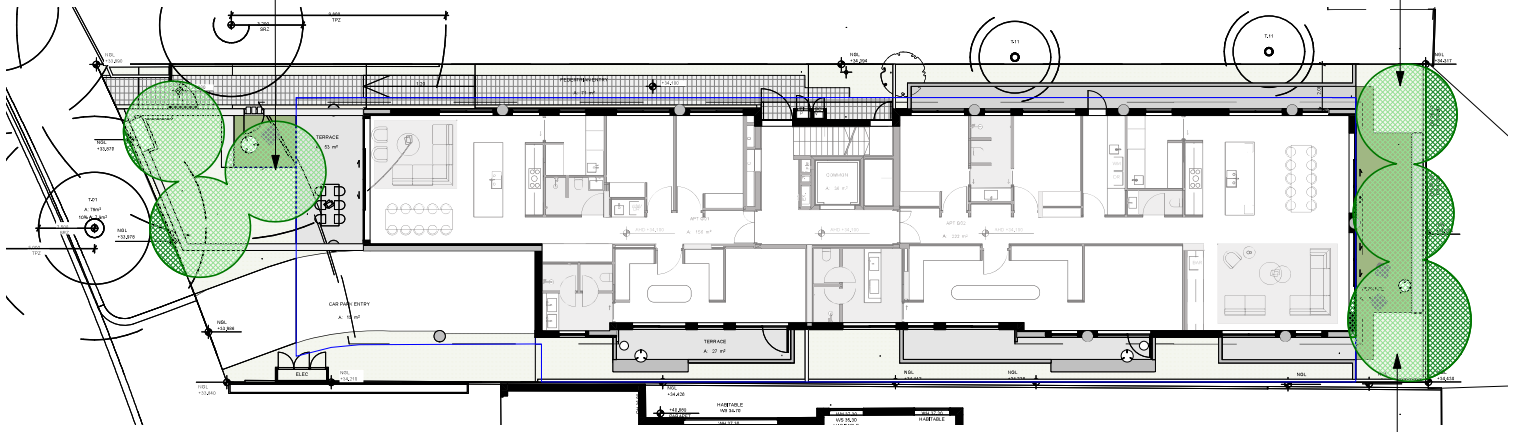
ID	QTY	BOTANICAL NAME	COMMON NAME	POT SIZE	HEIGHT (MM)	SPREAD (MM)
AeG	36	Aeonium 'Green'	Aeonium 'Green'	140mm	1000	600
AhG	26	Acacia howitii 'Green Wave'	Green Wave Sticky Wattle	200 mm	1200	1200
Alm	6	Alocasia macrorrhiza	Giant Taro	300 mm	4000	1400
Aln	64	Alpinia nutans	Dwarf Cardamom	140 mm	1200	800
Amo	15	Acanthus mollis	Oyster Plant	140 mm	1000	1200
Arc	44	Arthropodium cirratum 'Matapouri Bay'	Matapouri Bay	140 mm	800	600
Arcc	6	Archontophoenix cunninghamiana	Bangalow Palm	100 Ltr	12000	2500
Asa	17	Asplenium australasicum	Birds Nest Fern	300 mm	1500	1200
Blg	25	Blechnum gibbum	Silver Lady Fern	140 mm	750	750
Cis	4	Cissus striata	Miniature Grape Ivy	140 mm	400	400
Cod	260	Cotoneaster dammeri	Bearberry Cotoneaster	140 mm	200	200
Cog	16	Correa glabra	Rock Correa	300 mm	900	900
Cos	22	Cordyline stricta	Slender Palm Lily	200 mm	1000	800
Cru	86	Crassula undulatifolia	Ripple Jade	200 mm	400	450
Cyc	7	Cyathea cooperi	Lacy Tree Fern	1m Trunk	5000	2000
Dir	243	Dichondra repens	Kidney Weed	Tube	200	200
Dit	43	Dianella tasmanica	Tasman Flax Lily	140mm	800	500
Fxj	6	Fraxinus japonica	Japanese ash tree	300 mm	8000	4500
GbP	5	Ginkgo biloba 'Princeton Sentry'	Ginkgo biloba 'Princeton Sentry'	200 Ltr	9000	4500
Hea	1	Heptapleurum actinophyllum	Australian Umbrella Tree	200 Ltr	8000	5500
Lav	42	Lomandra 'Verday'	Verday	Tube	500	500
Mid	5	Microsorum diversifolium	Kangaroo Fern	140 mm	500	400
Paq	23	Parthenocissus quinquefolia	Virginia Creeper	140 mm	200	400
Pat	27	Parthenocissus tricuspidata	Boston Ivy	140 mm	200	400
Pht	57	Phormium tenax 'green'	New Zealand Flax	140 mm	800	800
Pro	3	Phoenix roebelenii	Dwarf Date Palm	100 Ltr	3500	2000
Pto	32	Pittosporum tobira 'Miss Muffet'	Pittosporum Miss Muffet	300 mm	800	800
Rhe	23	Rhapis excelsa	Rhapis Palm	300 mm	3500	1000
Vih	103	Viola hederacea	Native violets	Tube	200	200
Zaf	8	Zamia furfuracea	Cardboard Plant	200 mm	500	750

TOTAL 1255

SHEET SCH_4.03

3 x Ginkgo biloba 'Princeton Sentry'
4.5 m canopy diameter
Canopy per tree = 15.9m2

2 x Ginkgo biloba 'Princeton Sentry'
4.5 m canopy diameter
Canopy per tree = 15.9m2



Heptapleurum actinophyllum
5.5m diameter
Canopy per tree = 23.8m²

1 Tree Canopy Coverage Plan
Scale: 1:200

CLAUSE 55 - Townhouse and Low-Rise Code
Standard B2-7 Tree canopy

Proposed trees:	Canopy diameter	Canopy area	Percentage of site
5 x Ginkgo biloba 'Princeton Sentry'	4.5m	15.9 m2 each	
1 x Heptapleurum actinophyllum	5.5m	23.8 m2 each	
Total canopy excluding overlapping canopies		102.62 m2	12.67 %
Canopy extending beyond site boundaries		16.06 m2	2.23 %
Actual canopy coverage within site boundaries		84.56 m2	10.44 %

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Adress:
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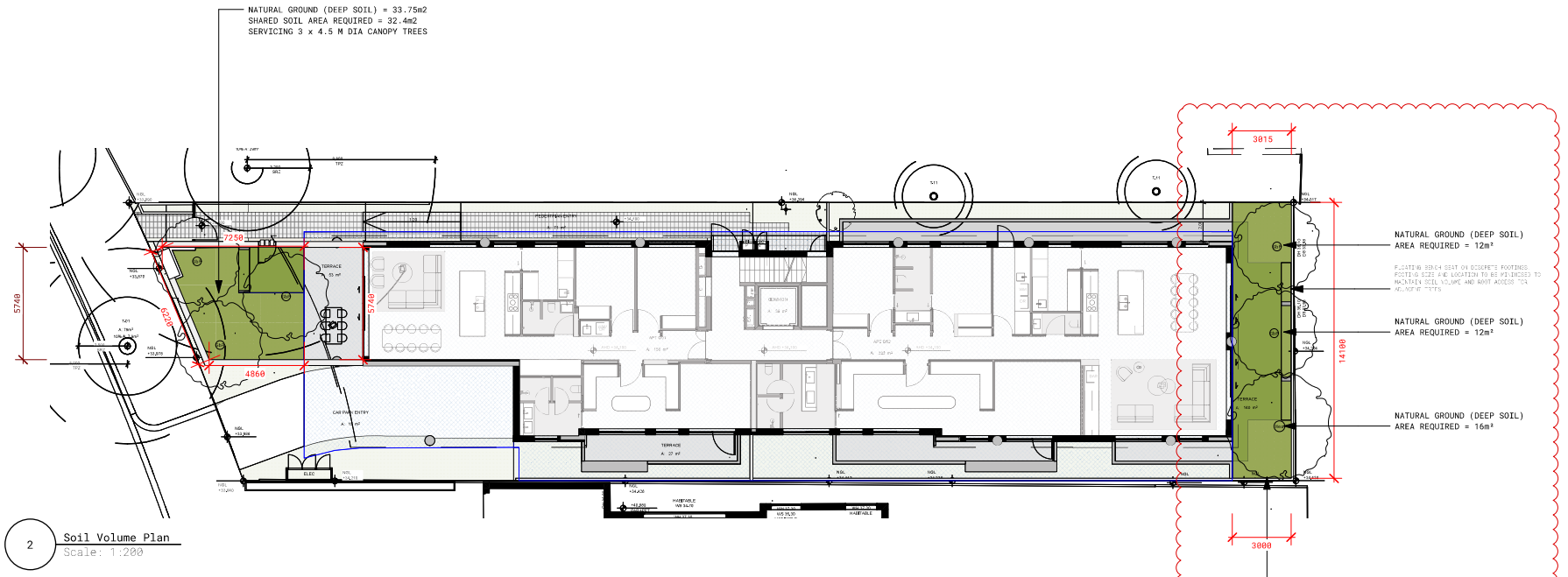
Caulfield North VIC 3161

Drawing:
Tree Canopy Coverage Plan

Sheet no.	DD_8.01	**Drawn**	-
Date	09/10/26	**Checked**	-
Sheet size	A3	**Version**	6
Scale	As Noted	**ID**	2511.3



2 Soil Volume Plan
Scale: 1:200

SOIL AREA LEGEND

*NOTE: all pavers and steppers shown are permeable

= Deep Soil (Natural Ground)

= Basement

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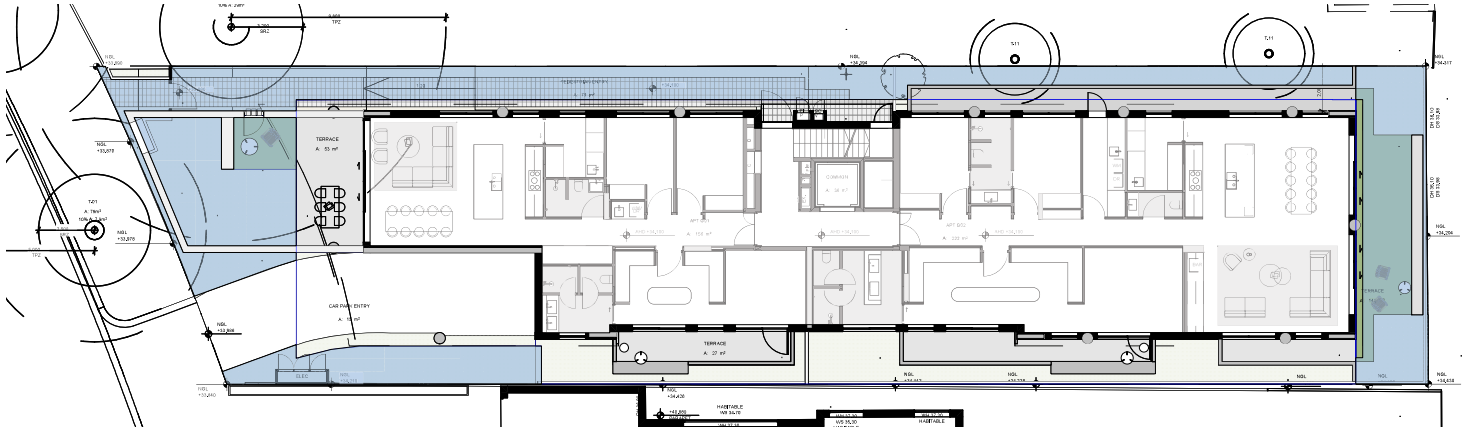

1 Site Permeability Plan
Scale: 1:200

SITE PERMEABILITY PLAN

*NOTE: all pavers and steppers shown are permeable

= Permeable surface

= Permeable pavers

= 168 M2

= 21% site permeability

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Caulfield North VIC 3161

Drawing:
Site Permeability Plan

Sheet no.	DD_8.03	Drawn	-
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Landscape Management Plan

GIVONI PROJECTS
82 Orrong Crescent
Caulfield North VIC 3161

09/10/26

REV 6

OVERVIEW

This Landscape Management Plan has been prepared to ensure the necessary scope and level of management is achieved to ensure vegetation and other landscape elements are maintained in a safe and practical manor, and that the intent of the project is maintained into the future as the landscape matures.

On going management of the landscape by a suitably qualified contractor is to commence following completion of planting. The landscape contractor is responsible for management of the landscape through the defects liability period. Beyond that time, the building administration will appoint a landscape management contractor, and is responsible for ensuring the provision of Safe Work Methods Statements (SWMS), OHS certificates, accreditation documentation and insurance certificates.

SCOPE

The following list of management actions applies to all the hard and soft landscape works highlighted in the landscape plans.

Management of the landscape works includes, but is not necessarily limited to, the following items as required:

- Weed, pest and disease control for plants
- Fertilising of garden bed areas, including foliar application as required
- Replacement of dead / damaged plant stock in accordance with the approved plant schedules
- Arboricultural maintenance, pruning and replacement tree planting where applicable
- Pruning of shrubs and climbers as required to maintain desired shape and health
- Training of climbers to support structures
- Topping up planters with the specified lightweight soil as required
- Checking and clearing of drainage infrastructure
- Testing for adequacy and subsequent addition of soil organic matter
- Mulching of trees and garden beds
- Cleaning of landscape areas and removal of rubbish/spoil/debris/litter
- Repair of vandalism
- Monitoring of irrigation system including management, maintenance, programming and supervision
- Record keeping of maintenance works

ACCESS

Contracted landscape areas may be accessed via standard access routes, or where required, via harness and rope fixed to certified anchor points, ladders, or elevated work platforms. Any landscape management work undertaken at height must be carried out by trained and qualified personnel using appropriate fall-prevention and protective equipment, and must comply with all relevant safety regulations, standards, and building codes.

IRRIGATION

All garden beds, in natural ground or above structure, are to be serviced by an automated irrigation system. The irrigation system, including zoning and programming, is to be designed and installed to accommodate the landscape design, horticultural requirements, microclimates, and the practical requirements of the site. The system is to be designed and installed in accordance with relevant Australian Standards, the National Construction Code, and applicable Environmental Sustainable Design (ESD) requirements.

MANAGEMENT EXPECTATIONS AND ACTIVITIES

The Landscape Management Contractor is required to care and maintain all plant material and landscape areas in accordance with the following standards of performance:

Weeds: All landscape areas shall be weed free, and removed prior to setting seed. Hand weeding should take precedence, and herbicides may only be used with prior approval from building administrators and must follow manufacturer directions. Herbicides should be include marker dye and be applied on windless days.

Pest and Disease: Plants shall be healthy, pest and disease free. Prioritise non-chemical management where possible. If chemical treatment is essential, seek prior approval and follow all safety regulations and the manufacturers directions.

Pruning and Trimming: Pruning should be undertaken by appropriately qualified horticulturalist, at suitable times of the species growth cycle, with the intent to maintain a natural form, the desired appearance/size and encourage healthy, durable growth. Any dead or diseased growth should be removed and discarded appropriately.

Plant Replacement: Dead or failing plants shall be removed and replaced, with the identical species, unless otherwise instructed.

Soil Tests and improvements: Soil testing should be undertaken on a regular basis to ensure water holding capacity is optimal, nutrient levels are optimal, compaction of soil is not affecting growth and that pH levels are neutral. Apply conditioners and aerate as required.

Garden Bed Replenishment: Organic mulch is to be maintained at a depth of 50-75mm and applied with best practices. Top up planters as required with specified engineered soils.

Litter and Debris: Remove and appropriately discard of any rubbish, letter or plant debris that occurs throughout the contract area. This includes the monitoring and clearing of drainage infrastructure located within the contract area.

Irrigation: The Landscape Management Contractor is to monitor and maintain the irrigation system by checking for leaks, blockages, and adequate water distribution. Irrigation components, controllers, filters, and emitters are to be inspected and serviced as required, with seasonal adjustments made to runtimes. Any repairs or replacements must be undertaken promptly to maintain system performance and reliability.

MANAGEMENT PROGRAM

The Landscape Management Contractor is responsible for maintaining accurate and up-to-date records. These records should include, but are not limited to:

- Attendance and all maintenance activities undertaken on site
- Herbicide and pesticide usage on site and reasons for use
- Soil tests, including monitoring for soil moisture levels and amelioration measures
- Fertilising program
- Irrigation testing and backflow device certification with relevant water authority.
- Record of vandalism and damage to landscape works

The following schedule summarises the minimum program requirements of landscape management activities. Allowances should be made for maintenance according to seasonal conditions.

GARDEN

Weeding	- Monthly
Pest and Disease Management	- As required
Pruning and Trimming	- Seasonaly/as required
Check for plant growth and condition	- Monthly
Replacement of dead or failing plants	- As required
Soil Tests and Improvements	- Seasonaly
Garden Bed Replenishment	- Seasonaly/as required
Litter and Debris Removal	- Monthly
Fertilising	- Seasonaly

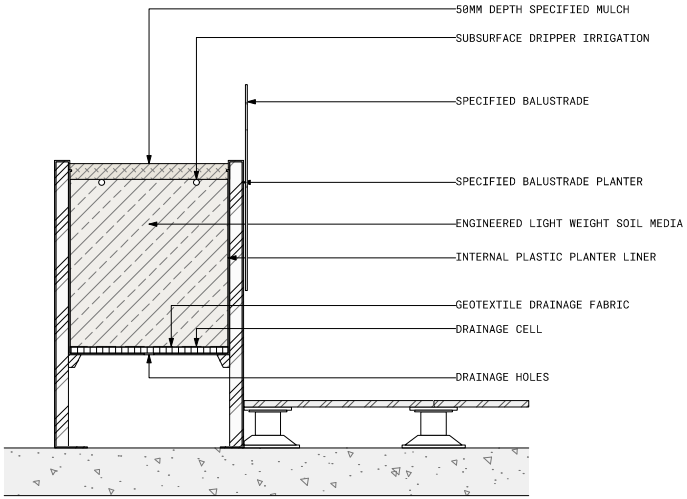
IRRIGATION

System monitoring and maintenance	- Monthly
Manual soil moisture assessment	- Seasonaly

OTHER

Litter and Debris Removal	- Monthly
Check and clear all drainage points	- Monthly

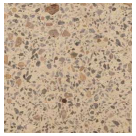
SHEET DD_8.04.1

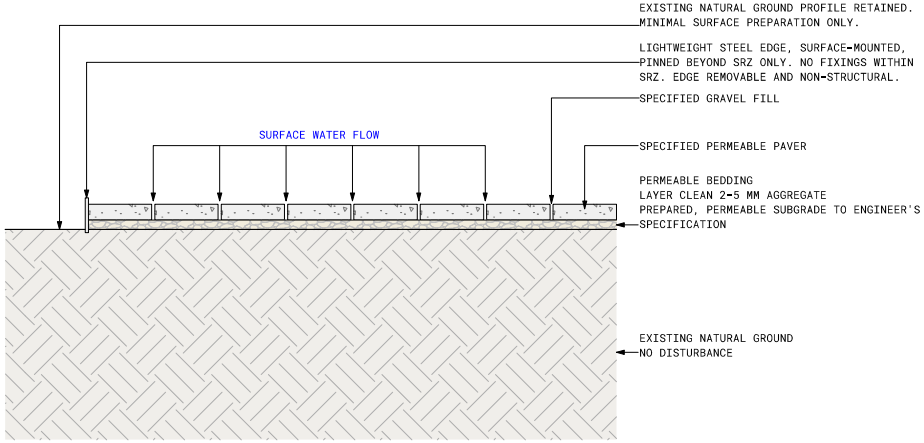


TYPICAL DETAIL - BALUSTRADE PLANTER

Scale 1:10

PAVING MATERIAL SPECIFICATION:

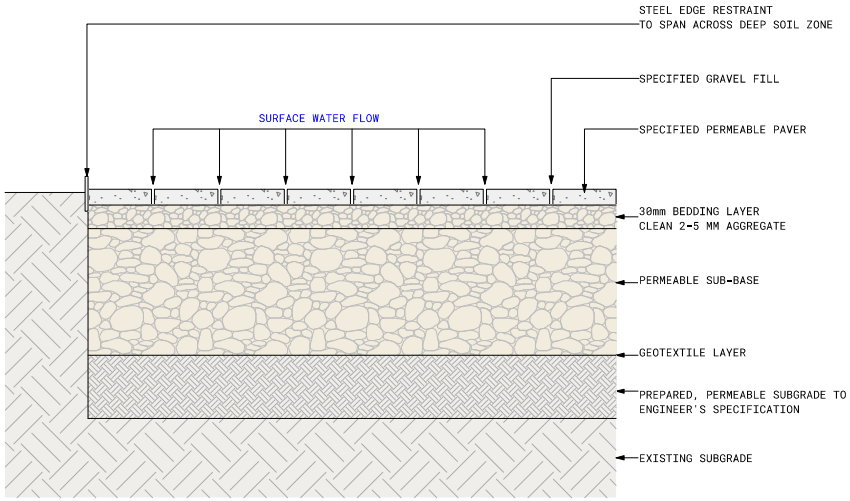
IMAGE	DESCRIPTION	LOCATION	SUPPLIER
	HYDRAFORM PERMEABLE PAVERS	COMMUNAL ENTRY PATH	BRICKWORKS



TYPICAL DETAIL - TPZ PERMEABLE PAVING

Scale 1:10

THIS LIGHTWEIGHT PERMEABLE PATH IS A REVERSIBLE LANDSCAPE ELEMENT THAT IMPROVES SITE PERMEABILITY AND DOES NOT ALTER NATURAL GROUND LEVELS OR DISTURB THE TREE PROTECTION ZONE.
* HAND TOOLS ONLY WITHIN STRUCTURAL ROOT ZONE
* NO MECHANICAL COMPACTION WITHIN STRUCTURAL ROOT ZONE



TYPICAL DETAIL - PERMEABLE PAVING

Scale 1:10

* STORMWATER INFILTRATES THROUGH PERMEABLE JOINTS AND OPEN-GRADED PAVEMENT STRUCTURE INTO UNDERLYING SOIL PROFILE.
* PERMEABLE PAVING SYSTEM TO MANUFACTURER'S SPECIFICATION.
* NO CONCRETE SLAB OR CONTINUOUS IMPERVIOUS FOOTING BENEATH PAVING.
* OPEN-GRADED AGGREGATE LAYERS MAINTAIN WATER INFILTRATION TO UNDERLYING DEEP SOIL ZONE.

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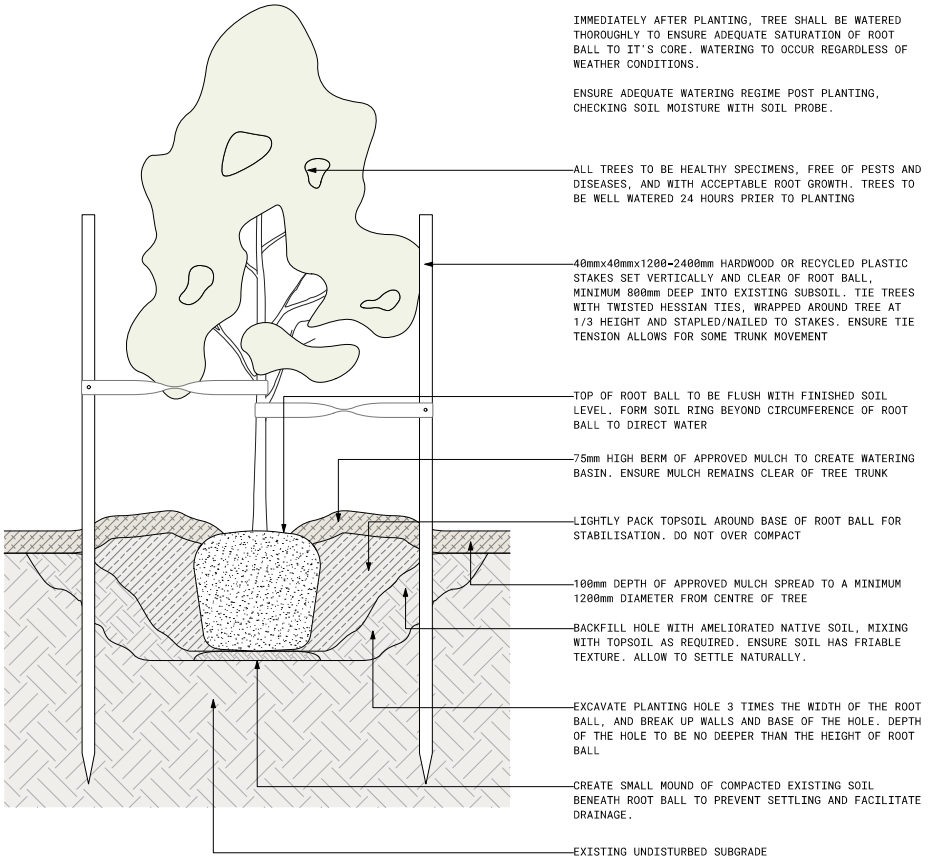
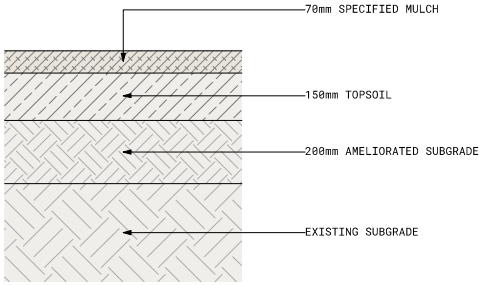
Scale	As Noted	**ID**	2511.3



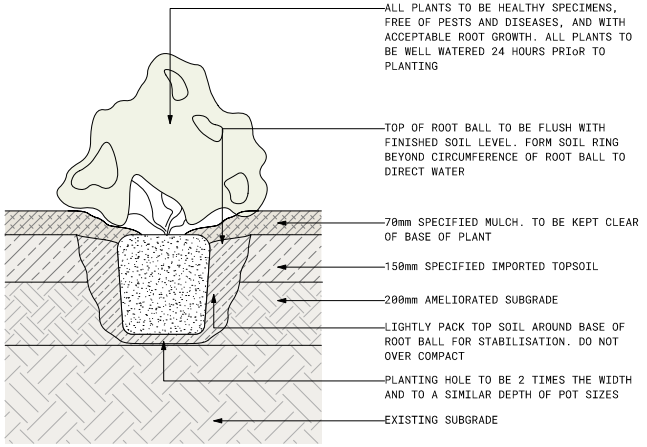
TYPICAL DETAIL - TREE PLANTING

Scale 1:10



TYPICAL DETAIL - GARDEN BED PROFILE

Scale 1:10



TYPICAL DETAIL - SHRUB PLANTING

Scale 1:10

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Drawing:
Typical Details

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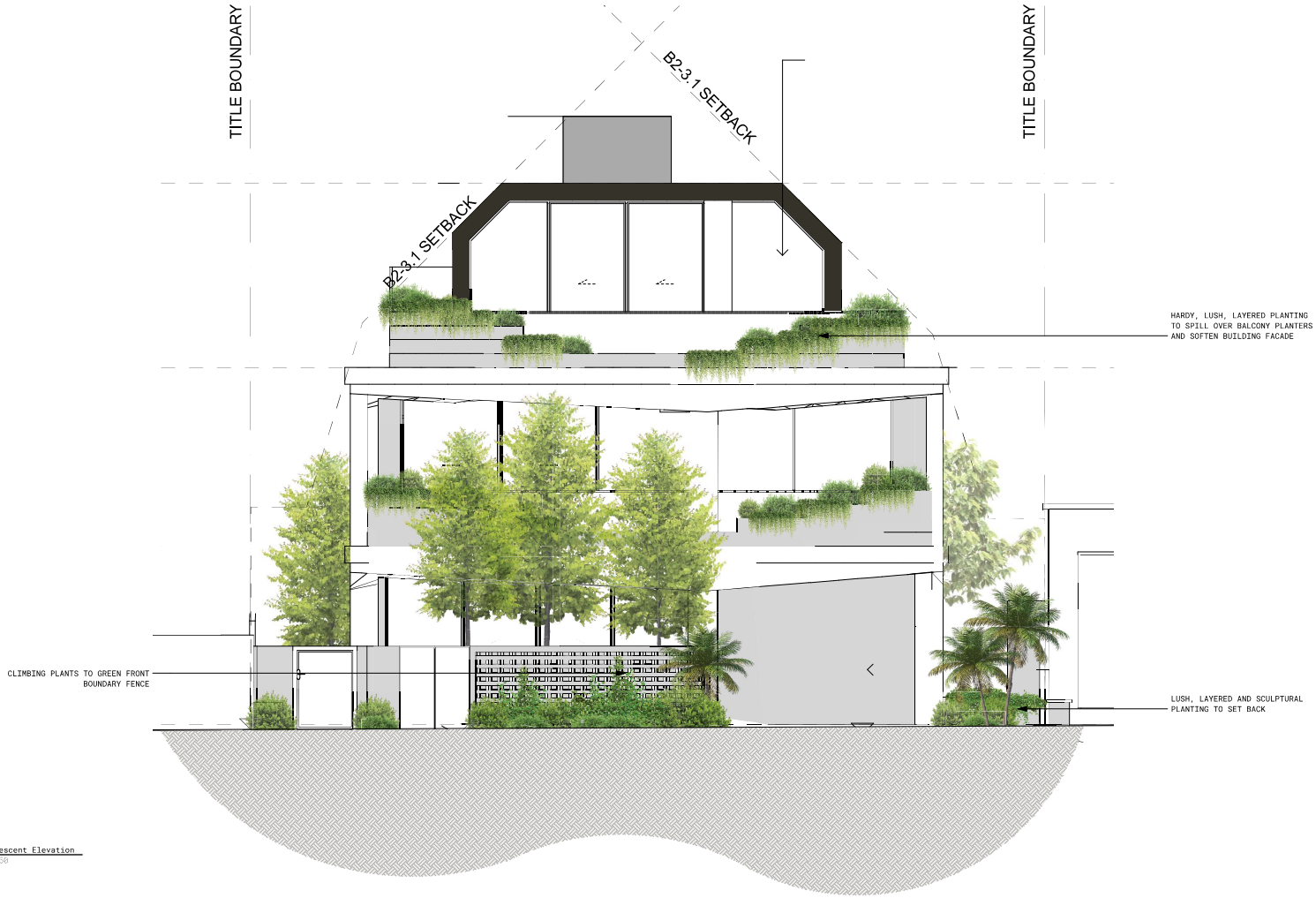
Scale	As Noted	**ID**	2511.3



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Drawing:
Sections / Elevations

Sheet no.	DD_5.04	**Drawn**	-
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Sheet size	A2	**Version**	A
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10.3 PROPOSED DECLARATION OF PUBLIC HIGHWAY, PART 80, 82, 84 AND 86-88 PATTERSON ROAD, BENTLEIGH

Author: *Amanda Mills, Coordinator Property and Leasing*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1289218*

Attachments:
1. *Arial view of subject site - highlighted in yellow* ⇩
2. *Public Notice - the Age newspaper* ⇩
3. *Submission received* ⇩

EXECUTIVE SUMMARY

In July 2026, Council commenced the statutory process to declare the public footpath and indented car parking located in front of 80, 82, 84, and 86-88 Patterson Road, Bentleigh, as a public highway under the *Local Government Act 1989*.

The proposal seeks to provide legal certainty regarding the status of the land and align its legal status with its long-standing use, management and maintenance by Council as a public footpath and public car parking area.

The proposal was publicly advertised and affected property owners were notified in accordance with statutory requirements. One submission was received from an affected property owner, who has exercised their right to be heard by Council in support of their submission.

This report provides Council with the opportunity to hear and consider the submission. A recommendation regarding the proposed declaration will be presented to a future Council meeting following consideration of the submission.

RECOMMENDATION

That Council:

1. receive the written submission made under section 223 of the *Local Government Act 1989* in relation to the proposed declaration of a public highway in front of 80, 82, 84 and 86-88 Patterson Road, Bentleigh;

2. provides the submitter, or the person specified in the submission to represent them, with the opportunity to be heard in support of the submission; and

3. requests a further report, including an officer assessment of the submission and any other relevant information, to enable Council to consider the submission and determine whether to proceed with the proposed declaration.

BACKGROUND

In October 2025, Council was contacted by the registered proprietor of 82 Patterson Road, Bentleigh, who identified that part of the title boundary for the property extends into the existing footpath and indented car parking area situated in front of the adjoining shopfronts.

As shown in Attachment 1, the affected area:

- has been maintained by Council for several decades;
- whilst Patterson Road is on the Council's Register of Public Roads (**Register**) pursuant to the *Road Management Act 2004*, the affected area is not so included; and
- is actively managed by Council, including through parking enforcement, maintenance activities, the issuance of footpath trading permits, and the exercise of road and traffic management powers.

Council's investigations indicate the footpath and parking area likely originated from the *Melbourne and Metropolitan Board of Works Interim Development Order 1961*, which required buildings within local business zones to be setback from the road to accommodate parking. This was acknowledged by a planning officer of Council in a paper assessing Application No. GE9442 being a proposed storeroom extension to the shop at 80 Patterson Road, Bentleigh back in 1997.

Council's investigations also indicate the land:

- is a 'road' within the meaning of the *Local Government Act 1989*; and
- may constitute a public highway at common law and may have vested in Council as a 'road' and 'public highway' under clauses 1(4) and (5) of Schedule 5 the *Road Management Act 2004*.

To provide legal certainty and align the legal status of the land with its long-standing public use and Council management, Council commenced the statutory process to declare the affected land a public highway (**the Proposal**) in accordance with sections 204(1) and 223 of the *Local Government Act 1989* (**the Act**).

Notice of the Proposal was published on Council's website from 17 July 2026 and in *The Age* on 20 July 2026, as shown in Attachment 2. Letters were also sent to the registered property owners of the affected properties.

ISSUES AND DISCUSSION

Council received one formal submission to the Proposal, as shown in Attachment 3. The submission was submitted by the registered proprietor of 80 Patterson Road, Bentleigh, who has requested to be heard in support of the written submission at this Council meeting. No other submissions were received.

This report does not seek a determination on whether Council should proceed with the Proposal. Its purpose is to provide Council with the opportunity to receive and consider the written submission and hear the accompanying verbal submission regarding the Proposal.

A further report and recommendation will be presented to a future Council meeting for determination after Council has considered the matters raised by the submitter and any further relevant information and an officer assessment and recommendation in respect of the Proposal.

<u>Existing use and management of the land</u>

The area subject to the Proposal comprises the public footpath and indented car parking situated in front of 80, 82, 84, and 86-88 Patterson Road, Bentleigh (**Public Area**).

The Public Area is located within the registered titles of the abutting properties. It has, however, been physically constructed, used and managed as part of Patterson Road for many decades. Council's investigations indicate that the current layout likely originated from

requirements under the *Melbourne and Metropolitan Board of Works Interim Development Order 1961*, which required buildings in local business zones to be set back from the road to accommodate parking.

Council has maintained and managed the Public Area over an extended period. This has included maintaining the footpath and parking infrastructure, regulating and enforcing parking restrictions, issuing footpath trading permits, and exercising road and traffic management powers.

Legal status of the Public Area

The definition of "road" in section 3(1) of the *Local Government Act 1989* includes a footpath and any other land or works forming part of a constructed road. The Public Area has been constructed, used, maintained and managed as part of Patterson Road for many decades.

Council's position is not based solely on the statutory definition of a road or on Council's regulation and enforcement of parking. Council's investigations have also considered:

- the likely historical origin of the Public Area under former planning controls;
- its physical construction as part of Patterson Road;
- its long-standing use by the public;
- Council's maintenance and management of the area;
- Council's exercise of road and traffic management functions; and
- the legal principles relating to dedication and acceptance of land as a public highway at common law.

Council's investigations have not identified evidence of an express dedication, transfer or acquisition of the affected land. They indicate that the Public Area may have become a public highway through implied dedication and acceptance at common law and may have vested in Council as a road under the relevant provisions of the *Road Management Act 2004*. However, the legal status of the land is not free from uncertainty, and the available information does not establish a precise date on which any dedication, acceptance or vesting may have occurred.

The purpose of the Proposal is to provide legal certainty regarding the status of the Public Area and align its legal status with its long-standing public use and management by Council.

Matters raised in the submission

The submitter objects to the proposed declaration insofar as it affects land contained within Certificate of Title Volume 10338 Folio 851, Lot 1 on TP122826D. The submission raises concerns regarding:

- the registered ownership of the affected land;
- the historical use of the land for public parking;
- Council's characterisation of the land as a road;
- the evidence supporting any implied or common-law dedication;

- the existing legal status of the land and whether vesting has already occurred;
- the potential consequences of the declaration for ownership, access, development potential and property value;
- whether the declaration would alter the certificate of title or affect the proprietor's remaining rights;
- whether compensation may be payable;
- access to documents relied upon by Council;
- whether an alternative arrangement could secure the continued public use of the land; and
- the request that Council not proceed until the legal status and consequences of the Proposal have been further considered.

Council's responses to the matters raised are set out below.

Submission points	Council comment
Registered ownership of the affected land.	Council acknowledges the registered title boundary for 80 Patterson Road extends into the area subject to the Proposal. Council records indicate that the current configuration of the footpath and indented car parking existed when the submitter acquired the property in May 1997 and appears to have existed for many decades before that time. Council's investigations indicate that the current layout likely originated from planning requirements introduced in the 1960s. The effect of this long-standing public use and management on the legal status of the land will be considered further before Council determines whether to proceed with the Proposal.
Historical use as parking	Council notes the submitter's comments regarding the historical use of the land and the subsequent introduction of parking restrictions. Council does not rely solely on its regulation and enforcement of parking as establishing the legal status of the land. Council's position is informed by the area's physical construction, long-standing public use, maintenance and management as part of Patterson Road, together with the applicable statutory framework and common-law principles. These matters will be considered as part of the future report to Council.
Council's characterisation of	The definition of a Road has the same meaning as set out in section 3(1) of the *Local Government Act 1989:*

the land as a "road"	*"road* includes— (a) a street; and (b) a right of way; and (c) any land reserved or proclaimed as a street or road under the Crown Land (Reserves) Act 1978 or the Land Act 1958 ; and (ca) a public road under the Road Management Act 2004 ; and (d) a passage; and (e) a cul de sac; and (f) a by-pass; and (g) a bridge or ford; and (h) a footpath, bicycle path or nature strip; and any culvert or kerbing or other land or works forming part of the road" The definition of "road" in section 3(1) of the *Local Government Act 1989* includes a footpath and other land or works forming part of a road. Council's investigations indicate that the affected footpath and indented car parking have been physically constructed, used, maintained and managed as part of Patterson Road for many decades. Council's position is not based solely on the statutory definition of "road" or on its regulation of parking. It is also informed by the historical development and public use of the area, Council's ongoing care and management of the area, and the legal principles relating to the creation of a public highway through dedication and acceptance at common law. <u>Basis relied upon by Council</u> Council's investigations have not identified evidence of an express dedication, transfer or acquisition of the affected part of the land. The matters presently relied upon include the area's likely historical origin under former planning controls, its physical construction as part of Patterson Road, its long-standing public use, Council's maintenance and management of the area, and the legal principles relating to implied dedication and acceptance at common law as a public highway. Council's regulation and enforcement of parking is one relevant factual consideration but is not, by itself, relied upon as establishing dedication or vesting. <u>Evidence of intention to dedicate the land</u> Whether the circumstances are sufficient to establish dedication and acceptance at common law requires consideration of all relevant historical and factual evidence. Council's investigations indicate that the area has been constructed and used as a public footpath and parking area for many decades. However, this report does not ask Council to make a final finding on whether implied common-law dedication and acceptance as a public highway have occurred. That issue will be considered further in the future report on the Proposal.

	<u>Existing legal status and position</u> Council's investigations indicate that the affected area may already constitute a public highway at common law and may have vested in Council as a road under the relevant provisions of the *Road Management Act 2004*. However, the legal status of the land is not free from uncertainty, and the available information does not establish a precise date on which any dedication, acceptance or vesting occurred. The purpose of the Proposal is to provide legal certainty regarding the status of the land. These matters will be examined further before Council makes a final decision. Council acknowledges that the Proposal may have consequences for the legal status, ownership and title particulars of the affected land. This report does not seek a determination of those consequences. The legal and administrative effect of any declaration, including any consequential survey or title processes, will be addressed in the future report before Council determines whether to proceed. Council will not make a final decision on the Proposal at this meeting. Council notes these concerns. Any potential implications for access, development, title or other proprietary interests will be considered as part of the future report. The purpose of the present report is limited to receiving the written submission and hearing the submitter's verbal submission.
Compensation	Council notes that the submitter has raised the question of compensation and expressly reserved any rights that may exist. No determination regarding compensation is sought through this report. The legal and financial implications of the Proposal, including the question of whether any entitlement to compensation arises, will be considered and addressed in the future report before Council determines whether to proceed.
Reservation of rights and request that Council not proceed at this stage	Council notes the submitter's reservation of rights. The receipt of the written submission and the submitter's participation in the statutory process will not be treated as acceptance of Council's position regarding the current legal status of the land. Council notes the submitter's request. This report does not seek a determination on whether to proceed with the Proposal. Its purpose is to provide Council with the opportunity to receive and hear the submission. Following consideration of the submission and any further relevant information, a separate report will be presented to a future Council meeting for determination.
Alternative arrangements	Council notes the suggested consideration of alternative arrangements. Any reasonably available alternatives, together with their legal, operational, financial and risk implications, may be considered as part of the future report before Council makes its determination.

Request to be heard	The Submitter has asked to be heard in support of their submission. Council has invited the submitter to address Council in support of the written submission to this Council meeting. The written and verbal submissions will be considered before a further report is presented to Council for determination.
Documents requested	The submitter has requested access to various documents and information relating to the Proposal. The provision or exchange of such information does not form part of the statutory process under sections 204(1) and 223 of the *Local Government Act 1989*. The section 223 process provides the submitter with an opportunity to make a submission and to be heard by Council in support of that submission. To ensure the statutory process is applied consistently and fairly, Council does not propose to establish a separate information exchange process outside those requirements.

Property rights, title and compensation

The submitter has raised concerns regarding the potential effect of the Proposal on registered ownership, title particulars, access, future development potential, property value and other proprietary rights. The submitter has also requested clarification as to whether Council considers that compensation may be payable as a consequence of any declaration, vesting or loss or diminution of proprietary rights.

These matters do not require determination through this report. The legal, financial and administrative implications of the Proposal, including any consequential survey or title processes and the question of whether an entitlement to compensation arises, will be considered further and addressed in the future report before Council determines whether to proceed.

The receipt of the submission and the submitter's participation in the statutory process will not be treated as acceptance of Council's position regarding the current legal status or ownership of the affected land.

Request that Council not proceed

The submitter has requested that Council not proceed with the declaration affecting 80 Patterson Road until the legal status of the affected land has been established, the requested information has been provided, and the submitter has had a reasonable opportunity to consider and respond to that information. The submitter has also suggested that Council consider whether its objective could be achieved through an alternative arrangement that recognises the registered ownership and value of the land.

Council is not being asked to make a final decision on the Proposal at this meeting. The purpose of this report is to receive and consider the written submission and hear the submitter's verbal submission, in accordance with section 223 of the Local Government Act 1989.

Following the hearing, officers will further consider the matters raised, together with any additional relevant information and any reasonably available alternatives. A separate report

will then be presented to a future Council meeting for Council to determine whether to proceed with the Proposal.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

There are no climate emergency strategy implications in considering the Proposal.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no direct financial implications associated with Council receiving and hearing submissions. Financial implications associated with any future decision regarding the Proposal will be addressed in a subsequent report to Council.

POLICY AND LEGISLATIVE IMPLICATIONS

By publishing a Public Notice of its intention to declare the public footpath and indented car parking located in front of 80, 82, 84, and 86-88 Patterson Road, Bentleigh, as a public highway Council is complying with its obligations under the *Local Government Act 1989*, together with Council's Community Engagement Policy.

COMMUNICATION AND ENGAGEMENT

In accordance with sections 206, schedule 10, clause 3 and 207A(a) and 223 of the *Local Government Act 1989,* section 114 of the *Local Government Act 2020* and Council's *Community Engagement Policy*, public notice of the Proposal was given in *The Age* newspaper on 20 July 2026 and on Council's website from 17 July 2026 for a minimum 28-day submission period.

A copy of the public notice was also sent by Council's solicitors to all affected registered property owners. The date for submissions closed on 19 August 2026.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
Our community has trust and confidence in our decisions

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

Council has completed the statutory public notice process associated with its proposal to declare the public footpath and indented car parking situated in front of 80, 82, 84, and 86-88 Patterson Road, Bentleigh, as a public highway. One submission was received, and that property owner has exercised their right to be heard in support of the submission.

The submission raises a number of matters relating to the legal status of the affected land, property rights, title implications, compensation and the information relied upon by Council in support of the Proposal. These matters have been summarised in this report and will be considered by Council in conjunction with the written and verbal submission.

This report does not seek a determination on whether the Proposal should proceed. Rather, it provides Council with the opportunity to receive and consider the written submission and hear the submitter in accordance with the requirements of the public notice process.

Following consideration of the submission and any additional relevant information, a further report will be presented to a future Council meeting at which Council will determine whether to proceed with the proposal to declare the affected land as a public highway.

OFFICIAL


Philip S
Patterson Road
Coates Street
Unnamed
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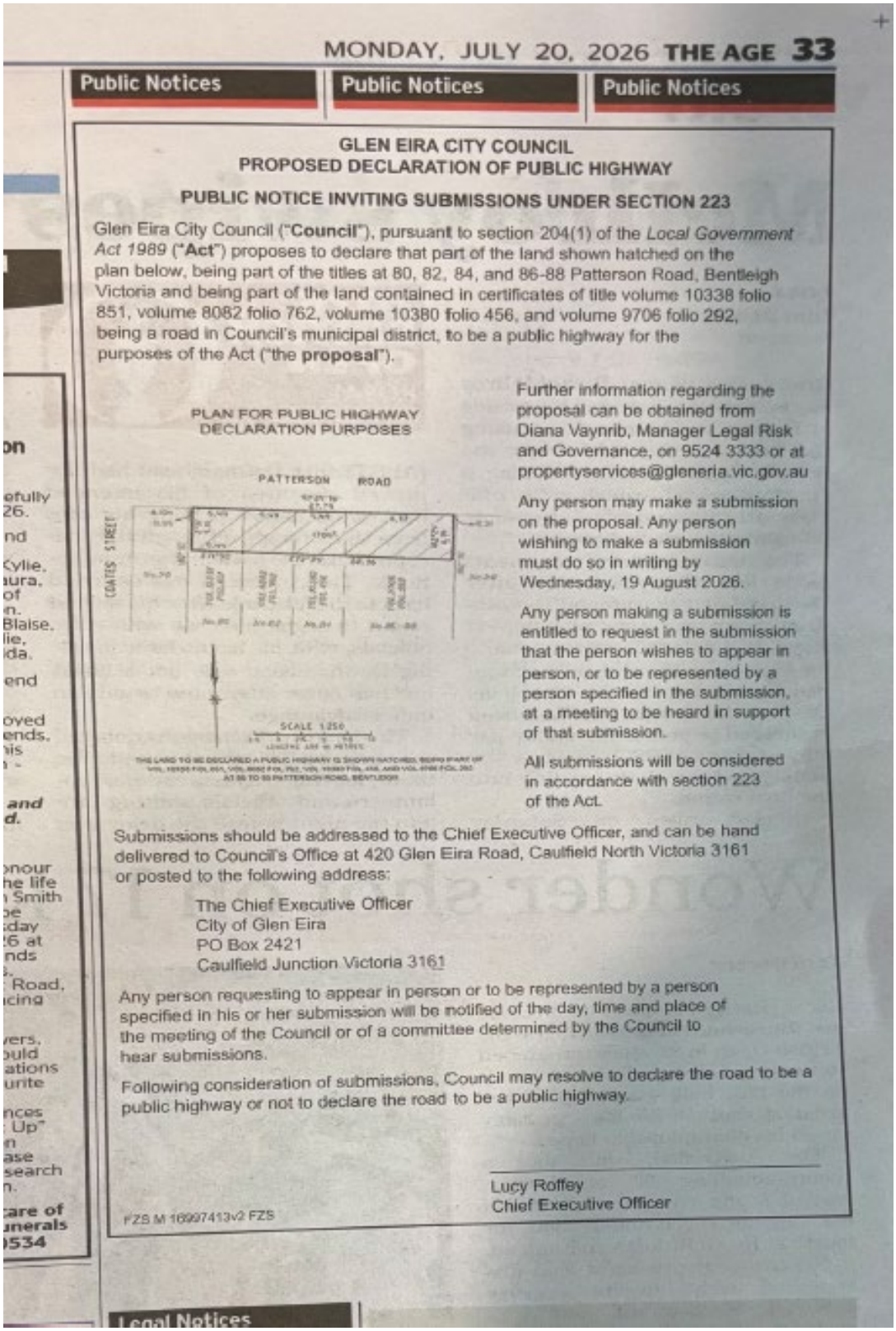
OFFICIAL

The Age newspaper



MONDAY, JULY 20, 2026 THE AGE 33

Public Notices | Public Notices | Public Notices

GLEN EIRA CITY COUNCIL
PROPOSED DECLARATION OF PUBLIC HIGHWAY

PUBLIC NOTICE INVITING SUBMISSIONS UNDER SECTION 223

Glen Eira City Council ("**Council**"), pursuant to section 204(1) of the *Local Government Act 1989* ("**Act**") proposes to declare that part of the land shown hatched on the plan below, being part of the titles at 80, 82, 84, and 86-88 Patterson Road, Bentleigh Victoria and being part of the land contained in certificates of title volume 10338 folio 851, volume 8082 folio 762, volume 10380 folio 456, and volume 9706 folio 292, being a road in Council's municipal district, to be a public highway for the purposes of the Act ("the **proposal**").

PLAN FOR PUBLIC HIGHWAY DECLARATION PURPOSES

Further information regarding the proposal can be obtained from Diana Vaynrib, Manager Legal Risk and Governance, on 9524 3333 or at propertyservices@gleneria.vic.gov.au

Any person may make a submission on the proposal. Any person wishing to make a submission must do so in writing by Wednesday, 19 August 2026.

Any person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of that submission.

All submissions will be considered in accordance with section 223 of the Act.

Submissions should be addressed to the Chief Executive Officer, and can be hand delivered to Council's Office at 420 Glen Eira Road, Caulfield North Victoria 3161 or posted to the following address:

The Chief Executive Officer
City of Glen Eira
PO Box 2421
Caulfield Junction Victoria 3161

Any person requesting to appear in person or to be represented by a person specified in his or her submission will be notified of the day, time and place of the meeting of the Council or of a committee determined by the Council to hear submissions.

Following consideration of submissions, Council may resolve to declare the road to be a public highway or not to declare the road to be a public highway.

Lucy Roffey
Chief Executive Officer

FZS M 16997413v2 FZS

Legal Notices

OFFICIAL

Council's website

Published on 16 July 2026

Proposed declaration of public highway

Glen Eira City Council ("Council"), pursuant to section 204(1) of the *Local Government Act 1989* ("Act") proposes to declare that part of the land shown hatched on the plan below, being part of the titles at 80, 82, 84, and 86-88 Patterson Road, Bentleigh Victoria and being part of the land contained in certificates of title volume 10338 folio 851, volume 8082 folio 762, volume 10380 folio 456, and volume 9706 folio 292, being a road in Council's municipal district, to be a public highway for the purposes of the Act ("the proposal").

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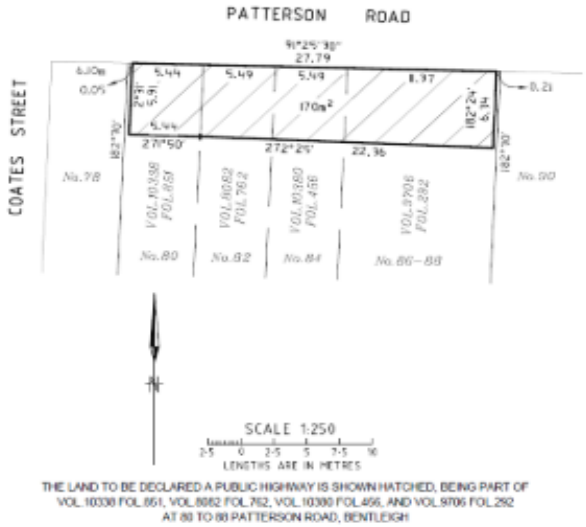
Lucy Roffey
Chief Executive Officer
Glen Eira City Council



THE LAND TO BE DECLARED A PUBLIC HIGHWAY IS SHOWN HATCHED, BEING PART OF VOL. 10338 FOL. 851, VOL. 8082 FOL. 762, VOL. 10380 FOL. 456, AND VOL. 9706 FOL. 292 AT 80 TO 88 PATTERSON ROAD, BENTLEIGH

The Chief Executive Officer
Glen Eira City Council
PO Box 2421
Caulfield Junction VIC 3161

Attention

Lucy Roffey, Chief Executive Officer

Diana Vaynrib, Manager Legal Risk and Governance

Viki Milesic, Property and Leasing Officer

18 August 2026

RE: OBJECTION TO PROPOSED DECLARATION OF PUBLIC HIGHWAY – 80 PATTERSON ROAD, BENTLEIGH 3204

Certificate of Title Volume 10338 Folio 851 – Lot 1 on TP122826D

Dear Chief Executive Officer,

I write as the registered proprietor of 80 Patterson Road, Bentleigh, being the land contained in Certificate of Title Volume 10338 Folio 851, Lot 1 on TP122826D.

This submission is made in response to Council's public notice dated 16 July 2026 proposing, pursuant to section 204(1) of the *Local Government Act 1989*, to declare part of the land contained in my title, together with parts of the adjoining titles, to be a public highway.

I object to the proposed declaration insofar as it affects land contained within Certificate of Title Volume 10338 Folio 851.

Registered ownership of the affected land

The current Register Search Statement records the property as an estate in fee simple and identifies the land as Lot 1 on TP122826D.

Part of the land shown hatched in Council's proposed declaration lies within Lot 1 and therefore within my registered title.

To the best of my knowledge, the affected portion of Lot 1 has never been transferred to Council, compulsorily acquired by Council, expressly dedicated by the registered proprietor as a public road or public highway, or otherwise removed from the title.

Council's public notice itself acknowledges that the proposed declaration affects part of Certificate of Title Volume 10338 Folio 851.

Historical use as parking

The physical parking area fronting the property was already constructed and in use when the property was purchased.

At that time, the parking was not subject to signed Council time restrictions and was effectively available for unrestricted/all-day parking.

Approximately 15 years ago, Council subsequently installed parking restriction signage and commenced regulating and enforcing time limits in this parking area.

The registered proprietor did not, by permitting or acquiescing in that parking regulation, intend to transfer ownership of the land to Council or dedicate any portion of the property as a public highway.

To the best of my knowledge, no agreement was entered into with Council by which ownership of the affected land was surrendered or transferred, nor was consent given for the land to be dedicated as a public highway.

Council's regulation and enforcement of parking restrictions should not, without more, be treated as evidence that the registered proprietor intended to permanently dedicate privately owned land as a public highway.

Council's characterisation of the land as a "road"

Council's notice describes the affected land as "being a road in Council's municipal district".

That characterisation is significant and is not accepted insofar as it concerns the portion of the proposed declaration within Lot 1 on TP122826D.

The fact that land has physically been used for vehicle parking, and that Council has subsequently regulated that parking, does not of itself explain when, how or pursuant to what legal mechanism privately owned land became a "road".

Accordingly, before Council determines whether to proceed with the proposed declaration, I request that Council identify the factual and legal basis upon which it has concluded that the affected portion of Lot 1 on TP122826D is presently a "road" for the purposes of section 204(1) of the *Local Government Act 1989*.

In particular, Council is requested to identify whether it relies upon:

- an express dedication of the land;
- an implied or common-law dedication and acceptance;
- an agreement with a previous or current proprietor;
- a planning permit or planning agreement;
- a transfer, acquisition, road-widening or subdivision process;
- historical public use;
- Council's subsequent regulation and enforcement of parking on the land; or

- some other statutory or common-law basis.

If Council relies upon common-law dedication and acceptance, I request that Council identify the evidence upon which it says the registered proprietor, or any predecessor in title, manifested an intention to permanently dedicate the affected land to the public as a road or public highway.

Long-standing public use should not simply be equated with an intention by the owner to surrender proprietary rights.

Consequences for private property rights

The proposed declaration potentially has significant consequences for the registered proprietor.

The affected land forms part of a privately held commercial property. Declaration of that land as a public highway may affect ownership, control, access, future development potential and the value of the property.

Of particular concern are the road property provisions contained in Schedule 5 of the *Road Management Act 2004*, including the provisions concerning the vesting of roads and public highways in municipal councils.

Before proceeding with the declaration, Council should therefore clearly advise the registered proprietor of the legal and proprietary consequences of the proposed declaration.

Specifically, I request that Council confirm in writing:

1. whether Council accepts that the affected portion of Lot 1 on TP122826D presently forms part of Certificate of Title Volume 10338 Folio 851;
2. whether Council considers that the affected portion is already vested in Council notwithstanding its continued inclusion in the registered title;
3. if so, the precise statutory or common-law basis upon which Council says that vesting has already occurred and the date upon which Council says it occurred;
4. whether the proposed declaration under section 204(1) will itself cause or confirm the affected portion of Lot 1 to vest in Council;
5. whether the declaration will result in any alteration to Certificate of Title Volume 10338 Folio 851;
6. what proprietary rights the registered proprietor will retain in the affected land following the declaration;
7. whether Council considers that any compensation is payable to the registered proprietor as a consequence of the declaration, vesting or loss or diminution of proprietary rights; and
8. if Council considers that no compensation is payable, the statutory and/or common-law basis for that conclusion.

Documents requested

To allow the registered proprietor to properly understand and respond to Council's proposal, I request copies of all documents upon which Council relies in determining the existing legal status of the affected portion of Lot 1, including, where they exist:

- historical title and subdivision records;
- Council resolutions and officer reports;
- survey plans;
- road plans and road-register records;
- traffic and parking management plans;
- records relating to the construction or alteration of the parking area;
- records relating to Council's introduction of signed/time-restricted parking at this location;
- correspondence or agreements with previous owners of 80 Patterson Road;
- any document recording an express or implied dedication of the affected land as road;
- any transfer, acquisition or road-widening documentation; and
- any other material relied upon by Council in concluding that the affected land is presently a "road".

If Council relies upon legal advice that cannot be provided on the basis of legal professional privilege, I request that Council nevertheless identify the legal proposition upon which it proposes to act and the factual material upon which that proposition is based.

Compensation and reservation of rights

For the avoidance of doubt, this submission should not be interpreted as an acceptance that the affected portion of Lot 1 is presently a road or public highway, nor as an acceptance that Council presently owns or has any proprietary interest in that land.

The registered proprietor expressly reserves all rights in relation to the affected land, including any right to challenge the proposed declaration and any right or entitlement that may exist to seek compensation for acquisition, vesting, loss of proprietary rights, diminution in value or other loss resulting from Council's actions.

No conduct of the registered proprietor in allowing the public to use the parking area, or in permitting Council to regulate parking within that area, should be taken as an acknowledgement that ownership of the land has been surrendered or that the land has been dedicated as a public highway.

Request that Council not proceed at this stage

Given that the proposed declaration affects privately titled land and may have significant proprietary consequences, I respectfully submit that Council should **not proceed with the declaration affecting Certificate of Title Volume 10338 Folio 851 unless and until the legal status of the affected land has been established and the registered proprietor has been provided with the information requested above and a reasonable opportunity to consider and respond to it.**

If Council's objective is simply to secure the continued availability of the existing parking area for public use, Council should also consider whether that objective can be achieved through an alternative arrangement with the registered proprietor which appropriately recognises the private ownership and value of the affected land.

Request to be heard

Pursuant to the process identified in Council's public notice, **I request the opportunity to appear in person, or to be represented, at the Council or committee meeting convened to hear submissions concerning the proposed declaration.**

Please provide reasonable notice of the date, time and location of that meeting.

I also request that Council provide the information and documents sought in this submission sufficiently in advance of the hearing to enable me to obtain appropriate legal and valuation advice and properly address Council at the hearing.

I reserve the right to supplement this submission following receipt of further information from Council.

Yours faithfully,



Registered Proprietor
80 Patterson Road
Bentleigh VIC 3204

Imaged Document Cover Sheet

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Document Type	**Plan**
Document Identification	**TP122826D**
Number of Pages (excluding this cover sheet)	**1**
Document Assembled	**29/07/2026 18:02**

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TITLE PLAN		EDITION 1	TP 122826D

Location of Land

Parish: MOORABBIN
Township:
Section:
Crown Allotment:
Crown Portion:

Last Plan Reference: LP12602
Derived From: VOL 10338 FOL 851
Depth Limitation: NIL

Notations

ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN

Description of Land / Easement Information

THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT
COMPILED: 25/08/1999
VERIFIED: AA

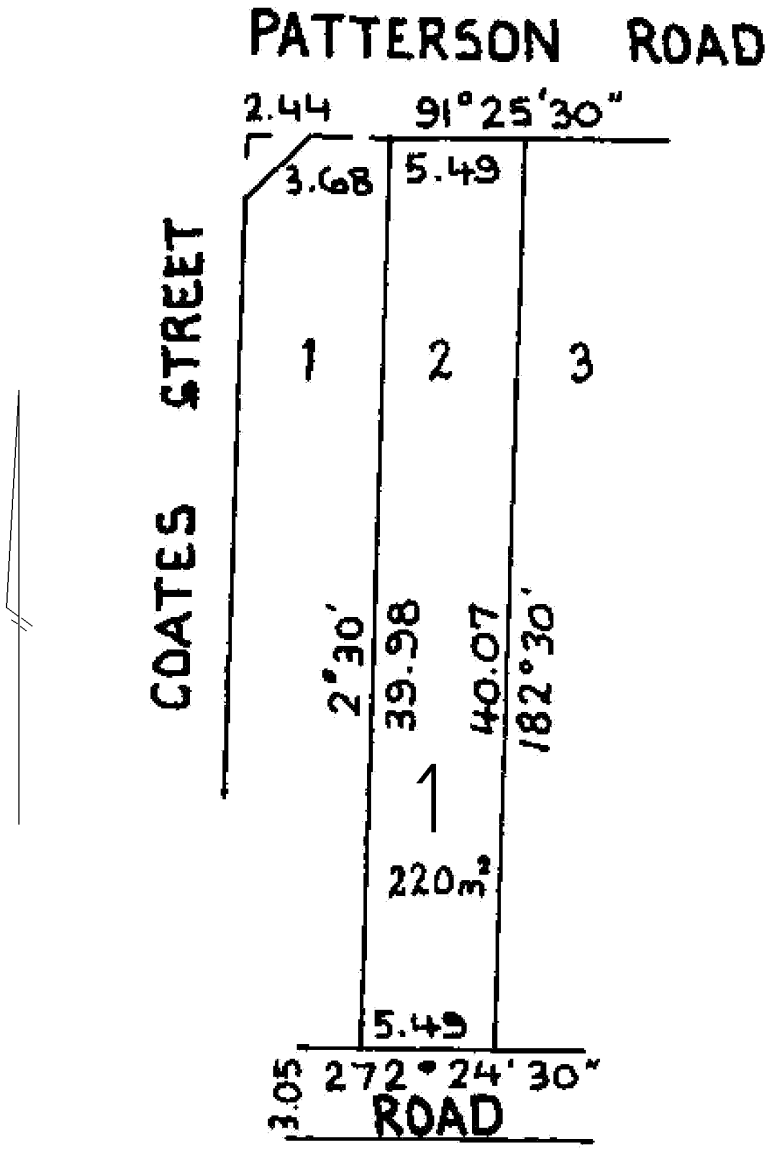

TABLE OF PARCEL IDENTIFIERS
WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962
PARCEL 1 = LOT 2 ON LP12602

LENGTHS ARE IN METRES	Metres = 0.3048 x Feet Metres = 0.201168 x Links		Sheet 1 of 1 sheets

10.4 RECONCILIATION ACTION PLAN 2026-2028

Author: *Isabella Stanley, Senior Wellbeing and Social Policy Advisor*

Director: *Jane Price, Director Community Wellbeing*

Trim No: *26/1293365*

Attachments: *1. Innovate Reconciliation Action Plan 2026-2028 December 1* ⇩

EXECUTIVE SUMMARY

This report seeks Council adoption of the Glen Eira Innovate Reconciliation Action Plan 2026–2028 (*RAP*).

The *RAP* provides a coordinated framework for progressing reconciliation through practical, measurable and accountable commitments structured across four pillars: Relationships, Respect, Opportunities and Governance. Developed in accordance with Reconciliation Australia's Innovate *RAP* framework, it builds on Council's previous reconciliation work and has been informed by extensive community, Traditional Owner, First Nations and organisational engagement undertaken between 2024 and 2026.

The RAP contains 16 actions and 62 deliverables to be implemented between December 2026 and December 2028, comprising mandatory Innovate RAP commitments and additional commitments responding to Glen Eira's local context. Reconciliation Australia has provisionally endorsed the *RAP*, supporting its alignment with the Innovate *RAP* framework.

Council adoption will establish Council's commitments and accountability arrangements for the 2026–2028 implementation period.

RECOMMENDATION

That Council adopts the Glen Eira Innovate Reconciliation Action Plan 2026–2028 (*Attachment 1*).

BACKGROUND

Council's formal reconciliation journey commenced in 2016 with the development of its *Reconciliation Policy*. Since that time, Council has established internal reconciliation governance arrangements, endorsed successive Reconciliation Action Plans (in 2018 and 2022), developed Traditional Owner and First Nations Engagement Protocols and progressed actions relating to cultural learning, community education, recognition, employment, procurement and engagement.

The proposed *RAP* represents the next stage of Council's reconciliation work. It responds to the Council Plan Action Plan 2026–27 commitment to develop a new *RAP* and builds on the activities, relationships and organisational learning developed through Council's previous reconciliation initiatives.

The *RAP* also directly responds to community expectations, including priorities identified by Traditional Owner groups and First Nations community members. Engagement findings demonstrate that our community considers it important for Council to play an active role in reconciliation and that truth-telling, Caring for Country and opportunities for learning are key priorities. Consistent with our *Community Vision 2040* for a thriving and connected community working together for an inclusive and sustainable future, the *RAP* advances Glen Eira as a culturally safe place to live, work and visit.

In line with Reconciliation Australia's Innovate *RAP* framework, the *RAP* includes 13 predefined actions and 50 predefined deliverables. These commitments have been refined, where appropriate, to reflect Council's existing practices and organisational maturity. Council has also developed three additional actions and 12 additional deliverables in response to engagement findings and Glen Eira's local context. The additional commitments address matters including cultural safety, community education, recognition in public places, Caring for Country and integration of reconciliation within Council planning and governance.

ISSUES AND DISCUSSION

Overview of *RAP* development

The *RAP* has been developed through a collaborative, culturally safe and strategic approach. Informed by community and stakeholder engagement, the development process included drawing on initial community feedback and seeking further targeted engagement, cultural review and internal operational testing.

The approach was designed to ensure that the *RAP*:

- responds to locally identified priorities;
- reflects First Nations perspectives and cultural advice;
- aligns with Reconciliation Australia's Innovate *RAP* requirements;
- is operationally achievable across Council;
- clearly assigns responsibility for implementation; and
- includes measurable delivery and review dates.

The development of the *RAP* involved three key elements undertaken from 2024 to 2026: community engagement, operational governance and external oversight and cultural expertise.

Community engagement involved:

- Consultations with Traditional Owner groups and First Nations stakeholders. This has included in-person consultations and desktop reviews regarding draft *RAP* actions and deliverables.
- Broad community consultations. These included in-person events, committee and network meetings, Have Your Say survey responses and email submissions.
- A Community Voice Survey. The survey panel included 356 Glen Eira residents, representing a wide cross-section of our community by age, gender, suburb, housing situation and cultural background. A total of 114 members participated in the survey, giving a response rate of 32 per cent.
- Input from the Youth Engagement Team (YET). This involved an interactive presentation and discussion with 12 members of the YET.
- A Community Advisory Committees workshop. This was a First Nations consultant-facilitated session with 12 members from all four committees present to share reconciliation priorities and perspectives localised to the Glen Eira community.

Internal governance and operational review involved:

- Oversight from Council's Governance Risk and Planning Committee.
- Continuous input from Council's *RAP* Working Group through regular meetings, workshops and draft reviews.
- Guidance from the Executive Leadership Team, managers and Council staff.

External oversight and cultural expertise involved:

- Guidance from Reconciliation Australia through successive document reviews and meetings, with provisional endorsement received.
- Advice and recommendations from two independent First Nations consultants commissioned by Council to review draft *RAP* documents, actions and deliverables.

Feedback received through these processes informed the creation and refinement of *RAP* actions and deliverables.

Traditional Owner and First Nations engagement

Council recognises the Boon Wurrung/Bunurong and Wurundjeri Woi-wurrung peoples of the Kulin Nation as the Traditional Owners and Custodians of the lands and waterways now known as Glen Eira. Council recognises the importance of engaging respectfully with all Traditional Owner groups whose interests and responsibilities intersect with the municipality.

The *RAP* engagement process prioritised ongoing, meaningful conversations with Traditional Owner groups and First Nations community representatives, guided by Council's *Traditional Owner and First Nations Engagement Protocols*. Our approach has been grounded in proactive, respectful and collaborative relationship-building that balances Council's priorities with the capacity and preferences of Traditional Owner groups and First Nations community members.

Council recognises that Traditional Owner groups operate within different organisational, cultural and community contexts, and that engagement occurs alongside a range of competing priorities and responsibilities. Engagement has therefore been guided by flexibility, respect and responsiveness to each group's preferred ways of participating.

Council consistently sought input from all Traditional Owner groups throughout the 2024–2026 engagement process, which included:

- In-person and online meetings with representatives and Elders from Traditional Owner groups.
- In-person meetings with local First Nations community members.
- Written feedback from Traditional Owners on *RAP* actions and deliverables.

Council acknowledges that engagement with Traditional Owner groups is ongoing and relationship-based. Opportunities for consultation, collaboration and partnership will continue throughout implementation of the *RAP*.

What we heard through community engagement

Through community engagement and stakeholder consultations, a range of ideas and perspectives were heard. Consistent themes emerged from across community feedback, organisational governance and cultural guidance. Findings consistently highlighted the importance of strong relationships with Traditional Owners, cultural safety, place-based recognition, cultural education and organisational accountability. Across the engagement activities, six consistent themes emerged:

1. Strong relationships and partnerships: ongoing, respectful relationships with Traditional Owners, First Nations community members and Aboriginal organisations.

2. Education, cultural learning and truth-telling: greater understanding of First Nations histories, cultures, experiences and connections to Country.

3. Visibility, recognition and representation: increased recognition through public places, artwork, flags, signage, naming and culturally significant spaces.

4. Caring for Country and connection to place: stronger recognition of Traditional Owner knowledge, environmental stewardship, biodiversity and waterways.

5. Cultural safety and organisational capability: culturally safe services, workplaces and engagement practices supported by staff learning and anti-racism initiatives.

6. Accountability, governance and implementation: practical, measurable commitments supported by clear responsibilities, monitoring and transparent reporting.

These themes directly informed both the refinement of mandatory Innovate *RAP* commitments and the creation of Glen Eira's additional actions and deliverables, ensuring the *RAP* reflects local priorities and community expectations.

Overview of the Reconciliation Action Plan

The *RAP* embeds reconciliation efforts through a coordinated framework that will advance Glen Eira as a culturally safe place to live, work, and visit. The *RAP* seeks to achieve the following outcomes:

- Strengthen relationships with Traditional Owners and First Nations stakeholders.
- Embed respect into Council policies, planning, and organisational practices to improve cultural safety and understanding across Council and the broader community.
- Create opportunities relating to employment, procurement and participation.
- Establish stronger governance, accountability and reporting arrangements.

The actions and deliverables, each with a timeframe for implementation and responsible lead department, are structured within four key pillars:

1. **Relationships**

   This pillar focuses on strengthening relationships with Traditional Owners, First Nations community members and Aboriginal organisations, building reconciliation through community partnerships and promoting positive race relations. Key commitments include:

   - continuing engagement with Aboriginal and Torres Strait Islander stakeholders and organisations, including Deliverables 1.1.1–1.1.3, which support ongoing relationships and Traditional Owner participation in governance and advisory forums;
   - reviewing Council's engagement planning and incorporating lessons through Deliverable 1.1.2;
   - strengthening Council's approach to anti-racism and cultural safety through Action 1.4, including Deliverable 1.4.5, which commits Council to assessing and improving cultural safety across Council services, workplaces and engagement practices.

2. **Respect**

   This pillar focuses on building understanding and respect for Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights. Key commitments include:

   - cultural learning for Councillors, staff and relevant Council representatives through Action 2.1;
   - implementation of a respectful approach to the observation of significant cultural dates through Deliverable 2.2.6;

- increasing visible recognition through additional Deliverables 2.2.5 and 2.4.1–2.4.3, including Acknowledgement of Country plaques, cultural gathering spaces, artwork, signage and naming initiatives;
- year-round community education and awareness through additional Deliverable 2.1.5, which promotes learning about Traditional Owner groups and First Nations histories, cultures, landscapes and waterways;
- Caring for Country and place-based environmental initiatives through additional Action 2.5 and Deliverables 2.5.1–2.5.2.

3. Opportunities

This pillar focuses on improving employment, procurement and participation opportunities for Aboriginal and Torres Strait Islander peoples and businesses. Key commitments include:

- reviewing and strengthening Aboriginal and Torres Strait Islander employment strategies through Action 3.1;
- reviewing procurement practices and increasing engagement with Aboriginal and Torres Strait Islander businesses through Action 3.2; and
- maintaining and expanding commercial relationships with First Nations suppliers through Deliverables 3.2.1–3.2.4.

4. Governance

This pillar establishes the arrangements required to implement, monitor and report on the *RAP*. Key commitments include:

- supporting Aboriginal and Torres Strait Islander representation and participation through Deliverable 4.1.1;
- tracking implementation progress and embedding accountability through Deliverables 4.2.1–4.2.4;
- embedding reconciliation considerations within Council planning, strategies and governance processes through additional Action 4.4 and Deliverables 4.4.1–4.4.2.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The *RAP* complements Council's climate and environmental commitments by recognising Traditional Owners' continuing connection to Country and supporting opportunities for Traditional Owner involvement in environmental and place-based initiatives.

In alignment with Council's *Climate Emergency Response Strategy*, the *RAP* includes commitments to collaborate with Traditional Owners on Caring for Country initiatives and to integrate locally appropriate First Nations seasonal and cultural knowledge within relevant Council communications and community education.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Implementation of the *RAP* will primarily be delivered through existing Council resources and service areas. The *RAP* has been developed through consultation with responsible departments to identify existing activities, clarify organisational ownership and establish achievable implementation dates. Many deliverables formalise, continue or strengthen work already undertaken through existing Council services and programs.

Where commitments require additional expenditure, specialist advice or increased coordination, these will be considered through existing operational budgets or Council's annual budget and service planning processes.

Risk

The *RAP* supports the mitigation of Strategic Risk 33*: Council's strategic priorities and commitments are not achieved*, and Operational Risk 250: *Council fails to deliver committed plans, policies, projects and procedures*.

Failure to implement the *RAP* may affect Council's ability to meet its commitments relating to reconciliation, cultural safety, community inclusion and organisational capability. It may also affect relationships with Traditional Owners, First Nations community members and other stakeholders. To mitigate this risk, the *RAP* includes accountable leads, implementation dates and monitoring arrangements to strengthen oversight and identify emerging implementation issues.

Community expectations regarding reconciliation can be high and varied. There is a risk that the scope or pace of implementation may not meet all expectations. Clear communication, defined responsibilities and transparent reporting will be important to mitigating this risk.

Assets

The *RAP* does not create immediate material asset management implications.

Council buildings, facilities, open spaces and other public places may support delivery of commitments relating to Acknowledgement of Country plaques, artwork, flags, interpretive signage, culturally significant spaces and naming initiatives.

Any asset-related proposals will be considered through existing Council planning, design, budget, maintenance and approval processes.

POLICY AND LEGISLATIVE IMPLICATIONS

There is no legislative requirement for Council to develop or maintain a *RAP*. However, the *RAP* supports Council in responding to relevant legislation, government policy directions and sector expectations relating to Traditional Owner engagement, Aboriginal self-determination, cultural safety, equality and equitable service delivery.

The *RAP* supports application of the *Local Government Act 2020*, including recognition of Traditional Owners as part of the municipal community and the Act's community engagement and strategic planning principles.

It also supports the objectives of the *Public Health and Wellbeing Act 2008* by promoting cultural safety, partnership and approaches intended to contribute to improved health and wellbeing outcomes.

A Gender Impact Assessment has been undertaken in accordance with the Gender Equality Act 2020. Findings highlighted that First Nations women, men, Sistergirls, Brotherboys and gender diverse people may experience reconciliation initiatives differently due to varying cultural responsibilities, leadership roles, lived experiences and levels of representation. The assessment recommended applying a culturally safe and intersectional approach to *RAP* implementation and ongoing engagement to help ensure reconciliation outcomes are accessible and beneficial to a diverse range of First Nations community members.

The *RAP* is also aligned with:

- the Victorian Aboriginal and Local Government Strategy;
- the National Agreement on Closing the Gap;
- Victorian Aboriginal self-determination and Treaty policy directions;

- Council's obligations under the *Charter of Human Rights and Responsibilities Act 2006*; and
- Reconciliation Australia's Innovate *RAP* framework.

The *RAP* does not create new statutory or regulatory obligations. It provides an organisational framework through which Council can coordinate and demonstrate its response to existing obligations and external expectations.

COMMUNICATION AND ENGAGEMENT

Subject to adoption, promotion of the *RAP* 2026–2028 will be guided by a Communication and Engagement Plan. This will support both public and internal activation of the *RAP*, building awareness and understanding of the commitments. In early 2027, the *RAP* will be launched through a celebratory community event. Internal Council events in early 2027 will also build staff awareness of and connection to the *RAP* and help ensure it is embedded across relevant teams.

Communication will include social media posts, a *Glen Eira News* article and publication of the *RAP* 2026–2028 on Council's website. Digital communication for staff will also be published across intranet channels to provide information about the *RAP* commitments, responsibilities and implementation arrangements.

Regular reporting through existing internal governance processes, Council's Annual Report and Reconciliation Australia's monitoring processes will support transparency and accountability.

LINK TO COUNCIL PLAN

Strategic Direction 1: Community Safety, Cohesion, Health and Wellbeing
Our community has a strong sense of connection and belonging

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The Glen Eira Innovate Reconciliation Action Plan 2026–2028 establishes Council's reconciliation commitments for the next two years, combining the requirements of Reconciliation Australia's Innovate *RAP* framework with locally developed actions responding to community engagement and Glen Eira's context.

Council adoption will support finalisation of the *RAP* and progression through Reconciliation Australia's endorsement process. Following this, implementation will commence across responsible service areas, supported by defined responsibilities, timeframes and monitoring arrangements.

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Glen Eira Innovate Reconciliation Action Plan

December 2026 – December 2028

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The Artwork

Artwork title:

Our Journey

Artwork statement:

In the heart of the artwork lies a central meeting place which is a reflection of Council on its journey towards reconciliation with First Nations peoples. This is then surrounded by smaller circles symbolising the diverse teams within Council who all have a role to play in supporting the journey. Water and gumtree lines pay tribute to the land and its Traditional Custodians, while animal tracks trace the connection to Country.

Three arching journey lines seen through the piece are each a testament to the enduring spirit of reconciliation. They speak of the past, present and future ambitions, each with a new focus.

Surrounding it all are the 'U' shape symbols, each representing a unique individual, yet together forming a shield of strength through diversity.

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Cover artwork:

Bayley Mifsud, Merindah-Gunya

Our Journey 2024

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Acknowledgements

Boon Wurrung Land & Sea Council

Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation

Bunurong Land Council Aboriginal Corporation

Glen Eira Reconciliation Action Plan Working Group

The First Nations peoples and their allies in the City of Glen Eira

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Acknowledgement of Traditional Owners

Glen Eira City Council acknowledges the Boon Wurrung/ Bunurong and Wurundjeri Woi Wurrung peoples of the Kulin Nation as Traditional Owners and Custodians, and pays respect to their Elders past and present. We acknowledge and uphold their continuing relationship to land and waterways. Council extends its respect to all Aboriginal and Torres Strait Islander peoples.

Council honours the rich histories and cultures of First Nations peoples and recognises and values the important contribution of Aboriginal and Torres Strait Islander peoples in enriching our community. We support the Uluru Statement from the Heart and are committed to a Reconciliation Action Plan which is underpinned by the principles of self-determination. We work towards improved outcomes and long-term generational change, and to consolidate Glen Eira as a culturally safe place for Aboriginal and Torres Strait Islander peoples. We are committed to advancing equity and self-determination and working with Aboriginal and Torres Strait Islander people to achieve their aspirations and thrive within strong, connected communities.

Glen Eira is on Countries that always were, and always will be, Aboriginal land.

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Mayor's message

It is with a strong sense of commitment and pride that I present Glen Eira City Council's Reconciliation Action Plan 2026–2028.

Reconciliation belongs to all of us and this Plan represents the next stage of our continuing reconciliation journey. It reflects our commitment to building a unified, respectful and thriving Glen Eira where First Nations peoples, cultures, histories and knowledges are recognised, valued and celebrated.

Reconciliation begins with listening and learning. I sincerely thank the Traditional Owners, First Nations community members, community representatives, Councillors and Council staff who shared their knowledge, experiences and aspirations to help shape this Plan.

Over the next two years, we will continue strengthening relationships with Traditional Owners and First Nations communities, supporting truth-telling and cultural learning, creating more culturally safe and welcoming places, and expanding opportunities for First Nations peoples and businesses.

On behalf of Council, I invite everyone who lives, works and visits Glen Eira to learn, connect and walk with us as we turn our shared commitment into meaningful action.

Cr Dr Simone Zmood, Mayor

CEO message

Glen Eira City Council's Reconciliation Action Plan 2026–2028 builds on the relationships, cultural learning and practical initiatives developed through our reconciliation journey.

It provides a clear framework for embedding reconciliation across our organisation and the services, places and partnerships that connect us with our community.

It also recognises that lasting progress requires more than individual projects. Reconciliation must be reflected in how we plan, make decisions, develop our workforce, procure goods and services, engage with Traditional Owners and remain accountable for our commitments.

I thank the Traditional Owners, First Nations community members, community representatives and employees whose guidance and contributions have shaped this Plan. Their involvement has helped ensure its actions respond to identified priorities and are grounded in respect, cultural safety and self-determination.

Every area of Council has a role in bringing the RAP to life. Through strong leadership, clear responsibility and transparent reporting, we will work together to translate its commitments into meaningful and lasting outcomes.

Lucy Roffey, Chief Executive Officer

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Message from Reconciliation Australia

Reconciliation Australia commends Glen Eira City Council on the formal endorsement of its third Innovate Reconciliation Action Plan (RAP).

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

With over 5.5 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. Glen Eira City Council continues to be part of a strong network of more than 3,000 corporate, government, and not-for-profit organisations that have taken goodwill and transformed it into action.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously strengthen reconciliation commitments and constantly strive to apply learnings in new ways.

An Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build the strong foundations and relationships that ensure sustainable, thoughtful, and impactful RAP outcomes into the future.

An integral part of building these foundations is reflecting on and cataloguing the successes and challenges of previous RAPs. Learnings gained through effort and innovation are invaluable resources that Glen Eira City Council will continuously draw upon to create RAP commitments rooted in experience and maturity.

These learnings extend to Glen Eira City Council using the lens of reconciliation to better understand its core business, sphere of influence, and diverse community of staff and stakeholders.

The RAP program's emphasis on relationships, respect, and opportunities gives organisations a framework from which to foster connections with Aboriginal and Torres Strait Islander peoples rooted in mutual collaboration and trust.

This Innovate RAP is an opportunity for Glen Eira City Council to strengthen these relationships, gain crucial experience, and nurture connections that will become the lifeblood of its future RAP commitments. By enabling and empowering staff to contribute to this process, Glen Eira City Council will ensure shared and cooperative success in the long-term.

Gaining experience and reflecting on pertinent learnings will ensure the sustainability of Glen Eira City Council's future RAPs and reconciliation initiatives, providing meaningful impact toward Australia's reconciliation journey.

Congratulations Glen Eira City Council on your third Innovate RAP and I look forward to following your ongoing reconciliation journey. *Karen Mundine, Chief Executive Officer, Reconciliation Australia*

A note on terminology

Throughout this RAP, Traditional Owners, First Nations community members, Aboriginal and Torres Strait Islander peoples and Aboriginal and Torres Strait Islander organisations may have distinct roles, responsibilities and perspectives. Council recognises the unique cultural authority of Traditional Owners in matters relating to Country, culture, language and heritage.

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Our vision for Reconciliation

Our vision for reconciliation is for a unified, respectful and thriving Glen Eira, where First Nations peoples, cultures, histories and knowledges are recognised, valued and celebrated, and where all members of the community have opportunities to learn, connect and contribute to a shared future.

Glen Eira City Council (Council) will achieve this vision by:

- acknowledging and valuing First Peoples' continuing connection to Country, including the land and waterways, and fostering an inclusive and engaged community where First Nations peoples feel culturally safe, respected, and represented
- increasing understanding of past injustices and their current impact on First Nations peoples to facilitate healing to move closer to a unified community with a shared future
- creating opportunities for everyone to appreciate and celebrate First Nations peoples' cultures, histories and heritages, and the unique contribution this offers to the diversity of Glen Eira
- embedding reconciliation in everyday practice by championing allyship, equity, self-determination and tangible actions that create opportunities for First Nations peoples.

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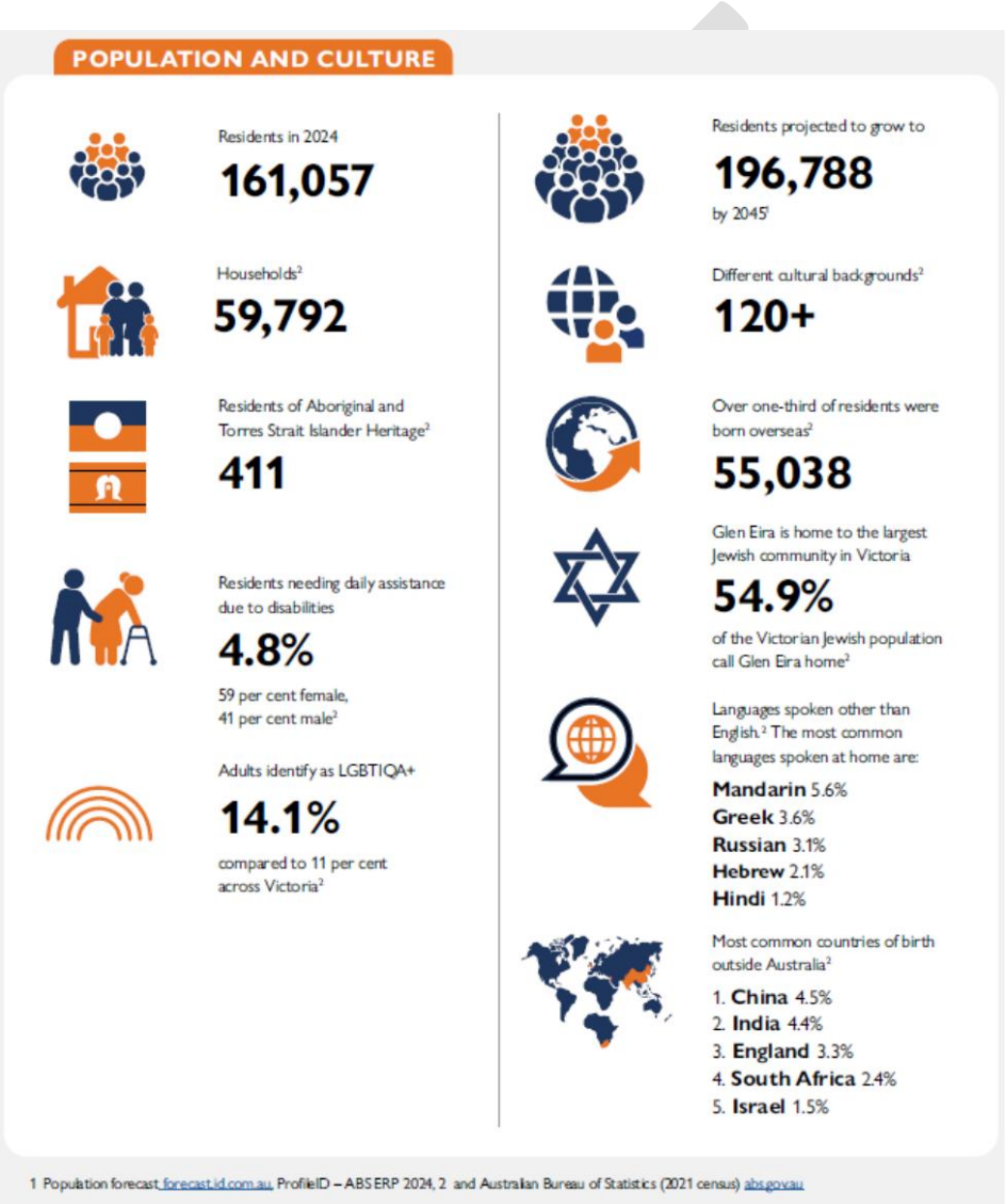
Our Business

The City of Glen Eira

The City of Glen Eira rests on the traditional lands of the Boon Wurrung/Bunurong and Wurundjeri Woi Wurrung peoples of the Kulin Nation. Located in the south-east of Naarm/Melbourne, just 10 kilometres from the CBD, our municipality covers 39 square kilometres. We're a proudly diverse municipality, home to approximately 161,500 people.



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Our suburbs include Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena and Ormond, and parts of the suburbs of Brighton East and St Kilda East — each with their own unique identity and local character.

About Glen Eira City Council

The Town Hall is located at the corner of Glen Eira and Hawthorn Roads, Caulfield. Council has 511 buildings and community facilities including swim centres, libraries, community centres and maternal and child health centres.

As a Council, we deliver many different services to people who live, work and visit our municipality. This includes the delivery of a range of community and health services and the management of local community infrastructure and assets.

A snapshot of the services we deliver includes:

- Planning and building services such as land use regulation, economic development, place-making and urban design.
- Transport and infrastructure services such as footpaths, traffic, road management and parking.
- Municipal health planning, monitoring of food safety and public health, delivery of immunisation and maternal and child health services.
- Community services including family, children and youth services, disability services, and home and community care.
- Waste management services, environmental sustainability programs including greenhouse gas emissions and natural resource management.
- Recreation, sport and leisure services including parks, open spaces, community spaces and places.
- Arts, culture, library services, history and heritage.
- Domestic animal management, local laws and emergency management services.

Council employs 1,426 people in total (June 2026). We know from an employee survey that there were at least four First Nations peoples employed by Council in July 2026.

Our Sphere of Influence

As the closest level of government to community, we play an important role in a wider ecosystem of stakeholders. Across our sphere of influence, Council acts as a provider, partner, advocate, educator, and regulator. We are committed to taking a holistic and embedded approach to our reconciliation efforts and know this will require us to show up consistently, across our network of stakeholders, and use all levers of influence.

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Both internally and externally we are focused on engaging, educating, and supporting those in our sphere of influence.

Internal Sphere of Influence	External Sphere of Influence
• Staff • Volunteers • Contractors • Elected members of Council • Executive Leadership Team • Internal working groups, committees and teams	• Those who live, work, and visit Glen Eira • Traditional Owners • Community organisations • Schools • Suppliers • Businesses • Neighbouring councils • State government partners

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First Nations Community in Glen Eira

Aboriginal and Torres Strait Islander residents contribute strongly to the cultural, social and economic life of Glen Eira through high levels of educational achievement, workforce participation, volunteering and caring responsibilities. With a young and diverse population, strong community connections and significant representation in higher education and employment, First Nations people continue to shape and enrich the municipality, bringing knowledge, leadership, culture and community strength that benefits all who live, work and visit Glen Eira.

Community Profile

Aboriginal and Torres Strait Islander residents		Families	Households	Median Age
411		**167**	**277**	**29 years**
Men: 55.1%	Women: 44.9%		Average number of people per household: **2.5**	Victoria First Nations: **24 years**
			Glen Eira General Population: Average number of people per household: **2.5**	Glen Eira General Population: **38 years**

Aboriginal and Torres Strait Islander Identity

Aboriginal	Torres Strait Islander	Both Aboriginal and Torres Strait Islander	People using an Indigenous language at home
92%	**5%**	**3%**	**10**

Education

Year 12 completion		Advanced diploma and diploma level		Bachelor Degree or Higher	
17.7%		**13%**		**27.6%**	
Men: 20.9%	Women: 14.1%	Men: 8.5%	Women: 17.6%	Men:24.3%	Women: 31.7%
Glen Eira General Population: **14.6%**		Glen Eira General Population: **9.7%**		Glen Eira General Population: **46.4%**	
Victoria First Nations: **14.5%**		Victoria First Nations: **8.4%**		Victoria First Nations: **11.4%**	

Economic Participation & Employment

Labour Force Participation	Median Weekly Household Income	Full-time Employment	Unemployment

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68.9%		**$2,016**	**58.1%**		**7.7%**	
Men: 70%	Women: **64%**		Men: 71.5%	Women: 37.9%	Men: 7.7%	Women: 4.2%
Glen Eira General Population: **67.7%**		Glen Eira General Population: **$2,133**	Glen Eira General Population: **57.9%**		Glen Eira General Population: **4.2%**	
Victoria First Nations: **58.5%**		Victoria First Nations: **$1,565**	Victoria First Nations: **52.0%**		Victoria First Nations: **9.6%**	

Caring & Community Participation

Unpaid aged and disability carers		**Volunteering**	
15.2% provided unpaid assistance to a person with a disability, health condition or due to old age		**18%** volunteered through an organisation	
Men 10.2%	Women 19.7%	Men: 16.9%	Women 19.7%
Glen Eira General Population: **13.4%**		Glen Eira General Population: **15.4%**	
Victoria First Nations: **16.4%**		Victoria First Nations: **13.1%**	

Housing tenure type

Fully owned	**Owned with a Mortgage**	**Renting**	**Other tenure type/Not stated**
14.3%	**20%**	**60.4%**	**5.3%**
Glen Eira General Population: **31.5%**	Glen Eira General Population: **32.1%**	Glen Eira General Population: **33.8%**	Glen Eira General Population: **2.6%**
Victoria First Nations: **15.4%**	Victoria First Nations: **29.5%**	Victoria First Nations: **51.3%**	Victoria First Nations: **3.8%**

Source: Australian Bureau of Statistics, Census of Population and Housing 2021.

Note: *Due to ABS confidentiality measures and data rounding, gender-specific totals and percentages may not always correspond exactly with overall population figures. Minor variations should be expected when interpreting Census data*

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Our Reporting Framework

Our Planning approach

Our planning approach is anchored in the long-term Community Vision, which expresses the aspirations and priorities of our residents and guides all of our decision-making. This vision provides the foundation for our strategic priorities and outcomes for 2025 to 2029, ensuring our work is focused on creating a thriving and empowered community working together for an inclusive and sustainable future.

Our Integrated Planning and Reporting Framework (IPRF) (Figure 1) ensures all our strategies and plans work together to deliver on the Community Vision 2040 and the Council Plan 2025–2029. The RAP is grounded in the Glen Eira City Council Plan 2025–2029, particularly Strategic Direction 1: Community Safety, Cohesion, Health and Wellbeing, which identifies combatting racism as essential to an inclusive, healthy community. It follows the integrated planning approach of our Council Plan, ensuring that reconciliation initiatives are embedded in Council's overall vision for a safe, inclusive City.

Our work is supported and structured by Council's IPRF, which ensures a clear line of sight between our Community Vision, long-term strategies, annual priorities and on-the-ground delivery. Through this Framework, we maintain transparency, accountability and consistency in how we plan, implement and report on our work, ensuring that our strategic commitments translate into meaningful, measurable outcomes for the community.



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Our Reconciliation Journey

Council recognises the important role we play as an employer and as a leader, provider, advocate, and educator, to advance reconciliation at the community level. As the level of government closest to community life, Council works with a range of community groups and stakeholders to take meaningful action and advance reconciliation.

Our reconciliation journey first began in 2015 and has been continuously evolving since. Our key milestones so far include:

- Development of a *Reconciliation Policy* in 2016.
- Establishment of the Reconciliation Advisory Committee and Reconciliation Working Group in 2017.
- Establishment of our first *Reconciliation Action Plan 'Innovate'* in 2018.
- Development of our second *Reconciliation Action Plan 'Innovate'* in 2022.
- Development of a draft *Reconciliation Action Plan* in 2024
- Development and endorsement of this *Reconciliation Action Plan 'Innovate'* in 2026 by Reconciliation Australia and Council

This current RAP builds on a body of work that was undertaken throughout 2024 to develop Council's reconciliation ambitions for 2024-2026. Through extensive community consultation and Traditional Owner engagement, a draft Reconciliation Action Plan was developed that supported our commitment to reconciliation and aligned with Council Plan priorities relating to inclusion, respectful relationships, community wellbeing and organisational capability.

Council prioritised respectful relationship building with all Traditional Owners before progressing the draft RAP to formal Council endorsement, in response to the broader sensitivities surrounding Traditional Owner matters in Glen Eira. This ensured reconciliation efforts continued to be progressed through internal actions, capability building and integration into Council strategies and practices. The research, insights and engagement have informed the development of the current RAP for 2026-2028.

Our Key Achievements

We have progressed our reconciliation efforts over the past 4 years as guided by our draft RAP alongside other key strategic documents (like the Council Plan 2025-2029 and the Council Plan Action Plan 2025-26).

Key achievements included:

Education, training and cultural competency

- Engaging Council's Leadership Group and Executive in routine presentations on:
  - organisational progress in implementing the *Reconciliation Action Plan*
  - the Voice to Parliament Referendum
  - the experience of racism and a positive vision of reconciliation presented by Belinda Duarte CEO of Culture is Life.

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- Investment is ongoing. Regular cultural competency sessions *Building Aboriginal Competency* and *First Nations Protocol Knowledge Hour* are available to all staff. Sessions were delivered by *The Koorie Heritage Trust* and *The Aboriginal Cultural Heritage Trust*, reaching 122 staff between August 2024 and April 2026
- Two Resilience Against Racism training sessions were delivered by trainers with lived experience, fostering empathy and understanding
- Delivery of a First Nations bus tour for staff with Wurundjeri and Bunurong Traditional Owner groups, including a visit to Shoreham.
- Delivery of *Yarning Circles* through Glen Education with parents, educators, and local community members
- Delivery of 'Knowledge hours' for staff to enhance their understanding, featuring discussions on the Uluru Statement from the Heart, the Voice to Parliament, and Aboriginal cultural protocols.
- Engaging Dr Ian Clark to develop the *Glen Eira First Nations History Report*, an important step in raising awareness and education of local First Nations History.

Story Spotlight: The Hidden Rippon Lea Project

The Hidden Rippon Lea project was a collaboration between National Trust, Monash University and Boon Wurrung Foundation. The project delivered an app as well as visual essays tracing the history of water at Rippon Lea. It highlighted First Nations knowledges and connections to water.

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Governance, policy and procedure

- Reviewed our *First Nations Engagement Protocols* with guidance from an independent First Nations Consultant and consultation with Traditional Owner Groups
- Embedded reconciliation initiatives, actions, and deliverables into existing plans and strategies including:
    - Gender Equality Action Plan
    - Biodiversity Plan
    - Inclusion Framework
    - Procurement Policy
    - Urban Forest Strategy
    - Circular Economy Plan
    - Integrated Water Management Plan
    - Climate Emergency Response Strategy
- Acknowledgement of Country has been embedded in the delivery of important meetings such as Ordinary Council Meetings, Assembly Meetings, Executive Meetings, Governance Committee Meetings and Advisory Committee Meetings.

Story Spotlight: Embedding Cultural Protocols

Cultural Protocols such as Welcome to Country and Smoking Ceremonies have been embedded in the delivery of major events. First Nations Engagement Protocols have built internal capability around when and how to engage Traditional Owners for these cultural protocols.

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Cultural celebration and advocacy

- Delivery of NAIDOC Week events including:
  - The Wanyara — Traditional Aboriginal Games were delivered at Glen Eira Sports and Aquatic Centre.
  - Glen Eira Libraries presented a conversation online with Thomas Mayo on The Uluru Statement from the Heart.
  - The Virtual Reality sensory immersion experience in Kulin Nation was hosted at Glen Eira Sports and Aquatic Centre, alongside the launch of an Aboriginal artwork mural by Bayley Mifsud.
  - At Elsternwick Library, Cassie Leatham presented the regular craft session bringing bush tukka and a possum skin cloak; children also participated in a Mr Beaky Scavenger Hunt, based around Cassie Leatham's book.
- Delivery of Reconciliation Week events including:
  - *Confined 14, Confined 15, Confined 16* and *Confined 17* exhibits by *The Torch*. Together, these exhibitions featured over 1,800 works by First Nations artists, sharing stories, culture and lived experience. Associated events included floor talks, weaving workshops, painting sessions, traditional dance performances, and Aboriginal Storytime events. *Confined 16* reached around 3,200 people while the *Confined 17* exhibit reached approximately 6,400 people.
  - Screenings of *Maralinga Tjarutja* and *Like My Brother* films (free to community)
  - Native Flora and Fauna Tours with Cassie Fisher-Patterson, a Djaara (Dja Dja Wurrung), artist and bush tucker educator (free to all community).
  - A themed *StoryTime* at the Bentleigh Library and Youth Hub attended by around 50 community members.
- Delivering Aboriginal artwork at major Council sites, including:
  - Peek Whurrong artist Bayley Mifsud, Merindah-Gunya commissioned to deliver the 'Welcome Wall Mural' at Glen Eira Sports and Aquatic Centre.
- Spotlighting First Nations artists in our regular Arts and Culture programming including:
  - Mitch Tambo – Under The Stars event in Packer Park, Oakleigh, Feb 2026
  - Benny Walker – opening the 2026 Storytelling Festival in Carnegie, June 2026
  - Olivia Meg and John James – headlining separate Live Sunday Sessions in the Gallery
  - Kaytlyn Johnson – Palawa singer songwriter performing at Caulfield Racecourse Market Rolling Show October 2026
  - Shauntai Abdul-Rahman – First Nations soprano, Carols In The Park, 2024, 2025 & 2026
- Public communications on days of significance including Sorry Day
- Council sought advice from Traditional Custodians and did not host events on 26 January, instead lowering the Aboriginal and Torres Strait Islander flags to half-mast. This action was a symbolic gesture, showing support and respect to Aboriginal and Torres Strait Islander peoples.

Story Spotlight: Celebrating culture through art

As part of Reconciliation Week activities in 2023-2026, our Town Hall Gallery collaborated with The Torch to display *Confined 14, Confined 15, Confined 16* and *Confined 17* exhibits. Together, these exhibitions featured over 1,800 works by First Nations artists, sharing stories, culture and lived experience.

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Associated events included floor talks, weaving workshops, painting sessions, traditional dance performances, and Aboriginal Storytime events. *Confined 16* reached around 3,200 people while the *Confined 17* exhibit reached approximately 6,400 people.

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Our RAP

Why a RAP is important to us

This Innovate RAP 2026-2028 formalises Council's commitment to reconciliation as outlined in our *Reconciliation Policy*. The Policy guides the ongoing development of RAPs and recognises their importance in guiding Council's reconciliation journey.

To date we have focused on building strong relationships with the three Traditional Owner groups; Boon Wurrung Land & Sea Council, Bunurong Land Council Aboriginal Corporation and Wurundjeri Woi Wurrung Cultural Heritage Corporation, and embedded the ongoing delivery of events and activities as part of Council's core business in recognition of Aboriginal and Torres Strait Islander cultures and histories.

This *Reconciliation Action Plan* (the *Plan*) seeks to further embed Glen Eira as a culturally safe place to live, work and visit. This *Plan* enables us to consolidate and build upon the progress achieved to date and continue our journey towards reconciliation.

It is integral that we continue to embed our previous achievements sustainably into our practice as an organisation, providing a strong foundation for our ongoing commitment to reconciliation. Council recognises the changing policy environment relating to Treaty, Aboriginal self-determination and truth-telling in Victoria. While the RAP does not seek to duplicate Treaty processes, Council is committed to building organisational capability and relationships that support ongoing engagement with Treaty-related developments and future implications for local government

Reconciliation Action Plan Working Group

To embed reconciliation efforts across Council departments, teams, and programs, the Glen Eira RAP Working Group exists to ensure a whole-of-council approach. As an internal group, key staff from across directorates champion and oversee the drafting, implementation, and monitoring of the *Reconciliation Action Plan*.

This group is chaired by the organisation's RAP Champion, a position currently held by the Director Customer and Corporate Affairs. It meets quarterly, held at Town Hall (with an online option).

Position	Directorate
Aboriginal Community Officer*	Community and Economic Development
Arts Team Leader	Libraries, Arts, and Culture
Communications Advisor	Communications, Engagement & Advocacy
Coordinator Climate Emergency and Environment	Climate Emergency and Environment
Coordinator Community Strengthening	Community and Economic Development
Emergency Management Lead	Customer Experience
Director Customer and Corporate Affairs (RAP Chair)	Customer and Corporate Affairs

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Diversity and Equity Policy Officer	Community and Economic Development
Early Years Project Officer	Family, Youth, and Children Services
Support Officer	Community and Economic Development
Manager Procurement and Contracts	Finance
Coordinator Organisational Development	People & Culture
Youth Development Officer	Family, Youth and Children's Services

**Denotes Aboriginal and/or Torres Strait Islander representative*

How our plan was developed

A collaborative and proactive engagement process was undertaken in the development of this RAP. Staggered consultation with diverse stakeholders and across teams within Council has ensured this Plan is reflective of shared ambitions and responsive to First Nations priorities.

Council deeply thanks all members of the RAP Working Group, the Traditional Owner groups and Elders, and all staff, community members, and residents who played a role in the development of this Plan.

The following process was undertaken to develop the *Glen Eira Innovate Reconciliation Action Plan 2026-2028:*

Community Engagement

- In-person engagement events (community conversations, cultural celebration events)
- Committee and network meetings (online and in-person presentations)
- Council staff engagements (presentations, knowledge hours)
- Online feedback and engagement (survey, email submissions)
- Advisory Committee workshop (includes both community and elected Councillor representation)
- Consultation with Glen Eira's Youth Engagement Team

Cultural Consultation

- Engagement with Traditional Owner groups
- Meetings with First Nations community members
- Community Voice Survey (inclusive of First Nations residents)
- Independent First Nations Consultant review

Strategic Guidance

- Consultation with Independent First Nations Consultant including workshop facilitation, recommendations and risk report, and RAP document review.
- Oversight from Council's Governance, Risk, and Planning Committee
- Continuous engagement with our RAP Working Group
- Input from Council's Executive Leadership Team
- Feedback from our elected Council for endorsement

Our engagement process prioritised ongoing, meaningful conversation with Traditional Owner groups and First Nations community representatives. Through targeted, culturally safe consultations we ensured these voices were represented and heard. In addition, it was important that the Plan be

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reflective of broader community perspectives to ensure our reconciliation efforts had widespread community ownership.

Engagement findings

From Traditional Owner groups and First Nations community representatives, we heard that it was important for Council to respond to the following priorities in our *Glen Eira Innovate Reconciliation Action Plan 2026–2028:*

- Supporting consistent, proactive, and genuine cultural consultation with Traditional Owners across Council's work
- Establishing safe cultural spaces where First Nations peoples can come together, connect and practice cultural activities.
- Embedding respect and acknowledgement of First Nations peoples in our places and spaces through the display of Acknowledgement of Country plaques, Aboriginal Artwork, and the Aboriginal and Torres Strait Islander flags
- Continuing to work to uplift the cultural competence of our staff to ensure that we continue to practice cultural awareness and sensitivity.
- Providing information and education to our community on First Nations experiences and histories.
- Extending our recognition and celebration of First Nations cultures beyond the delivery of *National Reconciliation Week* and *NAIDOC Week*.
- Establishing and maintaining strong relationships and connections with First Nations stakeholders.
- Remaining accountable to our commitment to Reconciliation.

The priorities identified through consultation directly informed the development of specific commitments throughout this RAP including actions relating to cultural safety, Traditional Owner engagement, cultural capability, and Places and Spaces.

Additional actions and deliverables have been developed to ensure the Glen Eira Innovate Reconciliation Action Plan 2026–2028 responds to feedback from Traditional Owner groups, and First Nations community leaders, and our whole community.

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Relationships

Building and sustaining respectful relationships with Aboriginal and Torres Strait Islander peoples is fundamental to achieving meaningful reconciliation. As the level of government closest to the community, Council has a responsibility to listen, learn and work in genuine partnership with Traditional Owners, First Nations communities and organisations. We are committed to fostering trust through ongoing engagement, shared decision-making and collaboration, ensuring Aboriginal and Torres Strait Islander voices help inform the places, services, programs and policies that shape our municipality. Through strong relationships, we can create lasting change and build a more inclusive, connected and culturally safe community for all.

Relationships with Aboriginal and Torres Strait Islander peoples are also embedded within and strengthened by Council Plans and Frameworks:

- Council Plan 2025-2029
- Climate Emergency Response Strategy 2025-2029
- Gender Equality Action Plan
- Community Engagement Framework

Relationships				
Action	**Deliverable**	**Timeline**	**Lead**	**Support**
1.1 Establish and maintain mutually beneficial relationships with Traditional Owners, Aboriginal and Torres Strait Islander stakeholders and organisations.	1.1.1 Continue to meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to continuously guide principles for future engagement.	January 2028	Manager Community and Economic Development	Manager Public Affairs
	1.1.2 Review engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations and incorporate learnings.	October 2028	Manager Community and Economic Development	Manager Public Affairs

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	1.1.3 Invite Traditional Owner representation to all externally represented governance and advisory forums.	Review December annually	Manager Community and Economic Development	Manager Public Affairs
1.2 Build relationships through celebrating National Reconciliation Week (NRW).	1.2.1 Circulate Reconciliation Australia's NRW resources and reconciliation materials to all staff.	May annually	Manager Community and Economic Development	Chief People Officer
	1.2.2 RAP Working Group members to participate in an external NRW event.	June annually	Director Customer and Corporate Affairs	Manager Libraries, Arts, and Culture
	1.2.3 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	June annually	Director Customer and Corporate Affairs	Manager Libraries, Arts, and Culture
	1.2.4 Organise at least one NRW event each year.	June annually	Manager Libraries, Arts and Culture	Community and Economic Development
	1.2.5 Register all our NRW events on Reconciliation Australia's NRW website.	June annually	Manager Libraries, Arts and Culture	Manager Community and Economic Development
1.3 Promote reconciliation through our sphere of influence.	1.3.1 Develop and implement a staff engagement approach to raise awareness of reconciliation across our workforce.	December 2027	Chief People Officer	Manager Community and Economic Development
	1.3.2 Communicate our commitment to reconciliation publicly.	July annually	Manager Community and Economic Development	Manager Public Affairs
	1.3.3 Implement strategies to positively influence our external stakeholders to drive reconciliation outcomes.	December 2028	Manager Community and Economic Development	Head of Procurement and Contracts

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	1.3.4 Continue to collaborate with organisations that have a RAP and other like-minded organisations to develop innovative approaches to advance reconciliation.	December 2027	Manager Community and Economic Development	Director Community Wellbeing
1.4 Promote positive race relations through anti-discrimination strategies.	1.4.1 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	December 2027	Chief People Officer	Manager Community and Economic Development
	1.4.2 Engage with Aboriginal and Torres Strait Islander staff and local Aboriginal and Torres Strait Islander community members to develop our anti-racism approach.	December 2028	Chief People Officer	Manager Community and Economic Development
	1.4.3 Develop, implement, and communicate an anti-discrimination policy for our organisation.	December 2028	Chief People Officer	Manager Community and Economic Development
	1.4.4 Continue to provide education to strengthen senior leaders' capability to recognise, address and prevent racism.	Review December annually	Chief People Officer	Manager Legal, Risk and Governance
	1.4.5 Assess cultural safety across Council workplaces and plan implementation of identified improvement actions.	December 2028	Chief People Officer	Manager Public Affairs

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Respect

Respect begins with recognising Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia. Council acknowledges their continuing connection to Country, culture, community and knowledge systems. Our work is deepened through the understanding of local histories, celebrating the strength and diversity of First Nations cultures, and a commitment to creating opportunities for learning, truth-telling and cultural exchange. By embedding cultural safety, honouring cultural protocols and valuing First Nations knowledge and perspectives, we seek to foster greater understanding, challenge racism and contribute to a community where Aboriginal and Torres Strait Islander peoples feel respected, visible and valued

Respect for Aboriginal and Torres Strait Islander peoples is also embedded within and strengthened by:

- Council Plan 2025-2029
- Council Plan Action Plan 2026-2027
- Climate Emergency Response Strategy 2025-2029

Respect				
Action	**Deliverable**	**Timeline**	**Lead**	**Support**
2.1 Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	2.1.1 Conduct a review of cultural learning needs within our organisation.	December 2027	Chief People Officer	Manager Organisational Strategy
	2.1.2 Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander community members to inform our cultural learning strategy.	December 2027	Manager Community and Economic Development	Chief People Officer
	2.1.3 Develop, implement, and communicate Council's cultural learning approach to our staff.	December 2028	Chief People Officer	Community and Economic Development
	2.1.4 Provide opportunities for RAP Working Group members, HR managers, Councillors, and Senior	Review December annually	Chief People Officer	Manager Legal, Risk and Governance

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	Leadership Group staff to participate in formal and structured cultural learning.			
	2.1.5 Champion awareness and opportunities year-round, including through our regular services and programs, to educate the Glen Eira community about Traditional Owner groups and First Nations histories, cultures and the cultural significance of our landscapes and waterways.	Review December annually	Manager Community and Economic Development	Director Community Wellbeing
2.2 Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	2.2.1 Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	December 2027	Manager Community and Economic Development	Chief People Officer
	2.2.2 Review our cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.	December 2027	Manager Community and Economic Development	Manager Organisational Strategy
	2.2.3 Continue to invite a local Traditional Owner to provide a Welcome to Country or other appropriate cultural protocol at significant events each year, in line with Council's Traditional Owner and First Nations Engagement Protocols.	Review December annually	Manager Legal, Risk and Governance	Manager Organisational Strategy
	2.2.4 Continue to include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings, in line with Council's Traditional Owner and First Nations Engagement Protocols.	Review December annually	Manager Legal, Risk and Governance	Manager Organisational Strategy
	2.2.5 In consultation with Traditional Owner groups increase the display of Acknowledgement of Country plaques in our office/s or on our buildings.	December 2028	Director Sustainability,	Manager Community and

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			Assets, and Leisure	Economic Development
	2.2.6 Maintain Council's respectful approach to the observation of Significant Dates including January 26, in accordance with Council's Traditional Owner and First Nations Engagement Protocols	January annually	Manager Public Affairs	Manager, Community and Economic Development
2.3 Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	2.3.1 RAP Working Group to participate in an external NAIDOC Week event.	July annually	Director Customer and Corporate Affairs	Manager Libraries, Arts, and Culture
	2.3.2 Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.	December 2027	Chief People Officer	Manager Community and Economic Development
	2.3.3 Promote and encourage participation in external NAIDOC events to all staff.	July annually	Manager Community and Economic Development	Chief People Officer
2.4 Embed respect and acknowledgement of First Nations peoples in our places and spaces.	2.4.1 Work in partnership with Traditional Owners to explore opportunities and their feasibility for an appropriate space for the future establishment of a cultural setting for First Nations community to gather and connect.	December 2028	Manager City Futures	Director Sustainability, Assets, and Leisure
	2.4.2 Facilitate the use of Aboriginal and Torres Strait Islander artworks, flags, and interpretive signage at Council sites and spaces to progress truth-telling, respect, and celebration of local First Nations histories, cultures and languages.	December 2027	Manager Libraries, Arts and Culture	Director Planning and Place

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	2.4.3 Partner with Traditional Owners to implement Council's Naming Rights Policy.	December 2028	Manager Community and Economic Development	Director Sustainability, Assets, and Leisure
2.5 Strengthen respect for Country through Traditional Owner-led environmental and place-based initiatives.	2.5.1 Collaborate with Traditional Owners to design at least one Caring for Country, landscape, waterway, biodiversity or urban greening initiative, incorporating appropriate Indigenous ecological knowledge.	December 2028	Manager Sustainability and Assets	Manager City Futures
	2.5.2 Integrate locally appropriate First Nations seasonal and cultural knowledge into relevant Council communications and community education about parks, gardens, waterways and Country, subject to cultural authority and permissions.	December 2028	Manager Sustainability and Assets	Manager City Futures

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Opportunities

Council recognises that reconciliation requires tangible action to address inequity and the creation of opportunities in partnership with Aboriginal and Torres Strait Islander peoples to thrive. We are committed to strengthening pathways for employment, leadership, procurement, economic participation and community partnerships. By removing barriers and investing in relationships with Aboriginal and Torres Strait Islander businesses, organisations and communities, we aim to support self-determination and contribute to improved social, cultural and economic outcomes. We value the expertise, innovation and lived experience of First Nations peoples and recognise their contribution as essential to creating a stronger, more inclusive municipality.

Opportunities with Aboriginal and Torres Strait Islander peoples are also embedded within and strengthened by:

- Council Plan 2025-2029
- Gender Equality Action Plan 2026-2030
- Economic Development Framework (in development)
- Procurement Policy
- Community Grants Policy

Opportunities				
Action	**Deliverable**	**Timeline**	**Lead**	**Support**
3.1 Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	3.1.1 Continue to build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	December 2027	Chief People Officer	Manager Organisational Strategy
	3.1.2 Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development approach.	December 2027	Chief People Officer	Manager Organisational Strategy
	3.1.3 Develop and implement an approach to measurably improve Aboriginal and Torres Strait Islander recruitment, retention and professional	December 2028	Chief People Officer	Manager Community and Economic Development

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	development within Council's *Recruitment and Selection Policy*.			
	3.1.4 Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	Review December annually	Chief People Officer	Manager Community and Economic Development
	3.1.5 Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	December 2027	Chief People Officer	Manager Community and Economic Development
3.2 Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	3.2.1 Develop and implement a dedicated approach to improving Aboriginal and Torres Strait Islander procurement within Council's *Procurement Policy*.	December 2028	Chief Financial Officer	Manager Community and Economic Development
	3.2.2 Investigate Supply Nation membership.	December 2027	Chief Financial Officer	Manager Community and Economic Development
	3.2.3 Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	December 2028	Chief Financial Officer	Director Customer and Corporate Affairs
	3.2.4 Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	December 2028	Chief Financial Officer	Director Customer and Corporate Affairs
	3.2.5 Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	December 2028	Chief Financial Officer	Director Customer and Corporate Affairs

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Governance

Strong governance is critical to ensuring reconciliation commitments translate into meaningful action and lasting outcomes. Council will embed accountability, transparency and continuous improvement throughout the implementation of this RAP. We will monitor progress, measure impact and ensure reconciliation remains integrated into Council's governance through strong leadership, First Nations engagement, clear reporting and shared responsibility across the organisation. This governance framework will support our commitment to advancing reconciliation and strengthening relationships with Aboriginal and Torres Strait Islander peoples throughout the life of this RAP and beyond.

Governance of our Reconciliation Action Plan is embedded within and strengthened by:

- Council Plan Action Plan 2026-2027
- Integrated Planning and Reporting Framework
- Reconciliation Action Plan Working Group Terms of reference

Governance				
Action	**Deliverable**	**Timeline**	**Lead**	**Support**
4.1 Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	4.1.1 Maintain Aboriginal and Torres Strait Islander representation on the RWG.	Review June annually	Director Customer and Corporate Affairs	Manager, Community and Economic Development
	4.1.2 Review and maintain Terms of Reference for the RWG.	Review December annually	Manager Community and Economic Development	Manager Organisational Strategy
	4.1.3 Continue to meet at least four times per year to drive and monitor RAP implementation.	Feb, May, Aug, Nov [2027, 2028]	Director Customer and Corporate Affairs	Manager Organisational Strategy
4.2 Provide appropriate support for effective implementation of RAP commitments.	4.2.1 Embed budgetary and other resource needs across all relevant council directorates to support RAP implementation.	June annually	Manager Community and	Chief Financial Officer

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			Economic Development	
	4.2.2 Engage our senior leaders and other staff in the delivery of RAP commitments.	Review December annually	CEO	Chief People Officer
	4.2.3 Embed appropriate systems and capability to track, measure and report on RAP commitments, including development of outcome measures to assess progress.	June 2027	Manager Community and Economic Development	Manager Organisational Strategy
	4.2.4 Maintain an internal RAP Champion from senior management and review the effectiveness of the role through an annual implementation check-in.	Review June annually	Director Customer and Corporate Affairs	N/A
4.3 Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	4.3.1 Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	June annually	Manager Community and Economic Development	N/A
	4.3.2 Complete and submit the annual RAP Impact Survey to Reconciliation Australia.	September annually	Manager Community and Economic Development	N/A
	4.3.3 Report RAP progress to all staff and senior leaders quarterly.	March, June, Sep, Dec annually	Manager Community and Economic Development	Manager Organisational Strategy
	4.3.4 Publicly report our RAP achievements, challenges and learnings, through our annual report.	December annually	Manager Public Affairs	Manager Community and Economic Development
	4.3.5 Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	June 2027	Manager Community and	N/A

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			Economic Development	
	4.3.6 Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.	December 2028	Manager Community and Economic Development	Manager Organisational Strategy
4.4 Take action to ensure that respect and inclusion of Aboriginal and Torres Strait Islander peoples is embedded in Glen Eira plans, strategies and policies.	4.4.1 Update the terms of reference for all Council Governance Committees to include the promotion of reconciliation as part of the development and review of all strategies, plans, and policies.	December 2027	Director Customer and Corporate Affairs	Manager Community and Economic Development
	4.4.2 Update the Integrated Planning and Reporting Framework (IPRF) and Strategy Development Guidelines to strengthen consideration of reconciliation, engagement with First Nations peoples, cultural safety and relevant RAP commitments in the development of Council plans and strategies.	December 2027	Manager Organisational Strategy	Manager Community and Economic Development
4.5 Continue our reconciliation journey by developing our next RAP.	4.5.1 Register via Reconciliation Australia's website to begin developing our next RAP.	June 2028	Manager Community and Economic Development	Director Customer and Corporate Affairs

Contact Information
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10.5 RIPPON LEA GARDENS ACCESS AGREEMENT

Author: *Ram Kamalanandan, Manager Sustainability and Assets*

Director: *Niall McDonagh, Director Sustainability, Assets and Leisure*

Trim No: *26/1329116*

Attachments: *1. Rippon Lea Glen Eira Visitation Report Jan to Jun 2026* ⇩

EXECUTIVE SUMMARY

This report seeks Council's approval to renew the Agreement for Access to Rippon Lea Gardens with the National Trust of Australia (Victoria) (NTAV) for a further three-year term commencing 23 January 2027.

Rippon Lea Estate is a heritage-listed property located in Elsternwick and owned and managed by the NTAV. The estate comprises approximately 14 acres of heritage gardens, mature tree canopy, open lawns, ornamental plantings, a lake, children's playground, kitchen gardens and orchards and is a significant cultural, environmental and open space asset within Glen Eira.

Council has partnered with the NTAV since 2018 to provide Glen Eira residents with free access to the Rippon Lea Estate gardens. Following a successful trial period and subsequent renewals in 2021 and 2024, the current agreement is due to expire on 23 January 2027. Under the current arrangement, Council contributes $250,000 per annum towards garden maintenance, infrastructure and operational support while residents receive free access to the gardens and a range of community programs and events.

The partnership continues to deliver strong community benefit. As at June 2026, 9,517 household passes have been issued, representing 27,599 individual members, with 3,738 visits recorded during the January to June 2026 reporting period. The partnership also supports delivery of biodiversity, environmental, educational, heritage and wellbeing initiatives aligned with Council priorities.

RECOMMENDATION

That Council:

1. authorises the Chief Executive Officer to negotiate and enter into a further three-year agreement for access to Rippon Lea Garden with the National Trust of Australia (Victoria), commencing on 23 January 2027; and
2. authorises a financial contribution of $250,000 per annum to the National Trust of Australia (Victoria) for the term of the agreement.

BACKGROUND

Rippon Lea Estate is a heritage-listed property located in Elsternwick and owned and managed by the National Trust of Australia (Victoria). While now occupying approximately 14 acres, the Estate historically formed part of a substantially larger landholding before being progressively subdivided during the early twentieth century. Its gardens, mature tree canopy, ornamental landscapes, water features and heritage elements contribute significantly to the character and environmental value of the surrounding area.

The Estate is a privately owned heritage asset and is not publicly owned or reserved primarily for recreation purposes. Its long-term viability relies on ongoing investment and

stewardship from the NTAV. Through Council's partnership, Glen Eira residents are able to access and enjoy the Estate's extensive gardens while supporting the ongoing preservation of an important local landmark.

Council originally entered into an access agreement with the NTAV in 2018 as a three-year trial. Following strong community support and positive visitation outcomes, the agreement was renewed in 2021 and subsequently extended for a further three years commencing in January 2024. Under the current arrangement, Council contributes $250,000 per annum to support garden maintenance, infrastructure and operational requirements.

The agreement also includes a series of community engagement, environmental and educational deliverables designed to increase visitation, strengthen the partnership between Council and the NTAV, and maximise value for residents. Progress against these deliverables is reported to Council through six-monthly visitation and performance reports, the latest of which is presented as attachment 1 to this report.

ISSUES AND DISCUSSION

Under the Open Space Strategy Refresh 2020, Rippon Lea Estate is located within open space gap area E1 and serves a part of the municipality where opportunities for additional public open space are constrained. The Estate is also situated adjacent to the Elsternwick Major Activity Centre, an area anticipated to experience continued population growth and higher-density development. Access to the Estate therefore contributes to improving community access to green open space within a strategically important locality.

As a heritage landscape, Rippon Lea provides a visitor experience distinct from traditional parks and reserves within Glen Eira. The combination of heritage gardens, mature canopy trees, biodiversity values and cultural significance creates a destination of local and regional importance while helping address open space accessibility challenges within the surrounding area.

Community uptake of the program remains strong. As at June 2026:

- 9,517 household passes have been issued to Glen Eira residents.
- 27,599 individual members have registered through the program.
- 3,738 resident visits were recorded during the January to June 2026 reporting period.

The benefits of the partnership extend beyond visitation outcomes. During the reporting period, the Estate supported a broad range of initiatives aligned with Council priorities, including:

- Biodiversity education programs and citizen science activities, with the Rippon Lea iNaturalist project recording more than 560 species and 1,230 observations.
- Climate action collaboration through implementation of the National Trust Climate Action Plan and participation in community engagement activities.
- Urban forest education through specialist tree tours and public access to tree and plant databases.
- Opportunities for knowledge sharing between Council's Parks and Gardens team and the Rippon Lea gardens team.
- Aboriginal cultural heritage initiatives, including planning for a native food forest project and engagement with Bunurong representatives.
- Ongoing bush kinder, gardening, volunteering and community wellbeing programs.
- Community festivals and events, including Botanica, Seniors Festival activities and Glen Eira Storytelling Festival events.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The partnership supports the delivery of Council's climate and environmental objectives by increasing access to green and natural spaces and creating opportunities for community education and engagement in sustainability, biodiversity and urban ecology.

Recent initiatives delivered through the partnership include biodiversity monitoring programs, urban forest education, climate action collaboration, water management education and support for native planting and habitat initiatives. These activities contribute to the objectives of Our Climate Emergency Response Strategy 2025-2029, particularly the community priority to maximise and diversify green and natural spaces and strengthen community participation in environmental stewardship.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

A commitment of $750,000 ($250,000 per annum) will be required over the proposed three-year agreement term. Funding will be considered through Council's annual budget process and incorporated into future financial planning if the renewal is approved. Noting that budget for the remainder of the 2026/27 was considered at the adoption of the annual budget.

The partnership provides community access to an established and highly valued green space without creating additional Council-owned open space assets or associated long-term maintenance liabilities. It also supports strategic outcomes identified within Council's Open Space Strategy Refresh 2020 and broader environmental objectives.

Continued engagement with the Estate supports Council's strategic risk management objectives focused on climate preparedness, by providing access to high-quality green infrastructure and complementary open space opportunities in an area identified as having limited open space provision.

POLICY AND LEGISLATIVE IMPLICATIONS

The partnership supports implementation of the:

- Glen Eira Council Plan 2025-2029.
- Open Space Strategy Refresh 2020.
- Our Climate Emergency Response Strategy 2025-2029.
- Biodiversity Plan 2025-2029.
- Urban Forest Strategy 2021-2026, and the 2027 Strategy Refresh.
- Reconciliation Action Plan.

No legislative implications arise directly from noting this report.

COMMUNICATION AND ENGAGEMENT

Free access to Rippon Lea Estate and associated community programs are promoted through Council communication channels, including Council's website, social media platforms and community publications. The NTAV also promotes access opportunities, events and activities through its own communication channels.

The six-monthly visitation reporting process provides ongoing transparency regarding partnership outcomes, visitation levels and delivery of agreed community benefits.

LINK TO COUNCIL PLAN

Strategic Direction 2: Diverse, welcoming and accessible places
Our green open spaces and community facilities are well-used, well-located and accessible.

The partnership improves resident access to green open space within an identified open space gap area and supports a range of recreational, environmental, educational and community outcomes that contribute to a healthy, connected and liveable city.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The Agreement for Access to Rippon Lea Gardens has delivered strong community, environmental and strategic outcomes since its commencement in 2018. The partnership provides Glen Eira residents with access to a unique heritage landscape and open space asset while supporting biodiversity, sustainability, cultural heritage, community wellbeing and environmental education objectives.

Visitation levels and community participation demonstrate ongoing demand for the program, while the agreement continues to provide a cost-effective mechanism for increasing access to high-quality open space within an area identified as experiencing open space constraints.

Renewal of the agreement for a further three years will ensure these benefits continue to be available to Glen Eira residents while strengthening Council's partnership with the National Trust of Australia (Victoria) and supporting delivery of key Council Plan and strategic objectives.

Rippon Lea Estate

NT V



Visitation report - City of Glen Eira residents

January to June 2026



Botanica at Rippon Lea Estate, photo by Edward Lin.

National Trust Victoria

Status of Rippon Lea Estate Community Engagement Deliverables

Programs

Aboriginal Cultural Heritage and Community Engagement

NTV will engage with relevant CoGE officers and identify opportunities to broaden the reach of their respective Reconciliation Action Plans (RAP). Rippon Lea Estate will be made available for Council RAP activity, such as National Reconciliation Week events

NTV and CoGE staff have met to discuss potential for Rippon Lea Estate to host First Nations garden spaces.

Native Food Forest project hosted by GROW Gardens scheduled to commence in August 2026. First Nations youth trainees are integral to the project.

Meeting at Rippon Lea Estate with CoGE officers, National Trust staff and members of Bunurong Land Council scheduled for early September to discuss potential garden space to be utilised by Bunurong.

Welcome to country ceremony held during Botanica community event, May 2026.

Carer's Week Afternoon Tea

Rippon Lea Estate will continue to invite Glen Eira based carers to an annual afternoon tea

Event to be held in October in the Rippon Lea Estate Ballroom.

Rippon Lea Estate and Glen Eira Water Stories

NTV to collaborate in the delivery of CoGE Integrated Water Management Plan objectives, particularly around deepening community engagement and understanding of water, through Rippon Lea Estate's recently developed water stories interpretation material.

Regular testing and monitoring of lake water quality undertaken by Rippon Lea Estate's garden team. Aquatic weed control has been greatly improved as a result.

Climate Action

NTV Climate Action Plan Working Group to identify opportunities for Rippon Lea Estate to partner in the delivery of goals within Council's Climate Emergency Response Strategy.

National Trust 2025 – 2027 Climate Action Plan was launched in September 2025.

CoGE Community Climate Action team attended and operated an information stall at Botanica community event in May.

Trees and the Urban Forest

NTV to collaborate in promoting objectives of Council Urban Forest Strategy to the community, such as through specialist tours and interpretation tools.

National Trust staff provided stakeholder consultation to CoGE staff regarding the new Glen Eira Urban Forest Strategy in April.

C My Trees app and Rippon Lea Estate plant database are both freely available online.

Specialist tree tours conducted regularly by Rippon Lea Estate garden staff.

Open Space Knowledge and Skill Share

NTV garden team to engage in sharing of knowledge and skills with CoGE Parks and Gardens team.

Rippon Lea Estate have hosted a member of the CoGE Parks and Gardens team for a fortnightly secondment since March. Both National Trust and CoGE are keen for this initiative to continue.

Biodiversity in Glen Eira

NTV to work with CoGE to build our knowledge of biodiversity at Rippon Lea Estate through ongoing surveys and make this data publicly available.

Rippon Lea Estate iNaturalist biodiversity site project has now passed 560 species and 1230 observations.

A Sustainable Glen Eira Guided Spider Walk event was held in April.

A Nocturnal Creatures evening event was held in March.

National Trust and CoGE staff currently discussing additional biodiversity programming opportunities later this year.



Smoking ceremony at Botanica, photo by Edward Lin.

Exclusive Evenings for the Glen Eira community

Residents and NTV members will have exclusive and/or free evening access into the grounds of the Estate on specific dates during the warmer months of the year. Local musicians and refreshments are proposed.

Scheduled to take place in January and February 2027.

Garden Based Workshops

Continuation of regular garden-based activities (Nature Journalling and Forest Bathing) over the reporting period.

Meeting space availability within the property

Members of CoGE staff & councillors are extended an open invitation to utilise spaces for meetings within the Estate, both within the mansion & gardens.

This remains an ongoing opportunity.

Bird Tours within Rippon Lea Estate

A bird spotter guidebook has been developed listing birds specifically found at Rippon Lea Estate. Glen Eira residents will receive the booklet and a tour at a reduced fee.

This continues to be an ongoing weekly event.

Community Programs

Victorian Seniors Festival Event

Senior members of the Glen Eira community will be invited to an afternoon garden party on the main lawns of the Estate with light refreshments served as part of the annual Victorian Seniors Festival.

Scheduled to be held in the Rippon Lea Estate Ballroom, October 2026.

Monthly Makers Markets

The Estate will continue to provide opportunies for local makers and artists to show their wares at monthly markets.

Remains an ongoing monthly event.

GROW Glen Eira

NTV to continue to support GROW Glen Eira by hosting a participant in the program.

The most recent participant completed their placement in May.

Benefits of gardening and other volunteering opportunities

NTV to promote the benefits of volunteering and the various opportunities to participate at Rippon Lea Estate through Council channels and resident access database. NTV Volunteer Manager to meet regularly with relevant Council staff.

Ongoing recruitment of volunteers from the local community continues.

Bush kinder education

Rippon Lea Estate will continue to host an ongoing weekly Bush Kinder program with select local kindergartens

Remains an ongoing weekly event.

Chair Yoga

The "World's Biggest Sit In" is a chance to help set a world record for the largest chair-based exercise class – and it's all about raising awareness for musculoskeletal health.

Next scheduled for October 2026.

Entomological Society of Victoria

A Nocturnal Creatures evening event, organised in collaboration with the Society and CoGE, was held in March (sold out).

Yoga / outdoor exercise activities

The opportunity for groups to hold Yoga & other outdoor wellness activities will be further developed.

Next scheduled for October 2026.

Additional Programs

Glen Eira Council young parent's days

An outdoor program held every Monday.

An ongoing initiative.

Glen Eira Story Telling festival

Was held in June in Rippon Lea Ballroom.

Botanica 2026

Botanica community event held in May.



Nature journalling.



Monthly market, photo by Edward Lin.

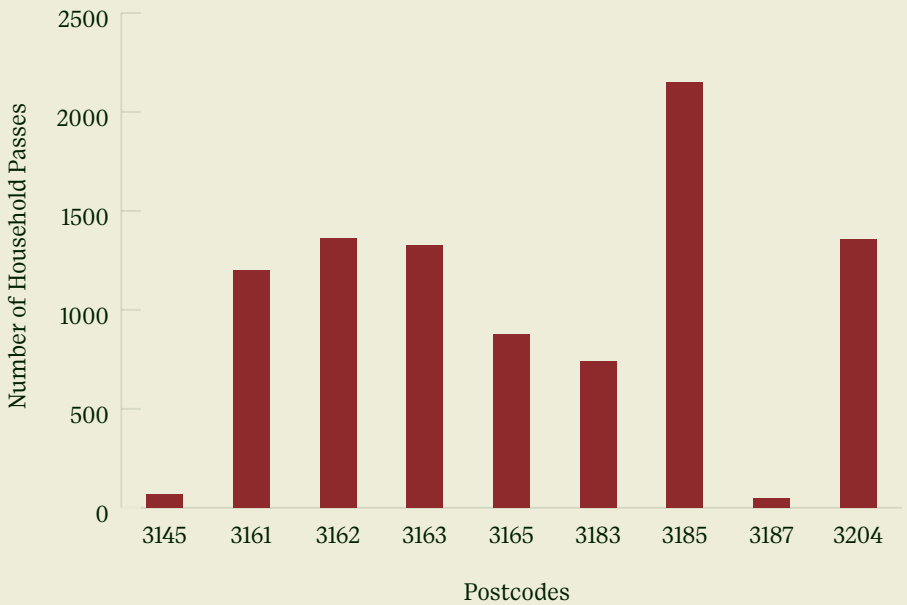


3,738
Individual visits this reporting period

9,517
Household passes issued in total

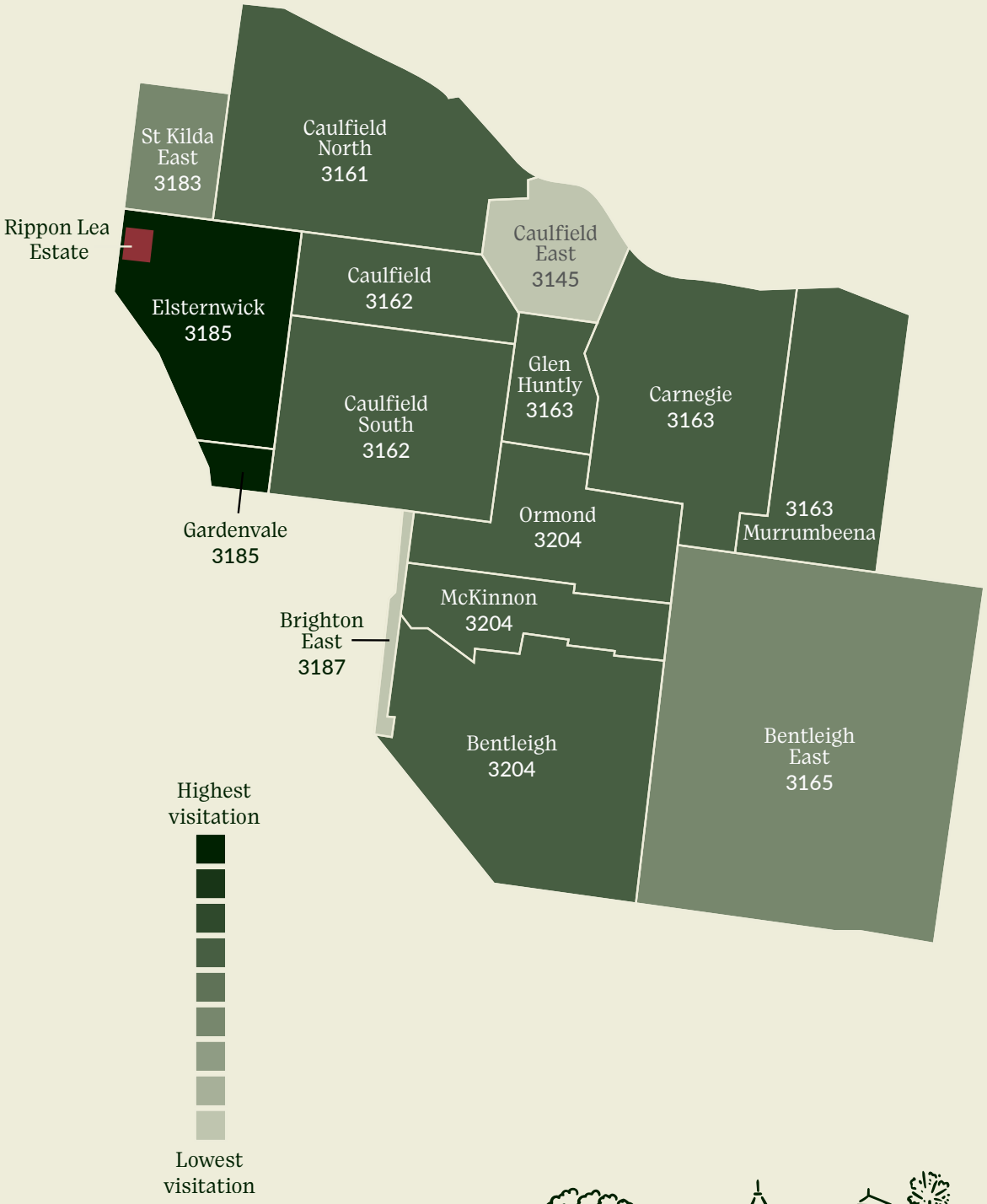
27,599
Individual members in total

Household Passes



National Trust
Victoria

Visitation





National Trust
Victoria

10.6 FINANCIAL MANAGEMENT REPORT AS AT 31 OCTOBER 2026

Author: *Alon Milstein, Coordinator Financial Accounting*

Director: *John Vastianos, Chief Financial Officer*

Trim No: *26/1380385*

Attachments: *1. October Finance Report ⇩*

EXECUTIVE SUMMARY

Council plays a critical role in supporting a thriving, inclusive and sustainable community through the provision of essential infrastructure, facilities, services and programs. These investments contribute to the wellbeing, connectivity and liveability of the municipality and support the delivery of Council's strategic objectives.

This report outlines Council's financial performance for the period ended 31 October 2026 and supports informed decision-making by highlighting key financial outcomes and material variances. Detailed financial information is provided in Attachment 1.

The forecast result expected for the financial year is a surplus of $5.54m. This compares favourably against the original adopted 2026-27 Budget surplus of $4.28m.

It is important to note that an operating surplus does not represent a cash surplus. Rather, it reflects Council's accounting result after recognising accruals, provisions, depreciation and other non-cash transactions in accordance with Australian Accounting Standards.

Council continues to operate in a challenging financial environment characterised by increasing service delivery costs, constrained revenue growth under the State Government rate capping framework, and rising regulatory and compliance obligations. Broader economic and geopolitical factors continue to contribute to inflationary pressures and cost uncertainty across the sector. While no material impacts have been identified to date, these risks will continue to be monitored as part of Council's ongoing financial management processes.

To strengthen its long-term financial position, Council is progressing the implementation of the *Financial Sustainability Strategy*, adopted on 16 December 2025. The Strategy provides a framework to improve financial resilience through service optimisation, revenue diversification, asset utilisation and the prioritisation of capital investment aligned with community needs and strategic priorities.

Council remains committed to directing available operating surpluses towards capital investment and debt reduction. Active financial management also ensures adequate reserves are maintained to meet future obligations, including open space contributions, contractual commitments, employee entitlements and residential aged care liabilities.

Overall, Council remains in a sound financial position and continues to demonstrate prudent financial management, balancing the delivery of community services and infrastructure with the long-term objective of financial sustainability.

RECOMMENDATION

That Council adopts the Financial Management Report for the period ending 31 October 2026.

BACKGROUND

Section 97 of the *Local Government Act 2020* requires Council to consider a quarterly budget report at a Council meeting, including a comparison of actual and budgeted results, explanations of material variances and other prescribed information.

In addition to these legislative requirements, Glen Eira City Council undertakes monthly financial reporting and monitoring to support informed decision-making, financial oversight and organisational accountability.

The attached report compares year-to-date operating income and expenditure against the adopted Budget and the full-year forecast to 30 June 2027. This enables Council to monitor financial performance, assess progress towards strategic objectives and identify emerging issues requiring management attention.

The report also includes an update on the Capital Works Program, Council's cash flow position and rate debtor performance.

ISSUES AND DISCUSSION

Key Highlights - Current Financial Position

The forecast operating result for the 2026–27 financial year is a surplus of $5.54 million. Key highlights for the period ending 31 October 2026 include:

Key Highlights	September 2026 $ 000's	October 2026 $ 000's	Movement $ 000's	Comments
Forecast Surplus	4,993	5,544	551	There are no material forecast adjustments for October 2026. Refer to the Financial Management Report for further details.
Forecast Liquidity	177.56%	178.38%	0.82%	Forecast liquidity has increased slightly due to a higher than anticipated inflows during the period.
Forecast Capital Works	53,881	53,881	-	There are no forecast adjustments for October 2026.

Open Space

Council collects Public Open Space contributions in accordance with legislative requirements when land is subdivided within the municipality. The balance of the Open Space Reserve as at 31 October 2026 is as follows:

Description	2026-27 Current Month	2026-27 Year to Date
Opening Balance as at 1 July 2026		**$34,158,720**
Open Space Contributions Received	$550,520	$2,101,790
Open Space Capital Expenditure	$0	$0
Closing Balance Open Space Reserve		**$36,260,510**
Committed Open Space Purchases		($10,325,000)
Available Open Space Reserve Funds		$25,935,510

Note: The Open Space Reserve is currently not held as a separately quarantined cash reserve.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The Financial Management Report reflects Council's ongoing commitment to addressing the climate emergency by continuing to reduce organisational emissions, build community awareness, and enable pathways for community action.

Consistent with the *Climate Emergency Response Strategy 2025–2029*, Council is progressing clear pathways and measurable outcomes toward community-wide emissions reduction and its target of zero direct Council emissions by 2031.

Key initiatives include the electrification of Council facilities, investment in open space and urban greening, support for circular economy and environmentally sustainable design, and the continued transition of Council's fleet to electric vehicles.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

The key financial objectives for Council are:

- **Rates:** Maintain increases within the State Government rate cap.
- **Liquidity:** Maintain liquidity levels at no less than 100% (excluding restricted reserves).
- **Fees:** Set fees and charges in accordance with the principles of Council's Pricing Policy, balancing cost recovery, affordability and financial sustainability, while having regard to CPI and benchmarking.
- **Waste Charges:** Apply full cost recovery principles.
- **Risk Management:** Mitigate key risks through targeted investment, particularly in asset renewal and maintenance.
- **Service Levels:** Maintain essential service levels.
- **Financial Sustainability Strategy:** Implement the Financial Sustainability Strategy 2025–2029 to strengthen Council's long-term financial resilience through service reviews, revenue diversification, asset optimisation, debt management, productivity improvements and the prioritisation of capital investment aligned with community needs and strategic priorities.
- **Efficiency:** Maintain a strong efficiency position and effectively manage operating costs.
- **Community Engagement:** Ensure priorities reflect community feedback and engagement outcomes.

POLICY AND LEGISLATIVE IMPLICATIONS

This report aligns with the following Council strategies and legislative requirements:

- Budget 2026–2027
- Council Plan 2025–2029
- Financial Plan 2026–2036
- Asset Plan 2026–2036
- Strategic Asset Reserve Policy
- Financial Sustainability Strategy 2025–2029
- Pricing Policy
- Revenue and Rating Plan 2025–2029
- Open Space Strategy
- Investment Policy
- Integrated Planning and Reporting Framework
- *Local Government Act 2020* (including Section 97 – Financial Management)
- *Local Government (Planning and Reporting) Regulations 2020*
-

COMMUNICATION AND ENGAGEMENT

The preparation of the Financial Management Report has considered Council's strategic plans, service priorities and approved budget settings to ensure alignment between financial resources and the delivery of Council's objectives.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and Financial Sustainability
Our community has trust and confidence in our decisions.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

Council continues to demonstrate disciplined and prudent financial management in a challenging operating environment. Ongoing economic pressures, rising service delivery costs, and increasing regulatory requirements underscore the need for proactive and considered financial planning.

Through regular monitoring, strategic decision-making, and transparent reporting, Council ensures resources are allocated effectively to support service delivery, invest in critical infrastructure, and respond to emerging risks.

This approach reinforces Council’s commitment to long-term financial sustainability and its role as a responsible steward of public funds.

Financial Management Report for the period ending 31 October 2026

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Executive Summary

a) Current Month Budget Result

As at the end of October, year-to-date performance against budget from ordinary activities shows favourable variances, with income $3.12m above budget and operating expenditure $2.55m below budget.

Please note that a large amount of the current variances is due to timing differences (i.e. between the scheduling of budgets and timing of actual results). The next few months should reflect whether these variances (particularly the expenditure variances) become more permanent for the 2026-27 financial year.

b) Current Month Forecast Result

The forecast result expected for the financial year is a surplus of $5.54m. This compares favourably against the original adopted 2026-27 Budget surplus of $4.28m.

The operating surplus is not a 'cash' profit as it recognises all revenue and spending for Council to operate and includes one-off and non-cash items.

Council will continue to prioritise the allocation of any available surplus towards capital works delivery and debt reduction, while maintaining the provision of high-quality services and community infrastructure.

While Council's unrestricted cash balances remain at relatively low levels, it is essential that sufficient reserves are maintained to meet obligations, including open space reserves, contract deposits, employee entitlements, and residential aged care liabilities. Council will continue to apply prudent financial management practices to meet its obligations to the community.

c) Open Space

Council collects a Public Open Space contribution in many circumstances when land is subdivided within the municipality. The requirement for this is in the Glen Eira Planning Scheme at clause 53.01.

As part of applicable subdivisions, a landowner is required to make a contribution based on the site value, which the Council uses to either purchase land to create new open spaces such as public parks, playgrounds and reserves, or to make improvements within our existing open space areas. Our open space planning is informed by the City of *Glen Eira Open Space Strategy*.

There are different contribution rates that apply in different parts of the municipality. These include:

- In the area known as Caulfield Village, 5% of the site value of the land which is contained within the Mixed-Use Precinct and the Smith Street Precinct, and 4% of the site value of the land which is contained within the Residential Precinct.
- In the area known as East Village, in accordance with the East Village Comprehensive Development Plan, May 2020 and East Village Development Contributions Plan, May 2020.
- All other land, 8.3% of the site value of the land effective March 2023.

Since 2021, Council has acquired new land for future open space development including entering into an agreement to purchase the Elsternwick Club to address a significant open space gap. The total value of land acquisitions since 2021, including the future settlement of Elsternwick Club, is $39m.

The balance of the Open Space Reserve as at 31 October 2026 is as follows:

Description	2026-27 Current Month	2026-27 Year to Date
Opening Balance as at 1 July 2026		**$34,158,720**
Open Space Contributions Received	$550,520	$2,101,790
Open Space Capital Expenditure	$0	$0
Closing Balance Open Space Reserve		**$36,260,510**
Committed Open Space Purchases		($10,325,000)
Available Open Space Reserve Funds		$25,935,510

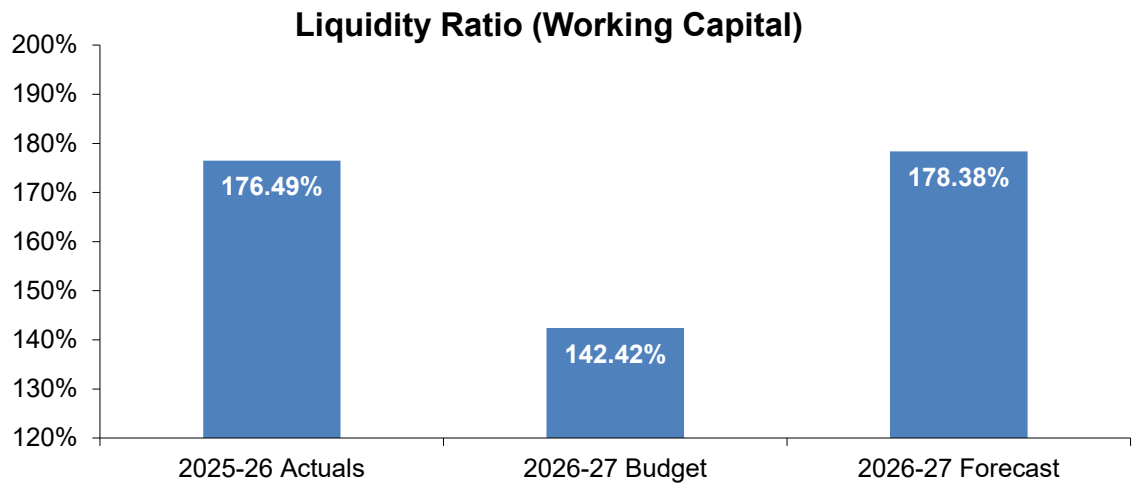
d) Borrowings and Debt Strategy

Council has established loan facilities totalling $64m with the Treasury Corporation of Victoria, comprising general-purpose borrowings, *Community Infrastructure Loans Scheme* funding, and *Community Sports Infrastructure Loans Scheme* funding.

As at 31 October 2026, the outstanding loan balance is $47.01m.

For the 2026–27 financial year, Council has budgeted $4.1m in principal and interest repayments, with no new borrowings planned.

e) Liquidity



Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following twelve months and are therefore not available for discretionary spending. Council is required to hold sufficient cash to cover Restricted Assets such as: Residential Aged Care Deposits, Public Open Space Reserve, Contract Deposits and Emergency Services and Volunteers Fund.

f) Superannuation – Defined Benefits Scheme

Vested Benefits Index (VBI)

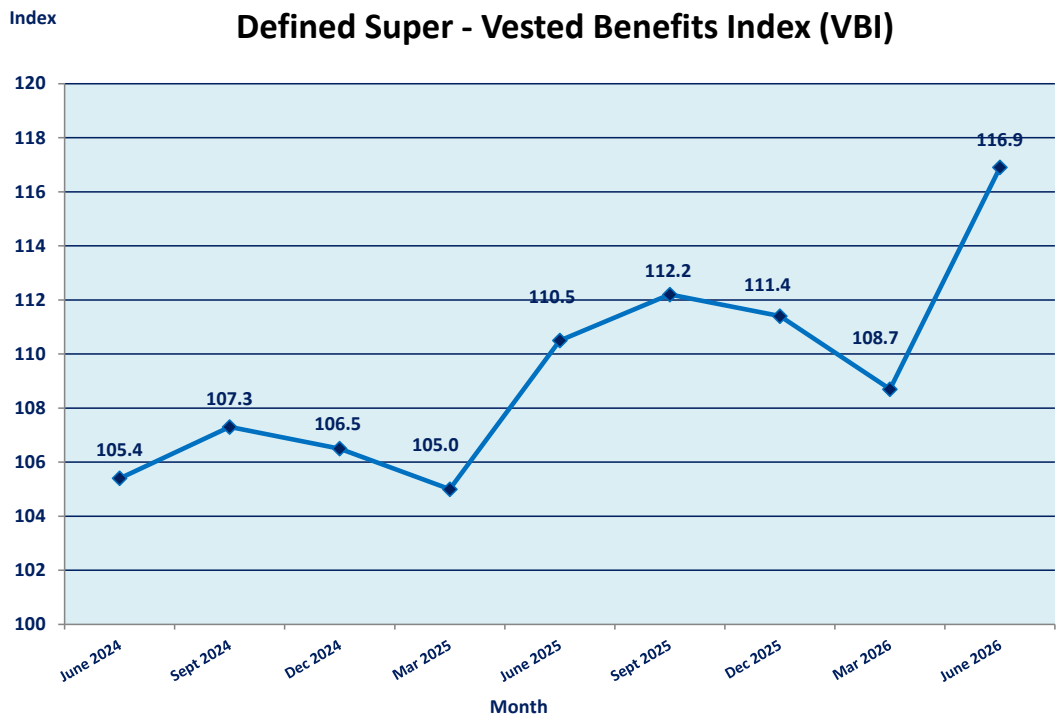
Defined benefit plans are required by law to have an actuarial investigation at least once every three years. Vision Super monitors the vested benefit position of the defined benefits plan on a quarterly basis.

The VBI is the key index that the super fund regulator, APRA, considers when assessing the financial position of the Defined Benefit Plan. In simple terms this measures whether there would be enough assets to meet the liabilities of the Defined Benefit Plan if it became necessary to pay all members their total entitlements on a particular day.

Under the superannuation prudential standards, VBI's must be kept above a fund's nominated shortfall threshold, currently 97 per cent. The higher the index the less chance of a future call.

For the Plan to be in a satisfactory financial position requires a VBI of 100 per cent or more. In the event the VBI falls below the nominated shortfall threshold (i.e., 97 per cent), an interim investigation is required to be carried out by the Fund Actuary, unless the next scheduled investigation is due within six months.

Below is the estimated VBI updated to 30 June 2026.



Income Statement

This Statement outlines our income sources for the reporting period under headings such as general rates and garbage charges, and the day-to-day expenses incurred to run Council. These expenses do not include capital expenditure, but they do include depreciation and amortisation of assets. Expenses include labour costs, materials and supplies, and utility and insurance costs.

The bottom line is the result for the reporting period. This figure equals total income minus total expenses, which indicates whether we've operated at a surplus or a deficit (a figure inside brackets is a deficit).

Positive variance movements relate to an increase in revenue and a decrease in expenditure. Negative figures (in brackets), relate to a decrease in revenue or an increase in expenditure.

No Forecast adjustments for October 2026

Income Statement

for the period ending 31 October 2026

	2026-27 Year to Date Actual	2026-27 Year to Date Budget	2026-27 Year to Date Variance	2026-27 Year to Date Variance	2026-27 Previous Month End Forecast	2026-27 Current Month Forecast	2026-27 Forecast Movement	2026-27 Annual Budget	2025-26 Budget Forecast Variance	2026-27 Budget Forecast Variance
	$ 000's	$ 000's	$ 000's	(%)	$ 000's	$ 000's	$ 000's	$ 000's	$ 000's	(%)
Income from Ordinary Activities										
Rates	125,900	125,780	119	0.1%	126,111	126,112	1	126,214	(102)	(0.1%)
Waste & Recycling Charges	30,683	30,530	153	0.5%	30,662	30,658	(5)	30,530	128	0.4%
Grants (Operating & Capital)	8,212	7,895	317	4.0%	27,564	27,790	226	26,843	947	3.5%
User Fees	11,218	10,336	883	8.5%	31,961	32,078	116	31,635	443	1.4%
Statutory Fees & Fines	5,240	4,536	704	15.5%	14,103	13,953	(150)	13,876	77	0.6%
Contributions (Monetary)	2,102	1,950	152	7.8%	5,041	4,974	(67)	5,000	(26)	(0.5%)
Other Income	2,284	1,489	794	53.3%	5,601	5,768	167	5,213	555	10.7%
Total Income from Ordinary Activities	**185,638**	**182,516**	**3,121**	**1.71%**	**241,042**	**241,331**	**289**	**239,309**	**2,022**	**0.8%**
Expenses from Ordinary Activities										
Employee Costs	31,733	32,994	1,261	3.8%	97,610	97,518	92	97,859	341	0.3%
Materials & Services	31,320	32,499	1,179	3.6%	95,898	95,936	(38)	95,427	(509)	(0.5%)
Other Expenses	2,631	2,746	116	4.2%	7,817	7,488	329	7,394	(94)	(1.3%)
Borrowing Costs	625	615	(10)	(1.6%)	1,837	1,850	(13)	1,845	(5)	(0.3%)
Total Expenses from Ordinary Activities	**66,308**	**68,854**	**2,546**	**3.7%**	**203,163**	**202,792**	**370**	**202,525**	**(267)**	**(0.1%)**
Surplus/(deficit) before non operational activities	**119,329**	**113,662**	**5,667**	**5.0%**	**37,880**	**38,539**	**659**	**36,784**	**1,755**	**4.8%**
Non-operational Activities										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	0	142	(141)	(99.7%)	392	337	(54)	450	(113)	(25.0%)
Written Down Value of Assets Sold/Disposed	6	41	35	0.0%	913	904	10	930	26	2.8%
Depreciation & Amortisation	11,236	10,671	(566)	(5.3%)	32,364	32,428	(64)	32,023	(405)	(1.3%)
Surplus/(deficit) for the period	**108,087**	**103,092**	**4,994**	**4.8%**	**4,993**	**5,544**	**551**	**4,281**	**1,263**	**29.5%**

Balance Sheet
for the period ending 31 October 2026

This Statement is a snapshot of our financial position. It outlines what we own (assets) and what we owe (liabilities). Our net worth (net assets or equity) equals total assets minus total liabilities — the larger the net equity, the stronger the financial position.

	Actuals 2025-26	Annual Budget 2026-27	Annual Forecast 2026-27	Year to Date Actual 2026-27	Previous Month End Actuals
	$ 000's	$ 000's	$ 000's	$ 000's	$ 000's
Assets					
Current Assets					
Cash and Cash Equivalents	94,875	57,751	75,191	101,400	90,741
Trade and Other Receivables	24,802	22,948	24,802	143,614	169,499
Other Assets	5,948	2,764	5,948	4,498	4,669
Total Current Assets	**125,625**	**83,463**	**105,941**	**249,512**	**264,910**
Non-Current Assets					
Property, Infrastructure, Plant and Equipment	3,003,669	2,898,980	3,015,242	2,998,150	2,999,429
Right-of-use-assets	750	143	750	750	750
Intangible Assets	304	101	304	230	244
Investments in Joint Operations	122	327	122	122	122
Other Financial Assets	5	5	5	5	5
Total Non-Current Assets	**3,004,850**	**2,899,555**	**3,016,423**	**2,999,256**	**3,000,550**
TOTAL ASSETS	**3,130,475**	**2,983,018**	**3,122,364**	**3,248,769**	**3,265,460**
Liabilities					
Current Liabilities					
Trade and Other Payables	22,162	15,954	16,217	20,267	17,793
Trust Funds and Deposits	24,729	23,218	23,729	44,869	54,990
Unearned Income	7,326	2,214	2,326	-	-
Provisions	13,971	14,069	13,971	13,866	14,029
Interest-Bearing Liabilities	2,258	3,026	3,026	1,836	1,845
Lease Liabilities	733	121	121	733	733
Total Current Liabilities	**71,179**	**58,602**	**59,390**	**81,570**	**89,389**
Non-Current Liabilities					
Provisions	1,650	1,479	1,650	1,650	1,650
Interest-Bearing Liabilities	45,353	42,315	42,315	45,175	45,352
Lease Liabilities	372	115	115	372	372
Other Liabilities - Joint Operations	2,910	3,010	2,910	2,910	2,910
Total Non-Current Liabilities	**50,285**	**46,918**	**46,990**	**50,106**	**50,283**
Total Liabilities	**121,464**	**105,520**	**106,380**	**131,676**	**139,672**
Net Assets	**3,009,013**	**2,877,498**	**3,015,984**	**3,117,092**	**3,125,788**
Equity					
Accumulated Surplus	1,029,990	1,033,897	1,035,534	1,133,303	1,142,550
Asset Revaluation Reserve	1,943,603	1,812,971	1,943,603	1,943,601	1,943,601
Public Open Space Reserve	34,159	27,962	34,159	36,261	35,710
Strategic Asset Reserve	1,260	2,668	2,688	3,928	3,928
Total Equity	**3,009,013**	**2,877,498**	**3,015,984**	**3,117,092**	**3,125,788**

Capital Works Program

for the period ending 31 October 2026

This represents our portfolio of capital projects that have been adopted and formally approved by Council as part of the 2026–27 budget process. These projects involve the planning and construction of new assets, renewal, upgrade and expansions for existing infrastructure, plant and equipment and property assets. Included in the program are strategic projects, transformation and technology projects, roadworks, footpaths and drainage, upgrades of open space and recreational areas and community facilities.

Positive variance movements relate to savings in capital expenditure. Negative figures (in brackets) relate to an increase in the current year's budget allocation.

Capital Works Forecast

As at 31 October 2026, the forecast expenditure for the 2026–27 Capital Works Program is $53.88m, comprising:

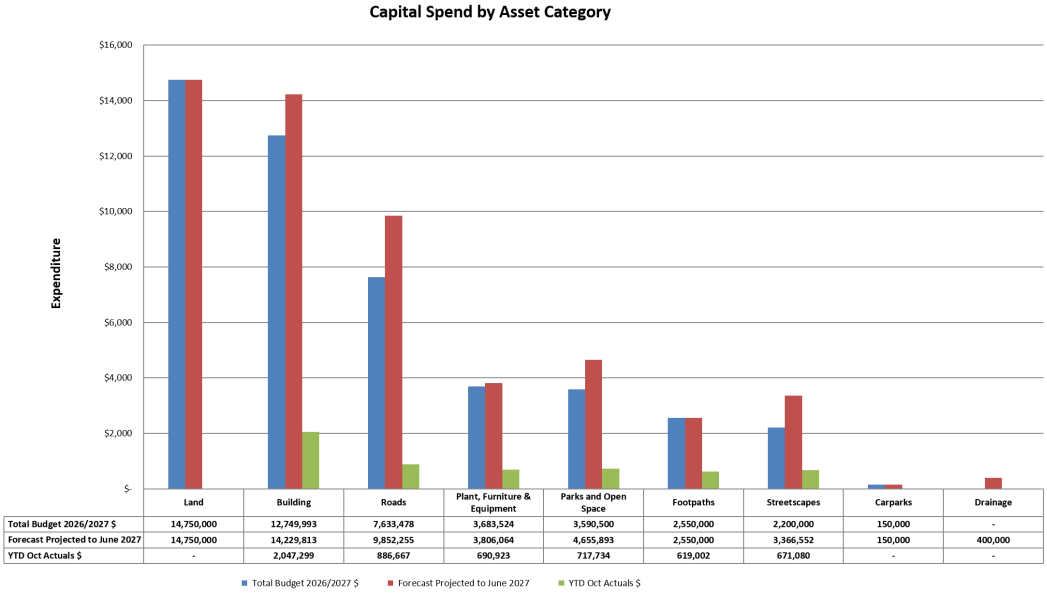
- 2026–27 Adopted Budget projects: $47.31m
- 2025–26 Carry Forward projects: $6.57m

Forecast Adjustments

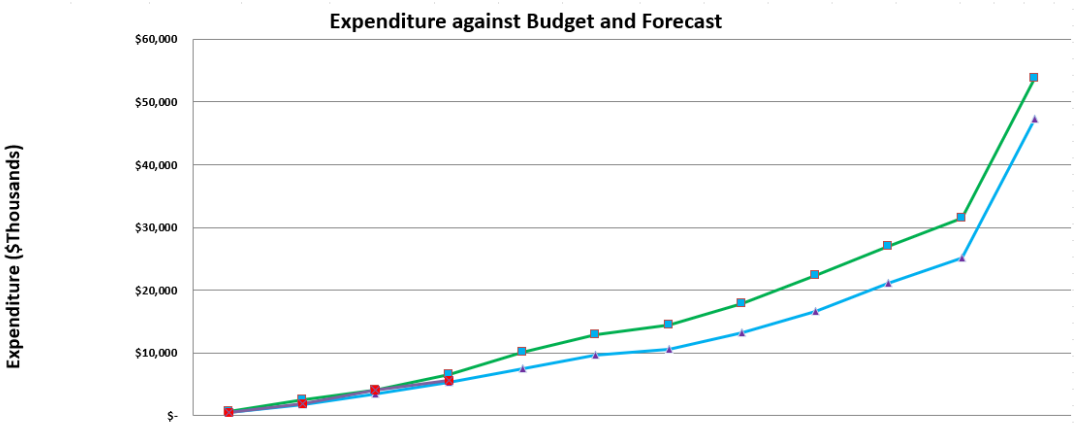
The October forecast total remains unchanged.

Capital Works Performance Graphs

The below graphs reflect the 2026–27 budget allocations for the main asset category and monthly expenditure against budget and forecast.



	Land	Building	Roads	Plant, Furniture & Equipment	Parks and Open Space	Footpaths	Streetscapes	Carparks	Drainage
Total Budget 2026/2027 $	14,750,000	12,749,993	7,633,478	3,683,524	3,590,500	2,550,000	2,200,000	150,000	-
Forecast Projected to June 2027	14,750,000	14,229,813	9,852,255	3,806,064	4,655,893	2,550,000	3,366,552	150,000	400,000
YTD Oct Actuals $	-	2,047,299	886,667	690,923	717,734	619,002	671,080	-	-



	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27
2026-27 Annual Forecast	$613K	$2,473K	$4,074K	$6,622K	$10,123K	$12,988K	$14,488K	$17,817K	$22,344K	$27,059K	$31,482K	$53,761K
Approved Budget	$504K	$1,703K	$3,458K	$5,331K	$7,560K	$9,664K	$10,589K	$13,210K	$16,687K	$21,103K	$25,101K	$47,307K
YTD Actuals	$561K	$1,906K	$4,112K	$5,633K								
Variance between Annual forecast vs Actuals	$52K	$567K	-$38K	$989K								

Capital expenditure for October was $989k below forecast, mainly due to scheduling delays in Renewals, Activity Centres and Sustainability projects.

Capital Works Program Expenditure
for period ending 31 October 2026

Description	Adopted Capital Budget ($)	Carry Forwards from 2025-26 ($)	Budget Plus Carry Forwards ($)	Adjustments ($)	Annual Forecast ($)	Year To Date Actual Expenditure ($)	Year To Date Forecast ($)	Year To Date Variance ($)
ACTIVITY CENTRES								
BETTER STREETS BETTER PLACES PROGRAM	2,000,000	1,166,552	3,166,552	-	3,166,552	671,080	925,000	253,920
MULTICULTURAL BUSINESS PRECINCT REVITALISATION PROGRAM	200,000	-	200,000	-	200,000	-	33,000	33,000
TOTAL PLACE	**2,200,000**	**1,166,552**	**3,366,552**	**-**	**3,366,552**	**671,080**	**958,000**	**286,920**
TRANSFORMATION & TECHNOLOGY								
GEOGRAPHIC INFORMATION SYSTEM UPGRADES	-	122,540	122,540	-	122,540	62,176	93,572	31,396
TOTAL TRANSFORMATION & TECHNOLOGY	**-**	**122,540**	**122,540**	**-**	**122,540**	**62,176**	**93,572**	**31,396**
RECREATION AND OPENSPACE								
OPEN SPACE STRATEGY INITIATIVES	-	302,096	302,096	-	302,096	217,835	250,000	32,165
RECREATION PROGRAM	-	276,860	276,860	-	276,860	167,718	185,696	17,978
SPORTSGROUND LIGHTING UPGRADE	-	94,561	94,561	-	94,561	37,479	79,561	42,082
TOTAL RECREATION AND OPENSPACE	**-**	**673,517**	**673,517**	**-**	**673,517**	**423,032**	**515,257**	**92,225**
COMMUNITY FACILITIES								
PARK PAVILION UPGRADE	3,650,000	173,938	3,823,938	-	3,823,938	1,479,785	1,489,327	9,542
GLEN HUNTLY PAVILION UPGRADE	910,713	-	910,713	-	910,713	16,850	25,000	8,150
CARNEGIE MEMORIAL SWIMMING POOL	-	14,468	14,468	-	14,468	635	-	(635)
TOTAL COMMUNITY FACILITIES	**4,560,713**	**188,406**	**4,749,119**	**-**	**4,749,119**	**1,497,270**	**1,514,327**	**17,057**
SUSTAINABILITY								
GETTING OFF GAS PROGRAM	6,025,000	957,735	6,982,735	40,000	7,022,735	29,398	180,000	150,602
INTEGRATED WATER MANAGEMENT	-	116,523	116,523	-	116,523	-	40,000	40,000
SOLAR AND ENERGY EFFICIENCY PROJECTS	164,280	-	164,280	(40,000)	124,280	-	-	-
TOTAL SUSTAINABILITY	**6,189,280**	**1,074,258**	**7,263,538**	**-**	**7,263,538**	**29,398**	**220,000**	**190,602**
COMMUNITY SAFETY								
FRANKSTON RAIL TRAIL UPGRADE	734,400	143,293	877,693	-	877,693	49,308	50,000	692
TRANSPORT PLANNING	1,488,000	1,569,147	3,057,147	-	3,057,147	407,517	523,256	115,739
TOTAL COMMUNITY SAFETY	**2,222,400**	**1,712,440**	**3,934,840**	**-**	**3,934,840**	**456,825**	**573,256**	**116,431**
LAND ACQUISITIONS								
ELSTERNWICK BOWLS CLUB	14,750,000	-	14,750,000	-	14,750,000	-	-	-
TOTAL LAND ACQUISITIONS	**14,750,000**	**-**	**14,750,000**	**-**	**14,750,000**	**-**	**-**	**-**

Capital Works Program Expenditure
for period ending 31 October 2026 (continued)

Description	Adopted Capital Budget ($)	Carry Forwards from 2025-26 ($)	Budget Plus Carry Forwards ($)	Adjustments ($)	Annual Forecast ($)	Year To Date Actual Expenditure ($)	Year To Date Forecast ($)	Year To Date Variance ($)
RENEWALS								
INFORMATION SYSTEMS	894,745	-	894,745	-	894,745	206,351	171,562	(34,789)
FLEET AND PLANT	700,000	-	700,000	-	700,000	6,357	8,320	1,963
BUILDING IMPROVEMENTS	2,000,000	333,679	2,333,679	-	2,333,679	520,631	545,274	24,643
LIBRARY COLLECTIONS	617,520	-	617,520	-	617,520	155,738	185,185	29,447
FOOTPATH PROGRAM	2,550,000	-	2,550,000	-	2,550,000	619,002	502,172	(116,830)
KERB AND CHANNEL REPLACEMENT PROGRAM	400,000	-	400,000	-	400,000	27,956	55,000	27,044
ROAD REHABILITATION PROGRAM	2,000,000	706,337	2,706,337	-	2,706,337	399,159	398,158	(1,001)
DRAINAGE IMPROVEMENTS	300,000	400,000	700,000	-	700,000	2,727	49,875	47,148
GLENWORKS PROGRAM	1,739,540	-	1,739,540	-	1,739,540	-	-	-
RIGHT OF WAY IMPROVEMENTS	729,356	-	729,356	-	729,356	-	-	-
CAR PARKS RENEWAL PROGRAM	100,000	-	100,000	-	100,000	-	-	-
ACTIVE RECREATION FACILITY PROGRAM	500,000	26,240	526,240	-	526,240	35,505	26,240	(9,265)
RECREATION PROGRAM	600,000	120,112	720,112	-	720,112	114,525	120,112	5,587
GLEN EIRA LEISURE	1,471,259	-	1,471,259	-	1,471,259	260,301	490,420	230,119
PARKS MINOR CAPITAL WORKS	355,000	49,001	404,001	-	404,001	32,268	74,001	41,733
SPORTS GROUND LIGHTING UPGRADE PROGRAM	490,500	-	490,500	-	490,500	5,160	-	(5,160)
LOCAL AREA TRAFFIC MANAGEMENT	292,182	-	292,182	-	292,182	-	-	-
PARK ASSET RENEWAL PROGRAM	245,000	-	245,000	-	245,000	33,816	48,000	14,184
SPORT AND FACILITIES RENEWAL PROGRAM	1,400,000	-	1,400,000	-	1,400,000	73,428	73,000	(428)
TOTAL RENEWALS	**17,385,102**	**1,635,369**	**19,020,471**	**-**	**19,020,471**	**2,492,924**	**2,747,319**	**254,395**
TOTAL CAPITAL WORKS EXPENDITURE	**47,307,495**	**6,573,082**	**53,880,577**	**-**	**53,880,577**	**5,632,705**	**6,621,731**	**989,026**

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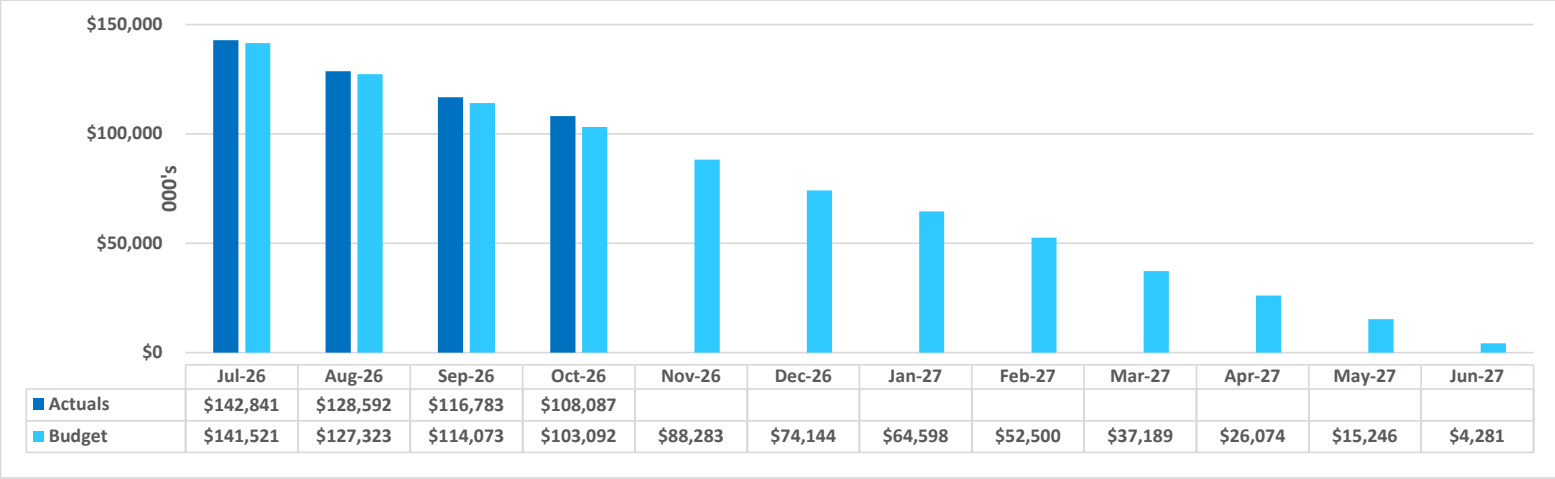
Financial Performance Graphs

Net Result for the period ending 31 October 2026



	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27
Actuals	$142,841	$128,592	$116,783	$108,087								
Budget	$141,521	$127,323	$114,073	$103,092	$88,283	$74,144	$64,598	$52,500	$37,189	$26,074	$15,246	$4,281

The October 2026 year to date financial performance was $4.99m higher than the year-to-date budget mainly due to:

- Better than anticipated income received for User Fees $883k, Other Income $794k, Statutory Fees & Fines $704k, Grants $317k, Waste & Recycling Charges $153k and Contributions (Monetary) $152k.
- Favourable variances in expenditure items including Employee Costs $1.26m and Materials and Services $1.18m.

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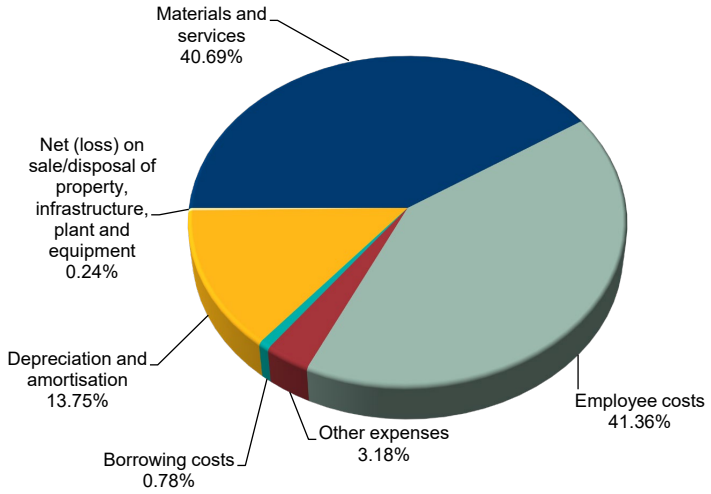
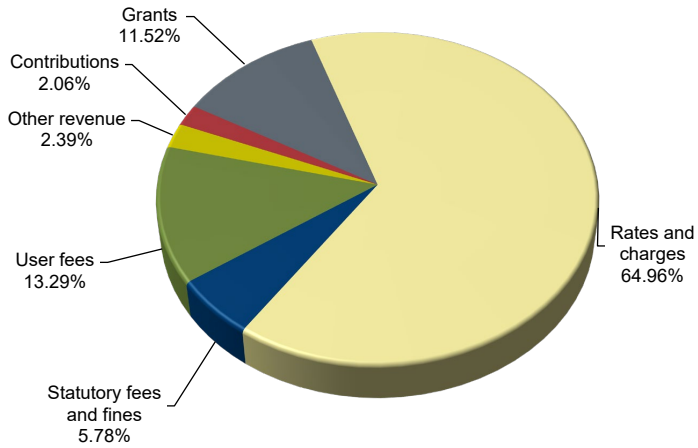
Financial Performance
for the period ending 31 October 2026

2026-27 Forecast categories of expenditure



2026-27 Forecast sources of income



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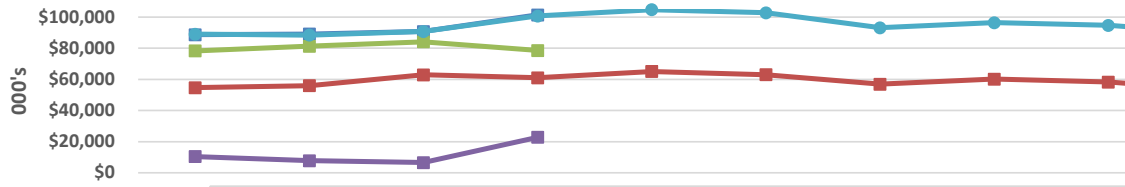
Cash and Investments
for the period ending 31 October 2026



	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27
Actuals	$88,732	$89,126	$90,741	$101,400								
Budget	$54,669	$55,976	$62,977	$61,089	$65,055	$63,038	$56,893	$60,163	$58,313	$52,818	$55,467	$57,751
Restricted Cash	$78,321	$81,309	$84,118	$78,607								
Unrestricted Cash	$10,411	$7,817	$6,623	$22,793								
Forecast	$89,075	$88,414	$90,738	$100,730	$104,762	$102,810	$93,136	$96,472	$94,688	$89,259	$90,974	$75,191

- **Cash Balance** – Council's year to date cash balance of $101.4m is above budget for the current month. Council's forecast position to June 2027 of $75.19m has been adjusted to reflect the movements in Council's Income Statement and Capital Works Program forecast adjustments.

- **Restricted Cash** – Council has cash assets that are subject to restrictions. Restricted funds as at 31 October 2026 is $78.61m, this includes: residential aged care deposits of $13.39m, leave provisions of $15.35m, trust funds and deposits of $8.11m (including asset protection permits), open space reserve of $36.26m, strategic asset reserve of $3.93m and Emergency Services and Volunteers Fund $1.58m. Noting that the open space ($36.26m) is not held in cash reserve.

- **Return on Investments** – Council has achieved an average return on investments of 4.95 per cent for the month of October 2026.

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Rates Income and Debtors

for the period ending 31 October 2026

Rates and charges are Council's primary source of revenue and are levied in accordance with the Revenue and Rating Plan. Debtor balances fluctuate throughout the year in line with the rates payment cycle, with ratepayers able to pay by instalments or as a lump sum. The rates and charges balance includes waste charges and the Emergency Services and Volunteers Fund (ESVF) levy, both of which are collected by Council on behalf of service delivery and government requirements.

Waste charges and the ESVF levy sit outside the Victorian Government's rate capping framework and are therefore not subject to the annual rate cap. Council continues to actively monitor outstanding balances, administer available rebate programs, and undertake recovery processes where required to support the timely collection of revenue.

Rate Debtors	2026-2027 Year to date $'000
Arrears Brought Forward	17,655
Credits Brought Forward	(1,953)
2026-27 Rates and Service Charges Generated	155,398
2026-27 Emergency Services and Volunteers Fund Levy	30,659
Total Rates & Charges	**201,759**
Payments / Adjustments:	
Glen Eira Pension Rebate	113
State Government Rebate	(1,753)
Emergency Services and Volunteers Fund Rebate	(302)
Receipts	(68,023)
Interest	(867)
Supplementary Valuations	1,934
Total Payments / Adjustments	**(68,899)**
Rates & Charges Balance at Month End	**132,861**

Financial Sustainability Indicators

The following indicators are part of the Local Government Performance Reporting Framework (LGPRF), a state-wide reporting framework used by all Victorian councils to measure and report financial performance in a consistent and transparent manner.

The indicators provide insight into Council's financial sustainability, including its ability to fund services, maintain assets and meet future obligations. LGPRF targets were adopted as part of Council's 2026–27 Budget and are reported alongside actual results to track performance over time and support accountability to the community.

Domain	Measure	Target 2026-27	Forecast 2026-27
Financial management **Operating position** (ability to generate surplus in the ordinary course of business, excluding non-recurrent capital grants)	**Adjusted underlying surplus (or deficit)** Adjusted underlying surplus (or deficit)/Adjusted underlying revenue	-1.60%	-1.04%
Working capital (Sufficient working capital and cash is available to cover expenses)	**Current assets compared to current liabilities** Current assets / current liabilities	142.42%	178.38%
Rates concentration (Revenue is generated from a range of sources)	**Rates compared to adjusted underlying revenue** Rate revenue / adjusted underlying revenue	67.76%	67.18%
Cash liquidity (sufficient working capital and cash is available to cover expenses)	**Cash compared to current liabilities** Cash / current liabilities	98.55%	126.61%
Financial forecasting **Indebtedness** (level of long term liabilities is appropriate to the size and nature of a Council's activities)	**Non-current liabilities compared to own-source revenue** Non-current liabilities / own source revenue	22.61%	22.53%
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	**Loans and borrowings compared to own-source revenue** Interest bearing loans and borrowings / own-source revenue	21.85%	21.74%
Asset renewal and upgrade (Renewal and upgrade of assets is planned and delivered)	**Asset renewal compared to depreciation** Asset renewal and upgrade expense / Asset depreciation	114.67%	114.67%

10.7 GRAFFITI MANAGEMENT POLICY

Author: *Salim Murtaza, Manager Works Depot*

Director: *Niall McDonagh, Director Sustainability, Assets and Leisure*

Trim No: *26/1313485*

Attachments: *1. Revised Graffitti Management Policy ⇩*
2. Current graffiti-management-policy ⇩

EXECUTIVE SUMMARY

The Graffiti Management Policy has been reviewed to ensure it remains contemporary, legally compliant and aligned with Council's current operational practices and strategic objectives.

The review confirmed that the policy continues to provide an appropriate framework for graffiti management across the municipality.

The revised policy strengthens the focus on prevention, education and collaboration, updates legislative references, clarifies service standards and Council's role in assisting with graffiti on private property, and recognises authorised street art and murals as positive placemaking initiatives. The revised policy can be implemented within existing budgets and resources.

Adoption of the revised policy will maintain a clear and contemporary approach to graffiti management that supports community safety, protects Council assets and contributes to clean, attractive and welcoming public spaces.

RECOMMENDATION

That Council adopts the revised Graffiti Management Policy, as shown in Attachment 1 of this report.

BACKGROUND

The Graffiti Management Policy was first adopted in 2009 and last substantially amended in 2015. The policy establishes Council's approach to managing and removing graffiti across the municipality.

Graffiti can negatively impact community perceptions of safety, reduce neighbourhood amenity and create costs for property owners, businesses and public authorities. Prompt removal and proactive prevention are recognised as key measures in reducing the incidence of repeat vandalism and maintaining attractive public environments.

The review was undertaken to ensure the policy remains contemporary, legally compliant and aligned with current operational practices, legislative requirements and Council's strategic objectives. Internal consultation was undertaken with Legal Services and relevant operational stakeholders. Feedback received supported retention of the policy and the proposed amendments.

ISSUES AND DISCUSSION

The review found that the policy continues to provide an appropriate framework for the management of graffiti across the municipality. No significant operational issues have been identified with implementation of the current policy.

The revised policy incorporates a number of improvements, including:

- Alignment with Council's contemporary policy framework and governance requirements.
- Updated legislative references and clarification of Council's powers under the *Graffiti Prevention Act 2007*.
- Expanded focus on prevention, education, collaboration and community stewardship.
- Recognition of authorised street art and commissioned murals as positive placemaking initiatives.
- Clearer service standards for the removal of offensive and non-offensive graffiti.
- Additional support mechanisms for residents and businesses, including graffiti removal kits where available.
- Strengthened collaboration with Victoria Police, government agencies, utilities and trader associations.

The revised policy adopts a balanced approach to graffiti management by recognising the distinction between illegal graffiti and authorised street art. The policy supports the use of authorised murals and commissioned artwork, particularly in locations frequently targeted by graffiti, while continuing to prioritise the removal of illegal graffiti that detracts from public amenity.

The policy also formalises Council's existing service standards, including the removal or obliteration of offensive graffiti on Council-owned or managed assets within 24 hours of notification, subject to safety, access and resourcing considerations. Non-offensive graffiti will continue to be addressed in accordance with operational priorities, available resources and legislative requirements.

The revised policy maintains Council's discretionary role in assisting property owners and occupiers with graffiti removal from private property visible from public places, while clarifying Council's obligations regarding statutory notice, consent requirements and authorised officer provisions under the *Graffiti Prevention Act 2007*.

Overall, the amendments strengthen Council's ability to deliver a proactive, coordinated and contemporary approach to graffiti management while maintaining flexibility to respond to operational priorities and community needs.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

While the Graffiti Management Policy is not principally focused on climate action, it supports the objectives of Council's Climate Emergency Response Strategy by promoting approaches that enhance the quality, sustainability and resilience of the public realm. The policy encourages preventative measures, including landscape design, public art and place-based improvements, which can contribute to greener and more attractive neighbourhoods.

By protecting Council assets, reducing the need for repeated remediation works and supporting long-term place-making outcomes, the policy aligns with Council's broader commitment to sustainable, resilient and liveable communities.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Financial and Resource Implications

The revised policy will be implemented within existing operational budgets and staffing resources. Graffiti management activities, including removal, prevention initiatives, community education and the provision of graffiti removal kits, will continue to be delivered subject to approved operational budgets and available resources.

Risk Implications

The Graffiti Management Policy supports Council's risk management framework by providing a clear, consistent and transparent approach to graffiti prevention, management and removal activities.

The policy contributes to the mitigation of Strategic Risk SR-35, which relates to the effective maintenance and lifecycle management of Council infrastructure assets, by supporting the protection of public assets and the preservation of community amenity. The policy also assists in managing operational risks associated with public safety, service delivery, legislative compliance, asset protection and Council's reputation within the community. By establishing clear decision-making principles and response protocols, the policy strengthens governance arrangements and supports the consistent delivery of services across the municipality.

Asset Management Implications

It supports Council's Asset Management Framework by contributing to the protection, maintenance and lifecycle management of Council infrastructure and public assets.

The policy aligns with the objectives of Council's Asset Management Policy, Asset Management Strategy and Asset Plan through its focus on protecting asset condition, preserving public amenity and supporting the sustainable management of Council assets. Proactive prevention measures and timely graffiti removal help maintain asset value, extend asset serviceability and contribute to the efficient stewardship of Council's infrastructure portfolio.

POLICY AND LEGISLATIVE IMPLICATIONS

The policy has been developed having regard to:

- *Graffiti Prevention Act 2007*;
- *Local Government Act 2020*;
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*;
- Community Local Law 2019; and
- Glen Eira Placemaking Strategy 2023-2027.

The revised policy is consistent with Council's legislative obligations and powers relating to graffiti management. The amendments do not alter Council's statutory powers and clarify Council's discretionary role in relation to graffiti removal from private property.

The policy has been assessed as compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic).*

COMMUNICATION AND ENGAGEMENT

Internal consultation was undertaken with Legal Services and a broad range of operational stakeholders, including representatives from Building Operations, Sustainability, Community Safety, Economic Development, Local Laws, Communications, Engagement, Development

and Permits and Placemaking. Feedback received during the review supported retention of the policy and the proposed amendments.

As the review does not substantially alter Council's legislative role, powers or service delivery approach, external community consultation was not undertaken.

Following adoption, the revised policy will be published in accordance with Council's governance and policy management processes.

LINK TO COUNCIL PLAN

Strategic Direction 1: Community Safety, Cohesion, Health and Wellbeing
Our community feels safer.

The Graffiti Management Policy supports community safety and neighbourhood amenity by providing a clear and consistent framework for preventing, managing and removing graffiti across the municipality. The policy contributes to clean, welcoming and attractive public spaces while supporting community pride and confidence in the public realm.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The revised Graffiti Management Policy provides a contemporary framework for graffiti prevention, management and removal. The proposed amendments strengthen the focus on prevention, collaboration and community stewardship while supporting the timely removal of graffiti, protection of Council assets and maintenance of safe and attractive public spaces.

GLEN EIRA CITY COUNCIL

BENTLEIGH
BENTLEIGH EAST
BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBEENA
ORMOND
ST KILDA EAST

GLEN EIRA CITY COUNCIL GRAFFITI MANAGEMENT POLICY

Date first adopted: 30 June 2009

Date last amended: December 2026

Next review date: December 2030

Policy Owner: Manager Works Depot

Approved by: Council

Policy Category: Category 2 Policy – Discretionary Council Policy

1. Contents

1. TITLE 3
2. OBJECTIVES 3
3. BACKGROUND 3
4. SCOPE 4
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8. LEGISLATIVE COMPLIANCE 8
9. ASSOCIATED COUNCIL DOCUMENT 8
10. EXTERNAL REFERENCE/RESOURCE 8

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1. TITLE

Graffiti Management Policy.

2. OBJECTIVES

The primary objectives of this Policy are to:

1. **Maintain clean and safe public spaces**
   Ensure the timely removal of illegal graffiti to uphold the visual amenity, safety, and pride of public environments.

2. **Ensure rapid and prioritised removal**
   Establish clear service standards for graffiti removal, prioritising offensive graffiti for timely action.

3. **Distinguish between vandalism and street art**
   Recognise and support authorised street art as a form of cultural and creative expression, while actively deterring and removing illegal graffiti.

4. **Prevent graffiti through urban design and community engagement**
   Implement preventative strategies such as murals, vegetation, lighting enhancements, and Crime Prevention Through Environmental Design (CPTED) principles to reduce graffiti-prone areas.

5. **Support residents and businesses**
   Provide resources such as graffiti removal kits and advisory support to assist property owners or occupiers in managing graffiti on private assets.

6. **Strengthen collaboration, enforcement and compliance**
   Partner with Victoria Police and other relevant agencies to remove or obliterate illegal graffiti and apply appropriate legislation and measures to prevent its recurrence through coordinated support, enforcement, and compliance efforts.

3. BACKGROUND

The *Graffiti Prevention Act 2007* ("the Act") defines marking graffiti as writing, drawing, marking, scratching or otherwise defacing property by any means, where the defacement is not readily removable by wiping with a dry cloth,

Some graffiti (street art) is created lawfully with permission or in designated spaces as a form of artistic expression. Graffiti applied without consent of the owner or occupier or that is offensive, is illegal under the Act

Authorised graffiti in the form of street art can enhance community identity and

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neighbourhood character. However, illegal graffiti contributes to increased costs on Council and property owners, reduced public trust and negatively affects community perceptions of safety and amenity.

Council is committed to maintaining clean, welcoming environments through a balanced approach that supports creative expression while deterring vandalism.

Council has powers to remove or obliterate graffiti from private property in accordance with the Act. Council may exercise these powers at its discretion and nothing in the Act imposes a duty on Council to remove or obliterate graffiti from private property.

Where graffiti is on private property and visible from a public place, In accordance with the Act , Council may remove or obliterate it. If entry is required to private land Council must give 28 days notice and obtain written consent for the works and entry. If entry is not required, Council must give at least 10 days notice and may only proceed where the owner or occupier consents or does not object.

4. SCOPE

This Policy applies to all graffiti management activities undertaken by Council within the municipality.

It is relevant to:

- Council officers and contractors responsible for graffiti removal and community engagement.
- Residents, businesses, and property owners who are affected by or involved in graffiti prevention and response.
- Enforcement agencies and partner organisations that support compliance and removal efforts.

5. POLICY STATEMENT

This Policy covers all aspects of graffiti management, outlining a framework for prevention, rapid removal, enforcement, collaboration and community engagement to reduce graffiti and promote civic pride.

In doing so, Council exercises its powers under the Act and sets expectations for the timely removal of graffiti to deter future vandalism and to maintain community amenity, having regard to available resources and operational considerations.

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6. DEFINITIONS

Term	Meaning
Street Art	Means approved and authorised artistic expression in public or private spaces, created with the consent of the property owner and any required permits or approvals. Street art contributes to cultural identity, community engagement and public amenity and is not considered graffiti under this policy.
Graffiti	Means write, draw, mark, scratch or otherwise defacing property by any means so that the defacement is not readily removable by wiping with a dry cloth, according to the *Graffiti Prevention Act 2007*.
Offensive graffiti	Has the meaning in section 6 of the Act, being graffiti visible from a public place that would offend a reasonable person. Examples may include images or words that may be deemed; • frightening, hateful or distressing; or • sexually explicit or inappropriate for children; or • target or demean an individual or group of individuals including on the basis of ethnicity, nationality, race, religion, gender, sexual preference, age, mental or physical disability; or • a reflection or promotion of illegal or other activities not appropriate for a public place; or • to compromise feelings of safety or inclusion for the local community.
Remove or obliterate	Means actions taken to remediate graffiti, including use of water pressure, graffiti removal chemicals, painting over or other innovative solution to render the graffiti no longer visible.

7. GRAFFITI MANAGEMENT POLICY

Council uses a range of interventions to manage graffiti. These include Collaboration, Prevention and Removal as outlined below. Actions are subject to Council budget provisions.

7.1 COLLABORATION

7.1.1 Easy reporting

Council encourages the community to report graffiti in public spaces to support timely

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removal and foster shared responsibility for maintaining public spaces.

Council will promote reporting pathways to ensure that they are accessible and responsive.

7.1.2 Private property owners

While private property owners are responsible for graffiti removal on their private property, Council may assist private property owners or occupiers with removal of graffiti accessible from public places. This service is discretionary, being subject to available resources, safety considerations and other operational considerations. If Council cannot remove or obliterate graffiti, it will, where available, support property owners or occupiers by offering graffiti removal kits to assist with self-removal.

7.1.3 Early intervention education

Council will deliver community education, support and information to deter illegal graffiti and encourage legal graffiti and street art where appropriate.

7.1.4 Trader association support

Council will collaborate with trader associations to provide education, resources, and support for graffiti prevention and removal, helping maintain clean activity centres.

7.1.5 Collaboration with external agencies

Council will work with relevant stakeholders, including Victoria Police, the Department of Justice and Community Safety, the Department of Education, utility and transport providers, and relevant community organisations, including the Community Security Group, to support the reporting, prevention and timely removal of graffiti across public and private assets.

7.2 PREVENTION

7.2.2. Graffiti-resistant design

Council considers graffiti management in the planning and design of buildings and public infrastructure by minimising blank walls, increasing landscaping and greenery, selecting surfaces suitable for graffiti removal, and applying anti-graffiti coatings where feasible.

7.2.3. Opportunities for art installations

Where operationally feasible, safe and supported by available resources; Council supports the use of authorised murals and commissioned street art in the community, particularly in areas frequently targeted by graffiti. These installations help reduce illegal tagging and enhance public spaces by fostering community identity. Council will also prioritise high-graffiti locations when identifying sites for new artwork.

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7.2.4. Early removal

Council recognises that the early removal of graffiti can discourage repeat incidents and reduce the likelihood of further graffiti occurring at the same location. Council's removal priorities and service standards are set out in section 7.3.

7.2.5. Proactive inspection and removal

Where practical, proactive inspections and removal of graffiti will be undertaken in high profile locations and hot spots where graffiti regularly occurs. Graffiti is removed or obliterated from other areas in response to community reporting under a reactive removal service

7.3. REMOVAL

7.3.1. Removal commitments

Consistent with the early-removal approach outlined in section 7.2.4, Council will prioritise graffiti removal having regard to its content, location, visibility, surface type and impact on the community.

Council aims to remove or obliterate offensive graffiti from Council-owned or managed assets within **24** hours of it being reported, subject to safety, access, operational and resourcing considerations.

Council aims to remove or obliterate non-offensive graffiti from Council-owned or managed assets within **10** business days, subject to safety, access, operational and resourcing considerations and any statutory notice or consent requirements.

Subject to these considerations, Council may take action under the Act to remove or obliterate graffiti from private property where it is visible from a public place.

For offensive graffiti on private property, Council will work with the owner or occupier to facilitate removal as soon as practicable, in accordance with the Graffiti Prevention Act 2007.

Where entry to private property is required, Council will ensure graffiti removal is carried out by an authorised person appointed in writing, and that authorised persons carry and produce identity cards on request, consistent with the Act.

It is the responsibility of state and federal government and utilities to remove graffiti from their own assets. Council will encourage agencies to promptly remove graffiti.

Council may, however, remove graffiti from assets belonging to utilities and government (subject to their consent) if the graffiti is within public places or on the boundary of public places, in circumstances where Council is removing other graffiti in the area.

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7.3.2 Graffiti removal kits

Council may provide free graffiti removal kits when available to private property owners or occupiers to support the removal of graffiti visible from public areas.

8. LEGISLATIVE COMPLIANCE

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

In line with the *Gender Equality Act 2020 (Vic)*, a *Gender Impact Assessment* is not required for this policy.

9. ASSOCIATED COUNCIL DOCUMENT

- *Community Local Law 2019*
- *Glen Eira Placemaking Strategy 2023 - 2027*

10. EXTERNAL REFERENCE/RESOURCE

- *Graffiti Prevention Act 2007*
- *Local Government Act 2020*

DRAFT

GLEN EIRA CITY COUNCIL

Glen Eira City Council

Corner Glen Eira and Hawthorn Roads, Caulfield

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Caulfield South, 3162

Phone: (03) 9524 3333

mail@gleneira.vic.gov.au
www.gleneira.vic.gov.au

Graffiti Management Policy

Date first adopted: **30 June 2009** **Amended and adopted:** **3 February 2015**	**Version: 2** **Next review date:** **February 2017**	**Status: Reviewed**
Position Title of Responsible Business Unit Manager:	Manager Sustainability	

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8. REFERENCES/RESOURCES 5

1. TITLE

Graffiti Management Policy

2. OBJECTIVE

To reduce the incidence of graffiti in the municipality.

3. BACKGROUND

3.1 Graffiti is a burden for the community, property owners and Council. Prompt removal of graffiti can deter future vandalism. Owners, residents, traders and agencies can assist by promptly removing and reporting graffiti. The use of green walls, beautification of areas and wire fencing can all reduce the incidence of graffiti.

3.2 The *Graffiti Prevention Act 2007* gives Council the power (but does not impose a duty) to take any action necessary to remove or obliterate graffiti on private property where the graffiti is visible from a public place.

4. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
'Offensive graffiti'	Images or words that may be deemed frightening or distressing to children; and images or words that may be offensive to an individual or group of individuals on the basis of ethnicity, nationality, race, religion, gender, sexual preference, age or mental or physical disability.

5. POLICY

5.1 Council property

Council will remove graffiti from Council-owned or managed property. Council aims to remove offensive graffiti within 24 hours of it being reported and non-offensive graffiti within ten days of it being reported.

5.2 State and federal government and utilities property

5.2.1 It is the responsibility of state and federal government and utilities to remove graffiti from their own assets. Council will encourage agencies to promptly remove graffiti.

5.2.2 Council may, however, remove graffiti from assets belonging to utilities and government (subject to their consent) if the graffiti is within public places or on the boundary of public places, in circumstances where Council is removing other graffiti.

5.3 Private property

5.3.1 Owners are responsible for maintaining their properties in a sightly manner pursuant to Council's Local Law. Subject to available resources, Council will provide assistance to remove graffiti from private property in the circumstances set out below:

(a) Council will remove graffiti from the exterior boundary of private property that is zoned residential, business or industrial where the graffiti is visible from a public place.

(b) Council will not remove graffiti from the exterior boundary of private property where the owner or occupier objects to the removal.

(c) Council will not enter private property, including railway reserves, to remove graffiti.

(d) Council will only remove graffiti from private property where it is safe to do so and where it does not require working at heights. Generally, this means that graffiti of up to two metres high can be removed, but this will be assessed on a case by case basis.

5.3.2 Requests for assistance with graffiti removal will be assessed as to priority depending on:

(a) the impact of the graffiti on the visual amenity of the municipality;

(b) any previous assistance provided at a property; and

(c) any special circumstances.

5.3.3 If a property is unsightly AND Council is unable to assist with graffiti removal OR the owner or occupier has objected to its removal, Council may require the owner or occupier to remove the graffiti in accordance with the Local Law 2009.

5.4 Other assistance

5.3.4 Council may support community organisations and government agencies to remove or obliterate graffiti visible from public places by providing paint and other materials.

5.3.5 Council's Director Assets and Facilities may approve providing paint and other materials to such organisations where:

(a) the organisation proposes to use the materials generally in accordance with this Policy; and

(b) the paint and materials is not for work on the organisation's own assets.

6. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006.*

7. ASSOCIATED DOCUMENTS

N/a

8. REFERENCES/RESOURCES

Charter of Human Rights and Responsibilities Act 2006
Graffiti Prevention Act 2007
Local Law 2009

10.8 PROCUREMENT POLICY REVIEW AND ADOPTION

Author: *Pauline Hassakis, Head of Procurement and Contracts*

Director: *John Vastianos, Chief Financial Officer*

Trim No: *26/1306283*

Attachments: *1. Draft Procurement Policy (clean copy)* ⇩
2. Draft Procurement Policy (tracked changes) ⇩

EXECUTIVE SUMMARY

Council's procurement activities support the delivery of services, infrastructure and community outcomes and represent an important part of Council's financial and operational activities. A clear and effective procurement framework is therefore essential to ensure public funds are managed responsibly, procurement decisions deliver value for money, and appropriate governance, transparency and accountability are maintained.

The Draft Glen Eira Procurement Policy 2026–2030 has been reviewed and updated to ensure Council's approach remains compliant, contemporary and aligned with procurement better practice. Developed in collaboration with neighbouring South-East councils, the revised Policy provides a consistent and practical framework for the procurement of goods, services and works across the procurement lifecycle.

The revised Policy strengthens whole-of-life value for money, probity and conflict of interest requirements, clarifies panel contracts, procurement responsibilities and approval pathways, and provides greater consideration of social and environmental outcomes. It also strengthens procurement risk management and introduces specific requirements for procurement involving technology, cyber security, privacy, information governance, records management and Artificial Intelligence.

These changes respond to an evolving procurement environment and strengthen Council's ability to manage procurement and supplier risks, demonstrate value for money and support consistent, transparent, accountable and defensible decision-making.

Adoption of the Policy will provide Council with a strengthened procurement framework that supports compliance with the *Local Government Act 2020*, good governance, financial sustainability and the responsible stewardship of public funds.

It is recommended that Council adopt the Draft Glen Eira Procurement Policy 2026–2030, as shown in Attachment 1.

RECOMMENDATION

That Council:

1. adopts the Draft Glen Eira Procurement Policy 2026–2030, as shown in Attachment 1 to this report; and
2. notes that the Policy will be reviewed at least once during each four-year Council term, or earlier where legislative, regulatory or operational requirements change.

BACKGROUND

Council adopted its current Procurement Policy on 3 November 2021 in accordance with sections 108 and 109 of the *Local Government Act 2020*. The Policy establishes the

principles, processes and procedures governing Council's procurement of goods, services and works.

The *Local Government Act 2020* requires Council to prepare, adopt and comply with a Procurement Policy. The Policy must seek to promote open and fair competition and provide value for money. The Act also requires Council's Procurement Policy to address:

- the contract value above which Council must invite a tender or seek an expression of interest;
- the criteria used to evaluate whether a proposed contract provides value for money;
- how Council will seek opportunities to collaborate with other councils and public bodies in the procurement of goods, services and works;
- the circumstances in which Council may procure goods, services or works without inviting a public tender or expression of interest; and
- the processes to be undertaken when inviting a public tender or expression of interest.

Council undertakes significant procurement and contract management activities to support the delivery of services, projects and infrastructure for the community. Given the level of public expenditure involved, effective procurement governance is important to ensure Council resources are managed responsibly, and decisions are transparent, accountable and supported by appropriate evidence.

Council's Procurement Policy forms part of a collaborative procurement framework developed by councils participating in the South-East Regional Group of Councils. This regional approach supports greater consistency in procurement practices and provides opportunities for collaboration across participating councils, while allowing individual councils to maintain requirements specific to their operations.

The Policy has now been reviewed to ensure it continues to meet Council's legislative obligations, provides appropriate governance and reflects contemporary procurement practices and emerging risks.

A copy of the Draft Glen Eira Procurement Policy 2026–2030 is provided at Attachment 1. All proposed changes are identified in the tracked version provided at Attachment 2.

ISSUES AND DISCUSSION

Council's current Procurement Policy was developed through collaboration with the South-East Regional Group of Councils, providing a common procurement framework while allowing individual councils to tailor requirements to their own operating environment. The regional group has again collaborated to review and update the Policy, supporting greater consistency in procurement practices across participating councils for the benefit of councils, communities and suppliers.

The review has considered changes in the procurement environment, emerging risks and opportunities to strengthen Council's existing governance arrangements. Targeted refinements have been incorporated into the Draft Procurement Policy at Attachment 1, with the proposed amendments identified in the tracked version at Attachment 2. The revised Policy builds on Council's existing framework while providing greater clarity and consistency across the procurement lifecycle.

Key changes include:

- **Policy Period** – The Policy has been updated to cover the 2026–2030 period.
- **Value for Money** – Requirements have been strengthened to ensure procurement decisions consider overall value, including whole-of-life costs, quality, fitness for

purpose, risk and relevant non-price factors. This reinforces that value for money is broader than achieving the lowest initial price.

- **Probity and Conflicts of Interest** – Requirements have been strengthened to support fair, transparent and defensible procurement processes, including the appropriate identification and management of actual, potential and perceived conflicts of interest.
- **Collaborative Procurement** – The Policy continues to promote opportunities to work with other councils and public bodies where collaboration can provide efficiencies, economies of scale and improved procurement outcomes.
- **Panel Contracts** – Panel contracts have been more clearly defined to provide greater clarity around the establishment and appropriate use of approved panel arrangements.
- **Sustainable and Ethical Procurement** – Greater consideration is given to social and environmental outcomes, including sustainable purchasing, responsible supply chains and whole-of-life environmental impacts where relevant to the procurement.
- **Technology, Cyber Security and Artificial Intelligence** – Specific requirements have been introduced for procurement involving technology, cyber security, privacy, information governance, records management and Artificial Intelligence (AI). These requirements recognise the increasing use of technology and AI in Council services and the need to identify and appropriately manage associated risks throughout the procurement lifecycle.
- **Roles and Responsibilities** – Procurement roles, responsibilities, approval pathways and organisational accountabilities have been further clarified to support consistent application of the Policy and clearer accountability for procurement decisions.
- **Risk Management** – Procurement risk management has been broadened to ensure relevant financial, operational, supplier, technology, information and other procurement risks are identified and appropriately managed throughout the procurement lifecycle.

Collectively, these changes strengthen Council's procurement framework while maintaining an approach that is proportionate to the value, complexity and risk of individual procurement activities. They provide greater clarity for officers undertaking procurement and strengthen Council's ability to demonstrate value for money, transparency, accountability and responsible stewardship of public funds.

A key focus of the review has been ensuring the Policy remains responsive to the changing procurement environment. In particular, the increasing use of technology, cloud-based services and AI means procurement decisions can involve risks beyond the traditional considerations of cost and supplier performance. The revised Policy brings these considerations into the procurement process earlier so they can be appropriately assessed and managed before Council enters into contractual commitments.

The revised Policy also supports Council's broader objective of financial sustainability. Strong procurement planning, appropriate competition, whole-of-life value-for-money assessment and effective contract management help ensure Council resources are directed to outcomes that provide the best overall value for Council and the community.

The changes are intended to provide stronger governance without unnecessarily increasing complexity for routine procurement activities. Requirements can be applied having regard to the nature, value, complexity and risk of the procurement, while ensuring appropriate oversight is maintained for higher-value or higher-risk activities.

If the Draft Procurement Policy is not adopted, Council will continue to operate under the existing Policy and will not realise the benefits of the strengthened and contemporary requirements proposed through this review, particularly in relation to technology and AI, broader risk management, sustainable procurement and strengthened governance arrangements.

Adoption of the revised Policy will provide Council with a contemporary and robust procurement framework that reduces ambiguity, strengthens oversight and accountability and supports consistent, transparent and defensible procurement decisions across the organisation.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The Draft Procurement Policy supports Council's environmental and climate objectives by strengthening consideration of environmental outcomes in relevant procurement decisions.

Depending on the nature of the procurement, considerations may include whole-of-life environmental impacts, greenhouse gas emissions, energy and water efficiency, waste minimisation, recycled content, circular economy principles and responsible supply-chain practices.

Where appropriate, environmental requirements and evaluation criteria may be incorporated into quotation and tender processes to support environmentally preferable outcomes that also represent value for money.

The Policy therefore provides a mechanism through which Council's procurement activities can support the objectives of Council's *Climate Emergency Response Strategy 2025–2029*.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

The Draft Procurement Policy establishes the governance framework for Council expenditure on goods, services and works and supports Council's broader commitment to financial sustainability.

The strengthened focus on procurement planning, appropriate competition, collaborative procurement, whole-of-life value for money and effective contract management supports responsible stewardship of Council resources and the achievement of sustainable financial outcomes.

The Policy also supports improved management of financial and operational risks associated with procurement, including supplier performance, cost escalation, contract variations, service continuity, legislative compliance and technology and information-related risks.

Implementation will be supported through Council's existing procurement and contract management systems, procedures, templates, guidance, training, monitoring and reporting arrangements.

Overall, the Policy strengthens Council's ability to make procurement decisions that balance cost, quality, risk and broader organisational and community outcomes while maintaining appropriate financial controls and accountability.

POLICY AND LEGISLATIVE IMPLICATIONS

The Draft Procurement Policy has been prepared in accordance with sections 108 and 109 of the *Local Government Act 2020*.

The Policy also recognises relevant legislative, regulatory and governance requirements, including competition and consumer law, occupational health and safety, privacy and data protection, public records, conflicts of interest and applicable codes of conduct.

The Policy will be monitored on an ongoing basis and reviewed at least once during each four-year Council term, or earlier where legislative, regulatory or operational requirements change.

COMMUNICATION AND ENGAGEMENT

The Draft Procurement Policy has been developed collaboratively with councils participating in the South-East Regional Group of Councils and informed by internal engagement with relevant Council stakeholders, including senior executives.

Following adoption, the Policy will be published on Council's website and made available for public inspection at Town Hall.

Implementation will be supported through communication, procurement procedures, guidance materials and training to ensure officers understand and consistently apply the revised requirements.

LINK TO COUNCIL PLAN

The Draft Procurement Policy supports **Strategic Direction 4: Innovation and financial sustainability**, including:

4.1 We are financially secure and sustainable.
4.2 Our community is informed and engaged.
4.3 Our community has trust and confidence in our decisions.
4.4 Our services are highly valued, well designed and responsive to community and customer needs.
4.5 Our technology enables us to achieve our strategic priorities.
4.6 Our workforce is capable, informed and engaged.

In particular, the Policy supports financial sustainability through value for money and responsible financial management, while strengthening transparency, good governance, technology risk management and accountability in procurement decision-making.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The Draft Glen Eira Procurement Policy 2026–2030 provides Council with a contemporary and strengthened framework for the procurement of goods, services and works.

Aligned with the *Local Government Act 2020*, the revised Policy retains the core principles of value for money, open and fair competition, accountability, probity and transparency while strengthening requirements in areas where procurement practices and risks continue to evolve.

Key enhancements include stronger whole-of-life value-for-money and conflict of interest requirements, clearer panel arrangements and organisational accountabilities, greater consideration of social and environmental outcomes, broader procurement risk management and specific requirements for technology, cyber security and Artificial Intelligence procurement.

Together, these changes will strengthen consistency, transparency and accountability across Council's procurement activities and support good governance, financial

sustainability, responsible stewardship of public funds and procurement decisions that are evidence-based, auditable and defensible.

It is recommended that Council adopt the Draft Glen Eira Procurement Policy 2026–2030, as shown in Attachment 1.

GLEN EIRA CITY COUNCIL

BENTLEIGH
BENTLEIGH EAST
BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBEENA
ORMOND
ST KILDA EAST

GLEN EIRA CITY COUNCIL PROCUREMENT POLICY

Date first adopted: 3 November 2021

Date last amended:
Next review date:
Policy Owner: Chief Financial Officer
Approved by: Council
Policy Category: Category 1 Policy – Must be adopted by Council in accordance with legislative requirements

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GLEN EIRA CITY COUNCIL

2026-2030

Procurement Policy

South East Regional Group of Councils

Bayside City Council, Cardinia Shire Council,
Dandenong City Council, Frankston City Council, Glen Eira City Council,
Mornington Peninsula Shire Council, Stonnington City Council

ADOPTED BY COUNCIL xxxxx

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1. Definitions and Abbreviations

Artificial Intelligence	Artificial Intelligence (AI) means technology capable of performing tasks that would ordinarily require human intelligence, including generating content, analysing data, making predictions, recommendations or supporting decision-making processes.
Best Practice	As defined in the Local Government Best Practice Procurement Guidelines or any other document specified by Council.
Collaborative Procurement Arrangement	A contract established by the Council, government or a nominated agent, such as Municipal Association of Victoria (MAV), Procurement Australasia (PA), South East Regional Group of Councils (SERGC) or local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies, and process information, etc.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Contract Variation	1. Financial Contract Variation A variation that results in an increase or decrease in value. 2. Non-Financial Variation A variation that doesn't involve a financial change. It may be a change to dates, program, design, working hours, locations, measurements or any other aspect of the contract that doesn't result in a change in cost.
Council	Glen Eira City Council
Emergency	A sudden or unexpected event requiring immediate action including the occurrence of a natural disaster, flooding or fire event at a Council property; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
Local Supplier	A commercial business with an operational premise that is physically located or perform the majority of their goods/services within the municipal border of Glen Eira City Council or in the event of collaborative sourcing arrangement undertaken by participating South East Regional Councils, the borders will lie within the boundaries of those participating Councils.
Material breach	Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption, and occupational health and safety.
Probity	Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a particular process. Probity is a defensible process which can withstand internal and external scrutiny, which achieves both accountability and transparency, providing respondents with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract. It also includes the organisational and governance frameworks that underpin the procurement function.
Reasonably practicable	That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, considering and weighing up all relevant matters.
South East Regional Group of Councils (SERGC)	The 11 Councils comprising the SERGC being the Cities of Bayside, Boroondara, Casey, Dandenong, Frankston, Glen Eira, Kingston, Port Phillip, Stonnington, and Shires of Cardinia and Mornington Peninsula.

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Total Contract Sum	The potential total value of the contract including: • costs for the full term of the contract, including any options for either party to extend the contract; • applicable goods and services tax (GST); • anticipated contingency allowances or variations; and • all other known, anticipated and reasonably foreseeable costs.
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works considering both cost and non-cost factors including: • Non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

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2. Purpose

Council purchases goods, services and works to support service delivery and the maintenance and development of infrastructure. Council is required under sections 108 and 109 of the Local Government Act 2020 (the Act) to prepare, adopt and comply with its procurement policy. In accordance with the Act, this policy sets out the key principles, processes and procedures applied to all purchases of goods, services and works by Council.

This Policy has been developed collaboratively by the South East Regional Group of Councils (SERGC) with a view to facilitating effective collaborative procurement processes, consistent with *the Act* (refer to Appendix 8). This Policy also incorporates content that is specific to Glen Eira City Council and may differ slightly from that of the other SERGC councils and is intended to apply only to procurement practices involving Glen Eira City Council.

3. Applicability

This Policy applies to all contracting and procurement activities conducted at each Council and is applicable to all Councillors, Council Staff and other persons undertaking procurement on Council's behalf.

It is recognised this will enhance achievement of each Council's objectives such as sustainable and socially responsible procurement, supporting local economies and obtaining Value for Money, leading to a better result in the provision of services for the community.

This Procurement Policy provides direction on the conduct of procurement activities throughout the sourcing, management, and disposal phases. It also covers the general procurement framework but does not extend to the related accounts payable processes.

Each Council must comply with this Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

4. Guiding Principles

Council's procurement processes shall be based on the following principles, irrespective of the value and complexity of that procurement:

4.1 Strategic Procurement

Council's procurement processes will be based on the principles of Strategic Procurement. Planning for an individual procurement exercise will include consideration of aggregation opportunities, access to suppliers under existing contracts and analysis of alternative contract models. Guidance and procurement planning templates are available for staff involved in the procurement process.

4.2 Value for Money

Council will weigh the benefits of the procurement against the costs necessary for the optimum result for Council and the local community. While Council is not required to accept the lowest price, it is required to take into account several factors such as quality, cost, warranties, accessibility of the service and other factors relevant to both the overall procurement objectives and *the Act*.

In terms of the contracting process, Value for Money requires Council to apply appropriate weighting for quality and price with as much transparency as is reasonably achievable. In this context, price should consider the whole life cost of the provision as far as is practicable.

To achieve Value for Money for the community, Council will look beyond upfront costs to make purchasing decisions based on the entire life cycle of goods and services or works, and take into account related costs, environmental/circular economy and social risks and benefits, and broader social and environmental implications.

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Council will seek to conduct sustainable procurement through measures including, but not limited to:

a) adopting any Federal or Local Government policies, targets and strategies that avoid unnecessary consumption and help to manage demand;
b) considering the purchase of goods and infrastructure that can be reused, repaired, and recycled, and that include recycled content;
c) considering the purchase of goods, services or works that benefit local suppliers or social enterprises;
d) minimising environmental impacts over the life of the goods and services by choosing products or services that have lower adverse impacts associated with their production, use or disposal;
e) fostering innovation in sustainable products and services through the design and implementation of procurements;
f) pursuit of fair and ethical sourcing practices that require suppliers to comply with socially responsible practices, including legislative obligations to employees.

Achieving Value for Money shall be the basis of all procurement decisions within Council.

4.3 Assessing the Evaluation Criteria - Value for Money

Council's procurement activities will be carried out on the basis of obtaining Value for Money consistent with acceptable quality, reliability, and delivery considerations.

Value for Money in Council procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:

a) non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, social and environmental impacts, service, and support; and
b) cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining, and disposing of the goods, services or works.

Value for Money is best achieved by:

a) developing, implementing, and managing procurement strategies that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
b) aggregating purchasing whenever possible; and
c) undertaking competitive procurement processes.

The Council may include the following evaluation criteria categories to determine whether a proposed contract provides Value for Money:

- Mandatory Compliance criteria (e.g. ABN registration, Fair Work Act).
- Tendered price.
- Capacity of the Tenderer to provide the Goods and/or Services and/or Works.
- Capability of the Tenderer to provide the Goods and/or Services and/or Works.
- Demonstration of Sustainable Procurement Impact.
- Any other criteria relevant to the Goods and/or Services and/or Works being procured.

5. Council Policy

5.1 Procurement Structure, Processes, Procedures and Systems

Council maintains a procurement function responsible for:

a) Maintaining the Procurement Policy and associated guidelines, processes and procedures;
b) Maintaining appropriate purchasing, procurement, and contract management systems and tools;
c) Providing procurement-related advice and support to the organisation as required;
d) Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials);
e) Promoting awareness and monitoring of compliance with this Policy;
f) Ensuring Legislation is followed, reporting breaches and corrective actions in a timely manner;

g) Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Councillors, staff, and persons undertaking procurement on Council's behalf are responsible for complying with this Policy.

The Council will maintain internal procurement control documents detailing the processes, procedures and systems related to procurement.

The Council will maintain details of tendered contracts in line with Council's document retention policies and legislative requirements (refer to Appendix 6).

Whenever practicable, Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in the municipality, Australia or New Zealand.

5.2 Probity, Accountability and Transparency

All people undertaking procurement activities on Council's behalf are responsible for the actions and decisions they take in relation to Procurement and for the resulting outcomes.

Therefore, the processes by which all procurement activities are conducted will be in accordance with the Council's procurement policies and procedures as set out in this Policy, relevant Legislation, Australian Standards, Conflict of Interest (refer to Appendix 5), Commercial Law and the *Local Government Act 2020*.

Where a third-party agent is engaged to procure goods, services or works on behalf of Council, they must ensure they are compliant with the relevant legislation including *the Act*.

a) Probity

Council has a responsibility to obtain Value for Money, and this must be achieved by acting with probity. Procurement probity is a defensible process, able to withstand internal and external scrutiny, one which achieves accountability, transparency and provides tenderers with fair and equitable treatment. Probity is about ensuring the procedural integrity of the procurement process, guarding against collusion and fraud and anti-competitive conduct, and not receiving personal gain.

Council may choose to engage probity services depending on the nature, complexity, risk, and value of a procurement activity. Guidance on engagement of probity services will be provided by the Procurement function, as referenced in Section 5.8.

b) Risk Management

The principles of risk management are to be appropriately applied at all stages of Procurement activities, which will be properly planned and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from personal injury, property damage, reputational loss, financial exposure and interruption to the supply of goods, services and works.

The provision of goods, services and works by a supplier or contractor potentially exposes Council to risk. The Council will minimise its risk exposure in accordance with Glen Eira City Council's Risk Management Framework and Policy, processes and practices (refer to Appendix 4) and Glen Eira City Council Technology, Cyber Security and Artificial Intelligence Procurement (refer to Appendix 8).

5.3 Procurement Methods

The standard methods for procurement will be:

a) Purchasing Card;
b) Purchase Order;
c) A quotation process (refer Appendix 1) followed by a purchase order;
d) A tender process followed by contract and purchase order;
e) Under approved purchasing schemes (i.e. Panel contracts).

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The source of funds must be identified, and the procurement authorised in accordance with the Council's financial delegations and quotation thresholds before any commitment to purchase is made.

More than one person will be involved in, and responsible for, each transaction with appropriate authorisations obtained and documented.

Council may seek Expressions of Interest where:

a) there are likely to be many tenderers; and/or
b) tendering will be costly, or the procurement is complex and Council does not wish to impose the costs of preparing full tenders on all tenderers; and/or
c) there is uncertainty as to the willingness and/or interest of vendors to offer the required procurement; and/or
d) Council requires advice from the market regarding how best to address a particular need.

All Expressions of Interest and public tenders invited by Council will be published via Council's eTendering Portal.

Information regarding Current Tenders and Awarded Tenders will be published on Council's website.

Panel Contracts include Glen Eira City Council Panel contracts, eligible State Government Panel contracts including the Construction Supplier Register, and other approved purchasing schemes such as MAV Procurement and Procurement Australasia.

Council will identify and actively investigate relevant collaborative procurement opportunities, where the procurement objectives are focused on collaborative benefits, and/or shared services that align within the public tender thresholds amongst the SERGC.

5.4 Panel Contracts

A panel contract (or standing offer arrangement) is a procurement method where a council selects multiple suppliers through a tender process for works, goods and services on a regular basis over a specified time.

They allow Council staff to purchase from these panel suppliers without a public procurement process for each individual purchase. Council staff must comply with any applicable rules of use and/or buyers guide when engaging suppliers through a panel contract.

Panel contracts cannot be used to purchase works, goods or services that fall outside the scope of the original arrangement. Any other service outside of the original scope would need to be procured via a different procurement process.

5.5 Collaborative Procurement

In accordance with Section 108 (c) of *the Act*, the Council will seek to collaborate with other Councils, especially the SERGC and public bodies in the procurement of goods, services and works in order to take advantage of economies of scale.

Council staff must consider any opportunities for collaborative procurement in relation to a procurement process undertaken by Council. Any Council report that recommends entering into a procurement arrangement must set out information relating to opportunities for collaborative procurement, including:

- the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

Furthermore, Council may collaborate with other Councils to procure goods or services, or utilise approved purchasing scheme panel contracts for the procurement of goods, services or works established through a public tender process where it provides an advantageous, Value for Money outcome for the Council.

Where a Procurement for services or works is 100% funded by a State or Commonwealth grant it may be exempt from collaborative procurement dependent on the nature of the grant conditions.

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5.6 Procurement Processes, Thresholds and Competition

Section 108 of *the Act* details that each Council will set the public tender threshold circumstances when tenders for contracts must be publicly invited.

Guidelines will be determined from time to time for minimum spend thresholds associated with Council's procurement activities. These will be decided by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with the thresholds listed in Appendix 1 of this Policy to ensure compliance with *the Act*. These thresholds will only be varied with approval from within each particular Council. The thresholds must represent the estimated value of the whole-of-term of the contract i.e. the initial term plus any options to extend the initial contract term and are to be inclusive of GST.

The options for a procurement process compliant with the public tendering requirements contained in *the Act* include:

a) Council running its own publicly advertised tender process, a variety of advertising mediums may be chosen from, including national newspapers, local newspapers, and web-based forums;
b) Council participating in collaborative tender processes for similar services in conjunction with other councils, including councils in the SERGC;
c) Council appointing an external agent to run a tender process on its behalf. Organisations such as Procurement Australasia and Municipal Association of Victoria (MAV) Procurement are active in this area;
d) Council accessing Victorian State Government contracts (e.g. State Purchase Contracts, Whole-of-Government contracts) that have been made available to Local Government and which Local Government can access without the need to comply with the requirements of Division 2 Section 108 (1) of *the Act*;
e) Council accessing contracts for panels of suppliers where those panels have been put in place through a compliant tender process. For example, these panel contracts may have been put in place through a Council-run tender process, a tender process run for Council by an external agent or be a Victorian State Government panel made available to Local Government; or
f) Seek an exemption as outlined in section 108 3 (d) of *the Act* (refer to section 5.11 of this Policy).

5.7 Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- value for money
- sustainability (social, economic, and environmental)
- open and fair competition
- accountability
- risk management
- probity and transparency

5.8 Tender Evaluation and Negotiation

The tender selection criteria and weighting for each criterion will be documented prior to the requesting of tenders.

An appropriately qualified and briefed Evaluation Panel will be established to evaluate each tender submission against the tender selection criteria.

External representatives may be part of, or an advisor to, the panel to ensure appropriate skills, experience and/or probity.

The evaluation process must be robust, transparent, and unbiased. Each Panel Member will be required to formally declare any Conflicts of Interest, prior to commencing their evaluations (refer to Appendix 5).

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A probity advisor should be appointed and a formal probity plan developed in the following circumstances:

- Where the proposed Total Contract Sum exceeds $10 million over the life of the contract or for a lesser value set by Council from time to time; or
- Where a proposed contract is considered by Council or the CEO to be particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

A probity advisor may be appointed to any tender evaluation panel and may be appointed to oversee the evaluation process.

Contract Negotiations can be conducted to obtain the best outcome for Council, providing negotiations remain within the intent and scope of the tender.

Council may conduct a shortlisting process. Shortlisted tenderers may be invited by the Council to submit a Best and Final Offer.

The results of the Tender Evaluation and demonstration of the robustness of the process must be documented in a Tender Evaluation Report approved by the relevant delegate.

The Tender Evaluation process should take into consideration Whole of Life Cost.

5.9 Corporate Social Responsibility (Sustainable and Ethical Procurement)

Council will support sustainability through its purchasing activity and prioritise purchases that maximise waste minimisation, energy efficiency, water conservation and reductions in greenhouse gas emissions.

Value for Money purchasing decisions made by Council are made based on whole-of-life cost and non-price factors including contribution to Council's sustainability objectives.

Council prefers to purchase sustainable, recycled and environmentally preferred products whenever they achieve the same function and Value for Money outcomes. Council may spend up to ten percent more for products that provide environmentally sustainable benefits.

Council will support products and new industries which provide sustainable and social benefits.

Council will monitor and report on Council procurement activities and programs that have an impact on or contribute to the environment.

5.10 Economic, Environmental and Social Objectives

Council will seek to advance economic, environmental and social objectives to benefit the community directly by purchasing from for-social benefit entities, and indirectly by including social clauses in its contracts with private sector providers and screening supply chains for ethical considerations. Refer to Appendix 7 for further information.

At its discretion, Council may apply a preference of up to 10% in the evaluation of proposals that:

i. are from Social Enterprises or include Social Enterprises in their supply chain; and/or
ii. are from Indigenous Suppliers or include Indigenous Suppliers in their supply chain.

Council will also give regard to the following elements when making procurement decisions:

1. **Economic Sustainability** - Council supports local businesses and economic diversity by encouraging purchases that:
   - Are made from local suppliers and Small to Medium Enterprises;
   - Generate local employment; and
   - Consider the cost vs life cycle/durability of purchases.

2. **Environmental Sustainability/Circular Economy** - Council seeks to make procurement decisions that reduce natural resource and biodiversity depletion by promoting:
   - Green purchasing (i.e. making purchases that use materials made of recycled content, are energy efficient and greenhouse friendly, are from a Social Enterprise or are second hand/refurbished);
   - Reduced greenhouse gas emissions;
   - Reduced waste to landfill and the increase of the amount of waste recycled;

- Reduced water consumption and the improvement of water management;
- Improved environmental management in Council's supply chain;
- The selection of products/services that have minimal effect on the depletion of natural resources and biodiversity; and
- Improved adaptability to climate change.

3. **Social Sustainability** - Council seeks to address disadvantage by encouraging diversity, acceptance, fairness, compassion, inclusiveness, and access for people of all abilities in its purchasing by seeking to:
   - Create new jobs and opportunities for people who may be struggling to find work;
   - Target cohorts that may be experiencing economic exclusion;
   - Reinvigorate depressed or marginalised communities; and
   - Improve equity of access to opportunities.

5.11 Exemptions and Breaches

The following circumstances are exempt from the general tender, proposal, quotation, and expression of interest requirements. Use of any exemption must be endorsed in accordance with the approved Financial Delegations.

Exemption Name	Explanation, Limitations, Responsibilities and Approvals
A contract made because of genuine emergency or hardship	Where the Council or CEO has resolved that the contract must be entered into because of an Emergency Event (e.g. to provide immediate response to a natural disaster).
A contract made with, or a purchase from, a contract made by another government entity, government-owned entity or other approved third-party	This general exemption allows engagements with another government entity or government-owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government. Contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australasia (PA).
Exemption from Public Tendering	Where the contract is entered into in accordance with arrangements approved by the Minister where Council must demonstrate to the Minister for Local Government that it is not a viable option to undertake a public tender.
Extension of contracts while Council is conducting a market tender	Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or have taken longer than expected. This exemption may be used when the establishment of an interim short-term arrangement is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.
Professional services unsuitable for tendering	Legal Services. Insurance.
Novated Contracts	Where the initial contract was entered into in compliance with *the Act* and due diligence has been undertaken in respect to the new party.
Information technology resellers and software developers	Allows Council to renew software licenses, maintenance and support or upgrade existing systems, where a public tender was completed for the original contract and/or where there is only one incumbent supplier of the software who holds the intellectual property rights to the software.
Utility Companies	When utility authorities are required to undertake work on their assets.

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Exemption Name	Explanation, Limitations, Responsibilities and Approvals
Regional Waste Management Groups	Situations where a Regional Waste Management Group constituted under section 50F of the *Environment Protection Act 2017* had already conducted a public tender for and on behalf of its member councils.
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the asset.
Variations under contract	Where a financial contract variation occurs, the delegation is not defined by the value of the variation, but by the value of the whole contract. An officer with a sub- delegation from the Chief Executive Officer or Council may vary a contract to the limit in the delegation. Approved budget must be available for all financial contract variations.
Contract Over Expenditure	Variation above the approved contract value is deemed a Contract over expenditure. Any variation, single or accumulative that exceeds the public tender threshold will require approval.
Other specific Council exemptions	Defined in Appendix 3. Specific Council exemptions will be reviewed and updated from time to time.

Spend non-compliance and breaches will be reported to the Glen Eira City Council Executive Leadership Team (ELT) as required.

Emergency Events and post emergency procurement should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the Value for Money principals will still be applicable.

Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2 Section 108 of *the Act* remains unless there are grant conditions which provide alternative arrangements.

Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption as outlined in Section 108 3 (d) may be sought from Council.

If a state of emergency/disaster/pandemic Event is in place within Victoria, this exemption can be approved by the Chief Executive Officer.

5.12 Sole or Select Sourcing

Supply of goods, services or works can be sought from one supplier (sole sourcing) or a restricted group of suppliers (select sourcing) without tenders, expressions of interest, proposals or quotes where it is consistent with this Procurement Policy and either:

a) it is in the public interest;
b) the marketplace is restricted by statement of license or third-party ownership of an asset (including when utility authorities are required to undertake work on their assets); or
c) Council is party to a joint arrangement where Council jointly owns the IP with a third-party provider.

If there is a current procurement or disposal process in place, that process must be terminated prior to sole sourcing being implemented.

Sole sourcing is subject to existing delegations.

Select sourcing is subject to endorsement by the appropriate Financial Delegate or the CEO.

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5.13 Exceptional Circumstances

Council will determine how exceptional circumstances will apply. See Appendix 3 for further details.

6. Relevant Legislation, Policy and Other Documents

The Council's procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with *the Act* and applicable policies and procedures including Codes of Conduct for Councillors, Council staff and Others.

Compliance will be monitored by the Council's Procurement Team and minor issues will be appropriately addressed by Council staff in leadership positions. Where required, serious compliance issues will be reported to the Audit and Risk Committee and Council.

Any breach of this Procurement Policy may be considered a violation of organisational rules and could result in disciplinary action. Such breaches will be assessed in accordance with the organisation's relevant policies regarding staff, councillor and supplier code of conduct and any other policy addressing policy breaches.

All Council policies comply with the Victorian Charter of Human Rights and Responsibilities.

This policy has clear linkages to a range of codes, charters, legislation, and Council documents including:

- *Local Government Act 2020*
- The relevant provisions of the *Competition and Consumer Act 2010* (Cth)
- Procurement procedures and guidelines
- Purchasing and accounts payable manuals
- Codes of Conduct and associated policies
- Contract management guidelines
- Risk Management Framework & Policy
- *Working with Children Act 2005* and *Working with Children Regulation 2016*
- *Occupational Health and Safety Act 2004*
- *Public Records Act 1973 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- Other relevant Australian Standards
- Other specific Glen Eira Council documents as per Appendix 2

7. Monitoring Review and Audit

The Procurement Team will monitor procurement activity on an ongoing basis with respect to annual procurement activity and compliance with key internal controls. Council is committed to continuous improvement and will review the Policy in accordance with the requirements of *the Act* to ensure that it continues to meet its wider strategic objectives.

This Policy is subject to amendment at any time if required and is to be reviewed at least once in every four (4) year Council term as required by *the Act*.

Procurement Policy Enquiries and Contact Details

For further information on the policy, please contact the individual Council Procurement Teams as detailed in the table below.

Council	Email address	Phone
Glen Eira City Council	procurement@gleneira.vic.gov.au	(03) 9524 3333

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8. Acknowledgement

This Procurement Policy was developed in collaboration with the following South East Regional Group of Councils.

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APPENDICES

All policy requirements contained within these Appendices Sections are only applicable to Glen Eira City Council.

APPENDIX 1. Glen Eira City Council Procurement Thresholds

Council will invite tenders, proposals, quotes, and expressions of interest from the supply market for goods, services, building, and construction works in accordance with the thresholds listed below:

Procurement Threshold (ex. GST)	Procurement Methodology
<$5,000	One verbal quotation. Use of Council Contracts, State Government Contracts and/or other aggregators' contact (e.g. PA or MAV Procurement).
$5,001 - $20,000	Obtain at least one written quotation. Use of Council Contracts, State Government Contracts and/or other aggregators' contact (e.g. PA or MAV Procurement).
$20,001 - $50,000	Quotes process conducted via Councils eTendering Portal. Obtain at least two written quotations. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability of local suppliers. Use of Council Contracts, State Government Contracts and/or other aggregators' contract (e.g. PA or MAV Procurement). Where only one quotation is received from those invited, Value for Money must be demonstrated, and exemption provided by the appropriate Manager/Director.
$50,001 - $100,000	Quotes process conducted via Councils eTendering Portal. Obtain at least three written quotations are to be invited from suppliers who are considered able to meet the requirements. Use of Council Contracts, State Government Contracts and/or other aggregators' contracts (e.g. PA or MAV Procurement). Where only one quotation is received from those invited, Value for Money must be demonstrated, and exemption provided by the appropriate Director. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability of local suppliers.
$100,000 - $300,000	Formal Quote/Selected Tender issued by Council's Procurement Team. Undertake a formal Request for Quotation/Selected Tender process by following the process within Council's eTendering Portal. Obtain at least three written quotations are to be invited from suppliers who are considered able to meet the requirements. Where less than three quotations are received from those invited, Value for Money must be demonstrated, and exemption provided by the appropriate Director/CEO. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability of local suppliers.
>$300,000	Public Tender Process. A formal Request for Tender process must be undertaken by Councils Procurement Team using Council's eTendering Portal.

Procurement transactions will not be split to circumvent the above thresholds; this includes cumulative expenditure over a (12) month period. Obtaining sufficient quotations can sometimes be difficult, e.g. if there are few suppliers for the goods, services or building and construction works being sought, or where the work is highly specialised. In such a case an Exemption from the above Procurement Process (Threshold) from an appropriate Council Officer (i.e. Coordinator/Manager/Director/CEO) with the appropriate financial delegation will be required.

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APPENDIX 2. Glen Eira City Council Plans, Strategies and Policies

This section lists the additional Council plans, policies and strategies that have clear linkages to this Procurement Policy.

- Asset Plan
- Artificial Intelligence Policy
- Climate Emergency Strategy
- Conflict of Interest Policy
- Council Plan
- Financial Plan
- Financial Sustainability Strategy
- Information Security Classification Procedure
- Information Governance Policy
- Risk Management Framework and Policy
- Tendering and Contract Management Guidelines
- Workplace Technology and Information Security Policy

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APPENDIX 3. Glen Eira City Council Specific Exemptions

Where exceptional circumstances apply, such as during Caretaker/emergency periods, the CEO at their discretion, may approve variations exceeding the requirements under this Policy, but must report these approvals at the next available Council meeting.

Glen Eira City Council has not determined any additional general exemptions to the public tender threshold beyond those detailed in section 5.11 of the policy.

The CEO may approve Exemption from Procurement Process in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so.

The public tender threshold and related exemptions also apply to collaborative procurements.

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APPENDIX 4. Council Risk Management

In line with Council's Risk Management Framework and Policy, processes and practices, Council shall have in place consistent strategies to identify, assess, mitigate and manage risks associated with all procurement activities.

Any Procurement involving Council information must comply with applicable privacy, information security, public records and information management legislation and Council requirements.

Before approaching the market or committing to a purchase, Council must assess the technology, cyber security, privacy, information governance and records management risks associated with the procurement (where applicable).

The risk assessment should consider, where relevant:

- the nature, sensitivity, security classification and volume of Council information involved;
- whether the supplier will access, process, store, manage, transmit or dispose of Council information;
- the proposed location of data storage, processing, backup and support services;
- integration with Council systems, applications, infrastructure or networks;
- identity, access and authentication requirements;
- the criticality of the service and consequences of disruption, compromise or supplier failure;
- the supplier's use of subcontractors, offshore resources or other third parties;
- business continuity, disaster recovery and service resilience;
- privacy impacts, including the handling of personal, health, confidential or commercially sensitive information;
- records creation, retention, access, transfer and disposal requirements;
- cyber incident and privacy breach management arrangements;
- data ownership, portability, return and secure deletion;
- the use of Artificial Intelligence or automated decision-support functionality; and
- transition, data return, continuity and other arrangements required on contract expiry or termination.

Relevant Council subject-matter experts may be engaged where the procurement presents material technology, cyber security or Artificial Intelligence risks. Further information on procurement activities involving Technology, Cyber Security and Artificial Intelligence can be found in Appendix 8.

Council will also manage procurement and contractual risks by:

a) providing sufficient planning and lead time for Procurement preparation and consideration;
b) using appropriate Council standard-form contracts (provided by Council's Procurement Team or Australian Standard contracts which include current, relevant clauses to mitigate risk to Council or specific Council contracts written by Council Legal Team or appointed external Legal providers;
c) reviewing and negotiating contract departures by Council's Procurement Team prior to the award of the contract, seeking external legal advice when considered necessary. Copies of all communication between Procurement and the preferred contractor or supplier will be saved in Council's Records Management System as evidence of review and approval of non-standard items;
d) reviewing tendered non-standard contracts by Council's Procurement and Legal Team, as well as standard contracts that have agreed departures included, prior to the contract being disseminated for execution;
e) requiring security deposits where appropriate;
f) referring specifications to relevant experts;
g) ongoing and timely contract management; and
h) effectively managing the contract including monitoring and enforcing performance.

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APPENDIX 5. Conflict of Interest

In line with Council's Conflict of Interest Policy and procedures, Councillors and Council Staff shall always avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

A member of Council Staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A member of Council Staff has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.

Council Staff involved in the procurement process, particularly in preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report, and Councillors and Council Staff awarding tenders must:

- **Avoid** conflicts of interest, whether material or general or actual, potential or perceived;
- **Declare** that they do not have a conflict of interest in respect of the procurement. All Council Staff participating in tender evaluation panels must complete a Conflict-of-Interest declaration. Council Staff must declare any actual or perceived conflicts in line with Council's internal processes for reporting conflicts of interest; and
- **Observe** prevailing Council and Government guidelines on how to prevent or deal with conflict-of-interest situations and not take advantage of any tender related information for personal gain.

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APPENDIX 6. Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location in line with Council policies and procedures.

Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotations or during tender negotiations; and
- Commercial in Confidence information.

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

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

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

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APPENDIX 7. Glen Eira City Council Sustainable Procurement

Council commits to applying principles of sustainability to all of its decision-making and activities. In addition, Council applies sound contracting principles to its procurement activity. The following economic, environmental, and social objectives have been determined in line with these principles.

Area	Principles	Objectives
Economic	Council is committed to procurement that supports local business and economic diversity in the SERGC and will actively seek quotes and tenders from Local Businesses in the SERGC whilst: • ensuring Value for Money (VFM) outcomes. • identifying cost reduction opportunities with suppliers and internal stakeholders to meet business targets. • ensuring open and effective competition, and development of competitive local business and industry. • building relationships with key suppliers that foster innovation and support for emerging sectors. Where practicable Council will give preference to goods manufactured or produced in Australia and New Zealand. *Note: Local in the context of this Policy denotes the municipalities of Bayside, Cardinia, Dandenong, Frankston, Glen Eira, Kingston, Mornington Peninsula, Port Phillip and Stonnington.*	Councils economic sustainability commitment and approach aims to: • achieve Value for Money on a whole-of-life (including disposal) basis, rather than just initial cost. • consider life cycle impacts of products purchased. • ensure probity and accountability in the procurement process. • commit to source locally. • build relationships with local businesses and encourage purchasing from local suppliers to help build their capacity. • increase local employment.

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Area	Principles	Objectives

Environmental	Where applicable Council will include appropriate criteria in request for quotes and tenders to deliver environmentally preferable outcomes and deliver strategies to avoid and reduce waste generation and drive energy efficiency.
	To support the achievement of objectives and targets within Council's sustainability strategies, Council is committed to minimise its impact on the environment by:
	• purchasing goods, services and construction which avoid air, water, and soil pollution.
	• minimising natural resource and biodiversity depletion.
	• supporting suppliers to reduce carbon emissions in the supply chain.
	• purchasing environmentally preferred goods and services whenever they present an acceptable Value for Money outcome.
	• contributing to sustainable waste management (with reference to the waste hierarchy and Circular Economy principles).
		Councils environmental sustainability and climate action commitment and approach aims to:
		• maximise energy efficiency and reducing greenhouse gas emissions and contribute towards Council's carbon neutral status.
		• minimise waste production by:
		  ○ reduced usage of non-renewable resources; and
		  ○ reduced demand for raw materials and natural resources.
		• promote a market for recycled materials.
		• reduce water consumption and activities that impact diversity.

Social	Council is committed to building stronger communities and meeting social objectives which benefit the community and commits to integration of measures in its procurement processes and documentation which promote improved social outcomes. Council's sustainability strategies will be underpinned by: • creation of opportunities for small, medium, and social enterprises, Indigenous and Disability Employment enterprises. • promotion of equity, diversity, and equal opportunity. • provision for broad public involvement on issues that affect the community such as addressing complex local challenges such as intergeneration employment, crime, vandalism, and economic decline.	Councils social sustainability commitment and approach aims to: • ensure vendors do not exploit workers and provide fair wages, including inclusive and sustainable business practices. • maintain a social procurement program to increase social procurement spend across the South Eastern Region. • ensure sourced products are accessible by all segments of the community. • increase employment opportunities for Indigenous people, people with a disability, disadvantaged people, and long term unemployed. • Increase gender equity. • prevent, detect, and remove modern slavery from Council's supply chain.

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APPENDIX 8. Glen Eira City Council Technology, Cyber Security and Artificial Intelligence Procurement

Council recognises that the procurement and use of technology, digital services and Artificial Intelligence (AI) may introduce additional risks relating to cyber security, privacy, information governance, records management, technology architecture, service continuity and the protection of Council information.
This Appendix applies to procurement involving:

- information and communications technology;
- software, cloud and hosted services;
- digital platforms, systems and applications;
- data storage, processing, analytics and integration services;
- managed technology and cyber security services;
- suppliers that access, process, store, manage or transmit Council information or connect to Council systems or infrastructure; and
- AI-enabled products and services.

The requirements of this Appendix apply throughout the procurement lifecycle and must be applied proportionately, having regard to the nature, value, complexity and risk of the procurement and the sensitivity and criticality of the Council information, systems and services involved.

Risk and information protection

Council must appropriately identify, assess and manage technology, cyber security, privacy, information governance and records management risks associated with relevant procurement activities in accordance with Council's Risk Management Framework and Policy, processes and practices (Appendix 4).

In addition, Technology Procurement arrangements (as listed above) must provide appropriate safeguards for Council information, systems and services, including consideration of all or some of the following:

- the security, confidentiality, integrity and availability of Council information;
- privacy and the appropriate handling of personal, health, confidential or commercially sensitive information;
- access to and use of Council information, systems and infrastructure;
- data storage, processing and hosting arrangements;
- the involvement of subcontractors, offshore resources and other third parties;
- business continuity, disaster recovery and service resilience;
- cyber security incidents, privacy breaches, data loss and information security events;
- ownership, retention, portability, return and secure disposal of Council information; and
- transition and exit arrangements.

The level of assurance and risk treatment required must be proportionate to the nature and materiality of the risks presented by the procurement.

Procurement involving Council information must comply with applicable privacy, information security, public records and information management legislation and Council requirements.

Supplier requirements

Suppliers engaged for procurement activity as listed above must maintain appropriate technology, cyber security, privacy, information governance and records management controls where they access Council information, systems or infrastructure.

Council may establish mandatory requirements or minimum standards for technology, cyber security, privacy, information governance, records management, data governance and AI where appropriate to the

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nature and risk of the procurement. These will be the responsibility of the Council Contract Officer/Manager involved in the procurement activity to document and maintain.

Where appropriate to the nature and risk of the procurement, suppliers may be required to complete Council's security, privacy, information governance, technology or AI assurance processes and demonstrate compliance with applicable minimum standards.

Suppliers are expected to provide Council with sufficient information to enable Council to assess relevant risks and must promptly notify Council of material matters that may affect the security, confidentiality, integrity, availability or appropriate management of Council information, systems or services.

Suppliers must promptly notify Council of actual or suspected cyber security incidents, privacy breaches, data loss or other material events that may affect Council information, systems or services, in accordance with applicable contractual and Council requirements.

For higher-risk or critical suppliers, Council may undertake ongoing assurance and monitoring throughout the contract term. Suppliers may be required to address identified control deficiencies within agreed timeframes, with material non-compliance managed in accordance with contractual rights and Council's risk management requirements.

Artificial Intelligence

Where AI is incorporated into, supports or materially contributes to goods or services supplied to Council, its use must be appropriately transparent, secure, responsible and subject to governance proportionate to the associated risks.
Council must have appropriate visibility of:

- the purpose and material use of AI within the proposed goods or services;
- how Council information will be accessed, processed, stored or otherwise used;
- whether Council information, prompts, inputs or outputs will be used to train, retrain, fine-tune, evaluate or otherwise improve AI models or services, and the controls available to prevent such use where required;
- arrangements governing ownership, retention, disclosure and reuse of Council information, prompts, inputs and AI-generated outputs;
- material limitations and risks associated with the use of AI;
- the level of human oversight and accountability; and
- material reliance on third-party AI models, platforms or providers.

AI-enabled procurement must comply with Council's applicable AI governance policies, standards and requirements. Council may impose additional assurance, transparency, information protection or human oversight requirements where warranted by the nature of the AI use and associated risks.

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GLEN EIRA CITY COUNCIL

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ORMOND
ST KILDA EAST

GLEN EIRA CITY COUNCIL PROCUREMENT POLICY

Date first adopted: 3 November 2021

Date last amended: XXXXX

Next review date: November 2030

Policy Owner: Chief Financial Officer

Approved by: Council

Policy Category: Category 1 Policy – Must be adopted by Council in accordance with legislative requirements

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~~Procurement Policy~~

~~**Date first adopted:**~~	~~**3 November, 2021**~~
~~**Dates amended:**~~	
~~**Next review date:**~~	~~November 2025~~
~~**Position title of responsible business unit Manager:**~~	~~Chief Financial Officer~~
~~**Approved by:**~~	~~Council~~

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GLEN EIRA CITY COUNCIL

~~2021~~2026 - ~~2025~~2030

Procurement Policy

South East Regional Group of Councils

Bayside City Council, Cardinia Shire Council,
Dandenong City Council, Frankston City Council, Glen Eira City Council,
Mornington Peninsula Shire Council, Stonnington City Council

ADOPTED BY COUNCIL XXXXX

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1. Definitions and Abbreviations

Artificial Intelligence	Artificial Intelligence (AI) means technology capable of performing tasks that would ordinarily require human intelligence, including generating content, analysing data, making predictions, recommendations or supporting decision-making processes.
Best Practice	As defined in the Local Government Best Practice Procurement Guidelines or any other document specified by Council.
Collaborative ~~or Aggregated~~ Procurement Arrangement~~/s~~	A contract established by the Council~~/s~~, government or a nominated agent, such as Municipal Association of Victoria (MAV), Procurement Australasia (PA), South East Regional Group of Councils (SERGC)~~SERGC~~ or local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Contract Variation	1. Financial Contract Variation A variation that results in an increase or decrease in value. 2. Non-Financial Variation A variation that doesn't involve a financial change. It may be a change to dates, program, design, working hours, locations, measurements or any other aspect of the contract that doesn't result in a change in cost.
Council	Glen Eira City Council.
Emergency	A sudden or unexpected event requiring immediate action including the occurrence of a natural disaster, flooding or fire event at a Council property; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
Local Supplier	A commercial business with an operational premise that is physically located or perform the majority of their goods/services within the municipal border~~s~~ of Glen Eira City Council~~. I~~ or in the event of collaborative sourcing arrangement undertaken by participating South East Regional ~~procurement between~~ Councils, the borders will lie within the boundaries of those participating Councils.
Material breach	Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption, and occupational health and safety.
Probity	Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in a particular process. Probity is a defensible process which ~~is able to~~can withstand internal and external scrutiny, which achieves both accountability and transparency, providing respondents with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract. It also includes the organisational and governance frameworks that underpin the procurement function.
Reasonably practicable	That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, considering~~taking into account~~ and weighing up all relevant matters.
South East Regional Group of Councils (SERGC)	The 11 ~~partnering~~ Councils comprising the SERGC being the Cities of Bayside, Boroondara, Casey, Dandenong, Frankston, Glen Eira, Kingston, Port Phillip, Stonnington, and Shires of Cardinia and Mornington Peninsula ~~Shire Councils~~.

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Total Contract Sum	The potential total value of the contract including: • costs for the full term of the contract, including any options for either party to extend the contract; • applicable goods and services tax (GST); • anticipated contingency allowances or variations; and • all other known, anticipated and reasonably foreseeable costs.
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works considering ~~taking into account~~ both cost and non-cost factors including: • Non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support; and • Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

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2. Purpose

~~The~~ Council purchases goods, services and works to support service delivery and the maintenance and development of infrastructure. ~~The~~ Council is required under sections 108 and 109 of the Local Government Act 2020 (the Act) to prepare, adopt and comply with its procurement policy. In accordance with the Act, this policy sets out the key principles, processes and procedures applied to all purchases of goods, services and works by Council.

This Policy has been developed collaboratively by the South East~~ern~~ Regional Group of Councils (SERGC) with a view to facilitating ~~smooth~~ effective collaborative procurement processes, consistent with the Act. This Policy also incorporates content that is specific to Glen Eira City Council and may differ slightly from that of the other SERGC Councils and is intended to apply only to procurement practices involving ~~the~~ Glen Eira City Council.

3. Applicability

This Policy applies to all contracting and procurement activities conducted at each Council and is applicable to all Councillors, Council Staff and other persons undertaking procurement on Council's behalf.

It is recognised this will enhance achievement of each Council's objectives such as sustainable and socially responsible procurement, supporting local economies and obtaining Value for Money, leading to a better result in the provision of ~~goods,~~ services ~~and works~~ for the ~~benefit of the~~ community.

This Procurement Policy provides direction on the conduct of procurement activities throughout the sourcing, management and disposal phases. It also covers the general procurement framework but does not extend to the related accounts payable processes.

~~This Procurement Policy applies to Glen Eira City Council. Officers~~Each Council must comply with this Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

4. Guiding Principles

Council's procurement processes ~~are~~ shall be based on the following principles, irrespective of the value and complexity of that procurement:

4.1 Strategic Procurement

Council's procurement processes will be based on the principles of Strategic Procurement. Planning for an individual procurement exercise will include consideration of ~~collaborative procurement~~aggregation opportunities, access to suppliers under existing contracts and analysis of alternative contract models. Guidance and procurement planning templates are available ~~from the Procurement Business Unit~~for staff involved in the procurement process.

4.2 Value for Money

Council will weigh the benefits of the procurement against the costs necessary for the optimum result for Council and the local community. While Council is not required to accept the lowest price, it is required to take into account ~~issues of~~several factors such as quality, cost, warranties, accessibility of the service and other factors relevant to both the overall procurement objectives and the Act.

In terms of the contracting process, Value for Money ~~may not mean the lowest price. In terms of the contracting process, Value for Money~~ requires Council to apply appropriate weighting for quality and price with as much transparency as is reasonably achievable. In this context, price should ~~take into account~~consider the whole life cost of the provision as far as is practicable.

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To achieve Value for Money for the community, Council will look beyond upfront costs to make purchasing decisions based on the entire life cycle of goods and services or works, and take into account related costs, environmental/circular economy and social risks and benefits, and broader social and environmental implications.

Council will seek to conduct sustainable procurement through measures including, but not limited to:

a) adopting any Federal or Local Government policies, targets and strategies ~~to~~ that avoid unnecessary consumption and help to manage demand;
b) ~~giving consideration to~~ considering the purchase of goods and infrastructure that can be reused, repaired and recycled, and that include recycled content;
c) ~~giving consideration to~~considering the purchase of goods, services or works that benefit local suppliers or social enterprises;
d) minimising environmental impacts over the life of the goods and services by choosing products or services that have lower adverse impacts associated with their production, use or disposal;
e) fostering innovation in sustainable products and services through the design and implementation of procurements; and
f) ~~ensuring that~~pursuit of fair and ethical sourcing practices ~~are applied and~~ that require suppliers ~~are complying~~to comply with socially responsible practices, including legislative obligations to employees.

Achieving Value for Money shall be the basis of all procurement decisions within Council.

4.3 Assessing the Evaluation Criteria – Value for Money

Council's procurement activities will be carried out on the basis of obtaining Value for Money consistent with acceptable quality, reliability and delivery considerations.

Value for Money in Council procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:

a) non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, social and environmental impacts, service and support; and
b) cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

Value for Money is best achieved by:

a) developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
b) aggregating purchasing whenever possible; and
c) undertaking competitive procurement processes.

The Council may include the following evaluation criteria categories to determine whether a proposed contract provides Value for Money:

- Mandatory Compliance criteria (e.g. ABN registration, ~~OH&S,~~ Fair Work Act).
- Tendered price.
- Capacity of the ~~Respondent~~ Tenderer to provide the Goods and/or Services and/or Works.
- Capability of the ~~Respondent~~ Tenderer to provide the Goods and/or Services and/or Works.
- Demonstration of Sustainable Procurement Impact.
- Any other criteria relevant to the Goods and/or Services and/or Works being procured.

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5. Council Policy

5.1 Procurement Structure, Processes, Procedures and Systems

Council maintains a procurement function responsible for:

a) Maintaining the Procurement Policy and associated guidelines, processes and procedures;
b) Maintaining appropriate purchasing, procurement and contract management systems and tools;
c) Providing procurement-related advice and support to the organisation as required;

d) Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials);
e) Promoting awareness ~~of~~ and monitoring of compliance with this Policy;
f) Ensuring Legislation is followed, reporting breaches and corrective actions in a timely manner;
g) Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Councillors, staff and persons undertaking procurement on Council's behalf are responsible for complying with this Policy.

The Council will maintain ~~a Procurement Guideline~~internal procurement control documents ~~and manuals~~ detailing the processes, procedures and systems related to procurement.

The Council will maintain details of tendered contracts ~~entered into~~in line with Council's document retention policies and legislative requirements (refer to Appendix 6).

Whenever practicable, Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in the municipality, Australia or New Zealand.

5.2 Probity, Accountability and Transparency

All people undertaking procurement activities on Council's behalf are responsible for the actions and decisions they take in relation to Procurement and for the resulting outcomes.

Therefore, the processes by which all ~~Procurement~~ procurement activities are conducted will be in accordance with the Council's procurement policies~~, associated policies~~ and procedures as set out in this Policy, relevant Legislation, ~~relevant~~ Australian Standards, Conflict of Interest (refer to Appendix 5), Commercial Law and the *Local Government Act 2020.*

Where a third-party agent is engaged to procure goods, services or works on behalf of Council, they must ensure they are compliant with the relevant legislation including the Act.

a) Probity

Council has a responsibility to obtain Value for Money and this must be achieved by acting with probity. Procurement probity is a defensible process, able to withstand internal and external scrutiny, one which achieves accountability, transparency and provides tenderers with fair and equitable treatment. Probity is about ensuring the procedural integrity of the procurement process, guarding against collusion and fraud and anti-competitive conduct, and not receiving personal gain.

Council may choose to engage probity services depending on the nature, complexity, risk and value of a procurement activity. Guidance on engagement of Probity services will be provided by the Procurement function, as referenced in Section 5.8.

b) Risk Management

The principles of risk management are to be appropriately applied at all stages of Procurement activities, which

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will be properly planned and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from personal injury, property damage, reputational loss, financial exposure and interruption to the supply of goods, services and works.

The provision of goods, services and works by a supplier or contractor potentially exposes Council to risk. The Council will minimise its risk exposure ~~through a number of~~ in accordance with Glen Eira City Council's Risk Management Framework and Policy, processes and practices (refer to Appendix 4) and Glen Eira City Council Technology, Cyber Security and Artificial Intelligence Procurement (refer to Appendix 8).

5.3 Procurement Methods

The standard methods for procurement will be:

a) ~~Purchase order following a quotation process~~Purchasing Card;
b) ~~Purchase order under contract following a tender process~~Purchase Order;
c) ~~Under approved purchasing schemes (Panel contracts)~~A quotation process (refer Appendix 1) followed by a purchase order; ~~and /or~~
d) ~~Credit card.~~A tender process followed by a contract and purchase order;
~~d)~~e)Under approved purchasing schemes (i.e. Panel contracts).

The source of funds must be identified, and the procurement authorised in accordance with the Council's financial delegations ~~of authority,~~and quotation thresholds before any commitment to purchase is made.

More than one person will be involved in, and responsible for, each transaction with appropriate authorisations obtained and documented.

Council may seek Expressions of Interest where:

a) there are likely to be many tenderers; and/or
b) tendering will be costly, or the procurement is complex, and Council does not wish to impose the costs of preparing full tenders on all tenderers; and/or
c) there is uncertainty as to the willingness and/or interest of vendors to offer the required procurement; and/or
d) Council requires advice from the market regarding how best to address a particular need.

All Expressions of Interest and public Tenders invited by Council will be published via Council's eTendering Portal.

Information regarding Current Tenders and Awarded Tenders will be published on Council's website.

~~The~~ Panel Contracts include the Glen Eira City Council's Panel contracts, eligible State Government Panel contracts including the Construction Supplier Register, and other approved schemes ~~including~~ such as MAV Procurement and Procurement Australasia.

~~For procurements where there is an existing Panel Contract, staff are required to:~~

~~a) obtain the relevant number of quotes from suitable Panel members, in line with this Policy; and~~
~~b) raise a purchase order including the relevant information, e.g. must use purchasing process and register rules, or internal panels / pre-approved supplier lists.~~

Council will identify and actively investigate relevant collaborative procurement opportunities, where the procurement objectives are focus~~s~~ed on ~~programmed collaboration~~collaborative benefits, and/or shared services that align within the public tender thresholds amongst the SERGC.

5.4 Panel Contracts

A panel contract (or standing offer arrangement) is a procurement method where a council selects multiple suppliers through a tender process for works, goods and services on a regular basis over a specified time.

They allow Council staff to purchase from these panel suppliers without a public procurement process for each

individual purchase. Council staff must comply with any applicable rules of use and/or buyers guide when engaging suppliers through a panel contract. ~~Refer to the Rule of Use / Buyers Guide for each panel contract.~~

Panel contracts cannot be used to purchase works, goods or services that fall outside the scope of the original arrangement. Any other service outside of the original scope would need to be procured via a different procurement process.

5.5 Collaborative Procurement

In accordance with Section 108 (c) of the Act, the Council will seek to collaborate with other Councils, especially the SERGC and public bodies in the procurement of goods, services and works in order to take advantage of economies of scale.

Council staff must consider any opportunities for collaborative procurement in relation to ~~publicly tendered~~a procurement ~~activity~~ process undertaken by Council. ~~Officers will need to provide evidence that they have sought opportunities for collaborative procurement. This may include~~Any Council report that recommends entering into a procurement arrangement must set out information relating to opportunities for collaborative procurement, including:

- the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

Furthermore, Council may collaborate with other Councils to procure goods or services ~~or works~~, or utilise ~~MAV Procurement, State or Commonwealth Government and Procurement Australasia contracts~~approved purchasing scheme panel contracts for the procurement of goods, services or works established through a public tender process where it provides an advantageous, Value for Money outcome for the Council.

Where a Procurement for services or works is 100% funded by a State or Commonwealth grant it may be exempt from collaborative procurement ~~dependant~~ dependent on the nature of the grant conditions.

5.6 Procurement Processes, Thresholds and Competition

Section 108 of the Act details that each Council will set the public tender threshold circumstances when tenders for contracts must be publicly invited.

Guidelines will be determined from time to time for minimum spend thresholds associated with Council's procurement activities. These will be decided by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with~~in~~ the thresholds listed in Appendix 1 of this Policy to ensure compliance with the Act. These thresholds will only be varied with approval from each particular Council. The thresholds must represent the estimated value of the whole of term of the contract i.e. the initial term plus any options to extend the initial contract term, and are to be inclusive of GST.

~~Procurement transactions will not be split to circumvent the thresholds as listed in Appendix 1. This includes cumulative expenditure over a (12) month period.~~

The options for a procurement process compliant with the public tendering requirements contained in the Act include:

a) Council running its own publicly advertised tender process, a variety of advertising mediums may be chosen from, including national newspapers, local newspapers and web based forums;
b) Council participating in collaborative tender processes for similar services in conjunction with other councils, including councils in the SERGC;
c) Council appointing an external agent to run a tender process on its behalf. Organisations such as Procurement Australasia and Municipal Association of Victoria (MAV) Procurement are active in this area;
d) Council accessing Victorian State Government contracts (e.g. State Purchase Contracts, Whole-of-Government contracts) that have been made available to Local Government and which Local Government can access without the need to comply with the requirements of Division 2 Section 108 (1) of the Act;

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~~d)~~e)Council accessing contracts for panels of suppliers where those panels have been put in place through a compliant tender process. For example, these panel contracts may have been put in place through a Council-run tender process, a tender process run for Council by an external agent or be a Victorian State Government panel made available to Local Government; or

f) ~~seek~~ Seek an exemption as outlined in section 108 3 (d) of the Act (refer to section 5.~~7~~11 of this Policy).

5.7 Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- Value for Money
- sustainability (social, economic and environmental)
- open and fair competition
- accountability
- risk management
- probity and transparency

5.8 Tender Evaluation and Negotiation

~~Tenders will only be lodged by the method as described in the tender documents provided by the Council.~~

The tender selection criteria and weighting for each criterion will be documented prior to the requesting of tenders.

An appropriately qualified and briefed ~~and approved~~ Evaluation Panel will be established to evaluate each tender submission against the tender selection criteria.

External representatives may be part of, or an advisor to, the panel to ensure appropriate skills, experience and/or probity.

The evaluation process must be robust, transparent and unbiased. Each Panel Member will be required to formally declare any Conflicts of Interest, prior to commencing their evaluations (refer to Appendix 5).

~~A Tender Evaluation and Probity Plan must be developed for all high value and/or high-risk procurements.~~

~~Probity Services should be engaged~~A probity advisor should be appointed and a formal probity plan developed in the following circumstances:

• Where the proposed Total Contract Sum exceeds $10 million over the life of the contract or for a lesser value set by Council from time to time; ~~and/~~or

• Where a proposed contract is considered by Council or the CEO to be particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

A probity advisor may be appointed to any tender evaluation panel and may be appointed to oversee the evaluation process.

Contract Negotiations can be conducted to obtain the best outcome for Council, providing negotiations remain within the intent and scope of the tender.

Council may conduct a shortlisting process. Shortlisted tenderers may be invited by the Council to submit a Best and Final Offer.

The results of the Tender Evaluation and demonstration of the robustness of the process must be documented in a Tender Evaluation Report approved by the relevant delegate.

The Tender Evaluation process should take into consideration the Whole of Life Cost.

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5.9 Corporate Social Responsibility (Sustainable and Ethical Procurement)

Council will support sustainability through its purchasing activity and prioritise purchases that maximise waste minimisation, energy efficiency, water conservation and reductions in greenhouse gas emissions.

Value for Money purchasing decisions made by Council are made based on whole-of-life cost and non-price factors including contribution to Council's sustainability objectives. Council prefers to purchase sustainable, recycled and environmentally preferred products whenever they achieve the same function and Value for Money outcomes. Council may spend up to ten percent more for products that provide environmentally sustainable benefits.

Council will support products and new industries which provide sustainable and social benefits.

Council will monitor and report on Council procurement activities and programs that have an impact on or contribute to the environment.

5.10 ~~Advancing~~ Economic, Environmental and Social Objectives

Council will seek to advance economic, environmental and social objectives to benefit the community directly by purchasing from for-social benefit entities, and indirectly by including social clauses in its contracts with private sector providers and screening supply chains for ethical considerations. Refer to Appendix 7 for further information.

At its discretion, Council may apply a preference of up to 10% ~~preferential weighting~~ in the evaluation of proposals that:

i. are from Social Enterprises or include Social Enterprises in their supply chain; and/or
ii. are from Indigenous Suppliers or include Indigenous Suppliers in their supply chain.

Council will also give regard to the following elements when making procurement decisions:

1. **Economic Sustainability** - Council supports local businesses and economic diversity by encouraging purchases that:
   - Are made from local suppliers and Small to Medium Enterprises;
   - Generate local employment; and
   - Consider the cost vs. life cycle/durability of purchases.

2. **Environmental Sustainability/Circular Economy** - ~~Council declared a Climate Emergency on 5 May, 2020 and has committed to achieving carbon neutrality for corporate carbon emissions by 2025 and community carbon emissions by 2030. As such,~~ Council seeks to make procurement decisions that reduce natural resource and biodiversity depletion by ~~promote~~promoting:
   - ~~The efficient use of resources, energy and water;~~
   - Green purchasing (i.e. making purchases that use materials made of recycled content, are energy efficient and greenhouse friendly, are from a Social Enterprise or are second hand/refurbished);
   - Reduced greenhouse gas emissions;
   - Reduced waste to landfill and the increase of the amount of waste recycled;
   - Reduced water consumption and the improvement of water management;
   - Improved environmental management in Council's supply chain;
   - The selection of products/services that have minimal effect on the depletion of natural resources and biodiversity; and
   - Improved adaptability to climate change.

3. **Social Sustainability** - Council seeks to address disadvantage by encouraging diversity, acceptance, fairness, compassion, inclusiveness and access for people of all abilities in its purchasing by seeking to:
   - Create new jobs and opportunities for people who may be struggling to find work;
   - Target cohorts that may be experiencing economic exclusion;
   - Reinvigorate depressed or marginalised communities; and
   - Improve equity of access to opportunities.

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5.11 Exemptions and Breaches

The following circumstances are exempt from the general tender, proposal, quotation and expression of interest requirements. Use of any exemption must be endorsed in accordance with the approved Financial Delegations.

Exemption Name	Explanation, Limitations, Responsibilities and Approvals
A contract made because of genuine emergency or hardship	Where the Council or CEO has resolved that the contract must be entered into because of an ~~emergency~~ Emergency Event (e.g. to provide immediate response to a natural disaster) ~~or where the Victorian Government has declared a State of Emergency~~.
A contract made with, or a purchase from a contract made by another government entity, government-owned entity or other approved third party	This general exemption allows engagements with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government. Contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australasia (PA).
Exemption from Public Tendering	Where the contract is entered into in accordance with arrangements approved by the Minister, where Council must demonstrate to the Minister for Local Government that it is not a viable option to undertake a public tender.
Extension of contracts while Council is ~~at~~ conducting a market tender	Allows the Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or have taken longer than expected. This exemption may be used when the establishment of an interim short-term arrangement is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.
Professional services unsuitable for tendering	Legal Services. Insurance.
Novated Contracts	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party.
Information technology resellers and software developers	Allows the Council to renew software licenses ~~and~~, maintenance and support, or upgrade existing systems, where a public tender was completed for the original contract and/or there is only one incumbent supplier of the software, who holds the intellectual property rights to the software.
Utility Companies	When utility authorities are required to undertake work on their assets.
Regional Waste Management Groups	Situations where a Regional Waste Management Group constituted under section 50F of the *Environment Protection Act* ~~*1970*~~ *2017* had already conducted a public tender for and on behalf of its member councils.
Operating ~~& Finance~~ Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the ~~vehicle~~asset.

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Exemption Name	Explanation, Limitations, Responsibilities and Approvals
Variations under contract	Where a financial contract variation occurs, the delegation is not defined by the value of the variation, but by the value of the whole contract. An officer with a sub-delegation from the Chief Executive Officer or Council may vary a contract to the limit in the ~~Council resolution~~delegation. Approved budget must be available for all financial contract variations.
Contract Over Expenditure	Variation above the approved contract value is deemed a Contract over expenditure. Any variation single or accumulative that exceeds the Public tender threshold ~~or 15% of the original contract value is subject to a council resolution.~~ ~~An officer with a sub-delegation from the Chief Executive Officer or Council may vary a contract to the limit to the Public tender threshold or 15% of the original contract value~~will require approval.
Other specific Council exemptions	Defined in Appendix ~~4~~3. Specific Council exemptions will be reviewed and updated from time to time.

Spend non-compliance and breaches will be reported to the Glen Eira City Council Executive Leadership ~~Executive Management~~Senior Leadership Team (ELT) as required. ~~on a quarterly basis as part of the Procurement Update and the Procurement & Contracts Business is to sign off on the variations to say they meet Value for Money principles~~.

Emergency Events and post emergency procurement should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the Value for Money principles will still be applicable.

Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2 Section 108 of the Act remains unless there are grant conditions which provide alternative arrangements.

Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption as outlined in Section 108 3 (d) may be sought from Council.

If a state of emergency/disaster/pandemic Event is in place within Victoria, this exemption can be approved by the Chief Executive Officer.

5.12 Sole or Select Sourcing

Supply of goods, services or works can be sought from one supplier (sole sourcing) or a restricted group of suppliers (select sourcing) without tenders, expressions of interest, proposals or quotes where it is consistent with this Procurement Policy and either:

a) it is in the public interest;
b) the marketplace is restricted by statement of license or third-party ownership of an asset (including when utility authorities are required to undertake work on their assets); or
c) Council is party to a joint arrangement where Council jointly owns the IP with a third-party provider.

If there is a current procurement or disposal process in place, that process must be terminated prior to sole sourcing being implemented.

Sole sourcing is subject to existing delegations.

Select sourcing is subject to endorsement by the appropriate Financial Delegate or the CEO.

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5.13 Exceptional Circumstances ~~and Caretaker Period~~

Council will determine how exceptional circumstances will apply. See Appendix 3 for further details.

6. Relevant Legislation, Policy and ~~other~~ Other ~~Associated Internal~~ Documents

The Council's procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures including Codes of Conduct for Councillors, Council staff and ~~others~~Others.

Compliance will be monitored by the Council's Procurement Team and minor issues will be appropriately addressed by Council staff in leadership positions. Where required, serious compliance issues will be reported ~~by the CEO~~ to the Audit and Risk Committee and Council.

Any breach of this Procurement Policy may be considered a violation of organisational rules and could result in disciplinary action. Such breaches will be assessed in accordance with the organisation's relevant policies regarding staff, councillor and supplier code of conduct and any other policy addressing policy breaches.

~~This Policy has been assessed as being compatible~~All Council policies comply with the *Victorian Charter of Human Rights and Responsibilities ~~2006 (Vic)~~*.

This policy has clear linkages to a range of codes, charters, legislation and Council documents including:

a) *Local Government Act 2020 ~~(Vic)~~*
b) T~~t~~he relevant provisions of the *Competition and Consumer Act 2010* (Cth)
c) Procurement procedures and guidelines
d) Purchasing and accounts payable manuals
e) Codes of Conduct ~~guidelines~~and associated policies
f) Contract management guidelines
g) Risk Management Framework & Policy
h) *Working with Children Act 2005 ~~(Vic)~~* and Working with Children Regulations 2016
i) *Occupational Health and Safety Act 2004 ~~(Vic)~~*
~~j) *National Competition Policy*~~
~~k) *Trade Practices Act 1974 (Cth)*~~
~~l) *Charter of Human Rights and Responsibilities Act 2006 (Vic)*~~
j) *Public Records Act 1973 (Vic)*
~~m)~~k) *Privacy and Data Protection Act 2014 (Vic)*
l) O~~o~~ther relevant Australian Standards ~~or legislation.~~
~~n)~~m) Other specific Glen Eira Council documents as per Appendix 2

7. Monitoring Review and Audit

The Procurement ~~& Contracts Business Unit~~Team will monitor procurement activity on an ongoing basis with respect to annual procurement activity and compliance with key internal controls. Council is committed to continuous improvement and will review the Policy in accordance with the requirements of the Act to ensure that it continues to meet its wider strategic objectives.

This Policy is subject to amendment at any time if required and is to be reviewed at least once in every four (4) year Council term as required by the Act.

Procurement Policy Enquiries and Contact Details

For further information on the policy, please contact the individual Council~~s~~ Procurement Team~~s~~ as detailed in the table below.

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Council	Email address	Phone
Glen Eira City Council	procurement@gleneira.vic.gov.au	(03) 9524 3333

~~7.~~8. Acknowledgement

This Procurement Policy was developed in collaboration with the following South East Regional Group of Councils.

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APPENDICES

All policy requirements contained within these Appendices Sections are only applicable to Glen Eira City Council.

APPENDIX 1. Glen Eira City Council Procurement Thresholds

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with the thresholds listed below:

Procurement Threshold (incl. GST)	Procurement Methodology
<$5,000	One verbal quotation. Use of Council Contracts, State Government Contracts and/or other aggregators' contact (e.g. PA or MAV Procurement).
$5,001 - $20,000	Obtain at least one written quotation. Use of Council Contracts, State Government Contracts and/or other aggregators' contact (e.g. PA or MAV Procurement).
$20,001 - $50,000	Quotes process conducted via Councils eTendering Portal Obtain at least two written quotations When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability ~~or~~ of local suppliers. Use of Council Contracts, State Government Contracts and/or other aggregators' contract (e.g. PA or MAV Procurement). Where only one quotation is received from those invited, Value for Money must be demonstrated, and exemption provided by the appropriate Manager/Director.
$50,001 - $100,000	Quotes process conducted via Councils eTendering Portal Obtain at least three written quotations are to be invited from suppliers who are considered able to meet the requirements. Use of Council Contracts, State Government Contracts and/or other aggregators' contract (e.g. PA or MAV Procurement). Where only one quotation is received from those invited, Value for Money must be demonstrated, and exemption provided by the appropriate Director. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability ~~or~~ of local suppliers.
$100,000 - $300,000	Formal Quote/Selected Tender issued by Council's Procurement Team. Undertake a formal Request for Quotation/Selected Tender process by following the process within Council's eTendering Portal. Obtain at least three written quotations are to be invited from suppliers who are considered able to meet the requirements. Where less than three quotations are received from those invited, Value for Money must be demonstrated, and exemption provided by the appropriate Director/CEO. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability ~~or~~of local suppliers.
>$300,000	Public Tender Process A formal Request for Tender process must be undertaken by Councils Procurement Team using Council's eTendering Portal.

Procurement transactions will not be split to circumvent the above thresholds, this includes cumulative expenditure over a (12) month period. Obtaining sufficient quotations can sometimes be difficult, e.g. if there are few suppliers for the goods, services or building and construction works being sought, or where the work is highly specialised. In such a case an Exemption from the above Procurement Process (Threshold) from an appropriate Council Officer (i.e. Coordinator/Manager/Director/CEO) with the appropriate financial delegation ~~may waive the requirement to request three quotations~~will be required.

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APPENDIX 2. Glen Eira City Council Plans, Strategies and Policies

This section lists the additional Council plans, policies and strategies that have clear linkages to this Procurement Policy.

- Asset Plan
- Artificial Intelligence Policy
- Climate Emergency Strategy
- Conflict of Interest Policy
- Council Plan
- Financial Plan
- Financial Sustainability Strategy
- Information Security Classification Procedure
- Information Governance Policy
- Risk Management Framework and Policy
- Tendering and Contract Management Guidelines
- Workplace Technology and Information Security Policy

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APPENDIX ~~2~~3. Glen Eira City Council Specific Exemptions

Where exceptional circumstances apply, such as during Caretaker/emergency periods, the CEO at their discretion, may approve variations exceeding the requirements under this Policy, but must report these approvals at the next available Council meeting.

Glen Eira City Council has not determined any additional general exemptions to the public tender threshold beyond those detailed in section 5.~~7~~ 11 of the policy.

The CEO may approve ~~ad-hoc exemptions~~Exemption from Procurement Process in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so. ~~The CEO may direct, in some circumstances, that these ad-hoc exemptions be approved by Council.~~

The public tender threshold and related exemptions also apply to collaborative procurements.

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APPENDIX 4. Council ~~Procurement~~ Risk Management ~~Overview~~

In line with Council's Risk Management Framework and Policy, processes and practices, Council shall have in place consistent strategies to identify, assess, mitigate and ~~for~~ manage~~ing~~ risks associated with all procurement ~~processes~~activities. ~~and should for every project be in line with Councils Risk Management Framework & Policy.~~

Any Procurement involving Council information must comply with applicable privacy, information security, public records and information management legislation and Council requirements.

Before approaching the market or committing to a purchase, Council must assess the technology, cyber security, privacy, information governance and records management risks associated with the procurement (where applicable).

The risk assessment should consider, where relevant:

- the nature, sensitivity, security classification and volume of Council information involved;
- whether the supplier will access, process, store, manage, transmit or dispose of Council information;
- the proposed location of data storage, processing, backup and support services;
- integration with Council systems, applications, infrastructure or networks;
- identity, access, and authentication requirements;
- the criticality of the service and consequences of disruption, compromise or supplier failure;
- the supplier's use of subcontractors, offshore resources or other third parties;
- business continuity, disaster recovery and service resilience;
- privacy impacts, including the handling of personal, health, confidential or commercially sensitive information;
- records creation, retention, access, transfer and disposal requirements;
- cyber incident and privacy breach management arrangements;
- data ownership, portability, return and secure deletion;
- the use of Artificial Intelligence or automated decision-support functionality; and
- transition, data return, continuity and other arrangements required on contract expiry or termination.

Relevant Council subject-matter experts may be engaged where the procurement presents material technology, cyber security, or Artificial Intelligence risks. Further information on procurement activities involving Technology, Cyber Security and Artificial Intelligence can be found in Appendix 8.

Council will also manage procurement and contractual risks by:

~~Processes~~

~~a) Ensure Procurement procedures and guidelines are followed to ensure good governance and compliance.~~

~~b)~~a) Providing sufficient planning and lead-time for Procurement preparation and consideration;

~~c)~~b) Using appropriate Council standard-form contracts (provided by Council's ~~Contracts and~~ Procurement Team) ~~and/~~or Australian Standard contracts which include current, relevant clauses to mitigate risk to Council or specific Council contracts written by Council's Legal Team or appointed external legal providers;

~~d)~~c) ~~all~~ reviewing and negotiating ~~C~~contract departures ~~will be reviewed and negotiated~~ by Council's ~~Corporate Counsel or other external legal services as appointed by Council.~~ Procurement Team prior to the award of the contract, seeking external legal advice when considered necessary. Copies of all communication between ~~Corporate Counsel~~Procurement and the preferred contractor or supplier will be saved in ~~the~~ Councils Records Management System ~~TRIM~~ as evidence of review and approval of non-standard contracts;

~~e)~~d) reviewing ~~Council's Corporate Counsel will review all~~ tendered non-standard contracts by Council's Procurement and Legal team, as well as standard contracts that have agreed departures included, prior to the contract being disseminated for execution;

~~f)~~e) ~~requiring~~ requiring ~~contract~~ security deposits where appropriate ~~and that they are lodged prior to work commencement~~;

~~g)~~f) ~~requiring the Contractor to have in place the Council's specified levels of insurance cover~~ R~~r~~eferring specifications to relevant ~~"subject matter"~~ experts;

~~h) All Contracts must be executed by the Procurement Unit before allowing the commencement of Procurement of any goods, services or work; and~~

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g) Ongoing and timely Contract management; and

~~i)~~h) Effectively managing the contract including monitoring and enforcing performance.

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APPENDIX 5. Conflict of Interest

In line with Council's Conflict of Interest Policy and procedures, Councillors and Council Staff ~~and~~ shall ~~at all times~~always avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

A member of Council Staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A member of Council Staff has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.

Council Staff involved in the procurement process, ~~in particular~~particularly in preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report; and Councillors and Council Staff awarding tenders must:

- **Avoid** conflicts of interest, whether material or general or actual, potential or perceived;
- **Declare** that they do not have a conflict of interest in respect of the procurement. All Council Staff participating in tender evaluation panels must complete a Conflict of Interest declaration. Council Staff must declare any actual or perceived conflicts in line with Council's internal processes for reporting conflicts of interest; and
- **Observe** prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information ~~whether or not~~ for personal gain.

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APPENDIX 6. Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location in line with Council policies and procedures.

Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotations or during tender negotiations; and
- Commercial in Confidence information.

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

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

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

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APPENDIX ~~3~~7. Glen Eira City Council ~~Economic, Social and~~ Sustainable Procurement

Council commits to applying principles of sustainability to all ~~of~~ its decision-making and activities. In addition, Council applies sound contracting principles to its procurement activity. The following economic, environmental and social objectives have been determined in line with these principles.

Area	Principles	Objectives
Economic	Council is committed to procurement that supports local business and economic diversity in the SERGC ~~. Where practicable and applicable, Council~~and will actively seek quotes and tenders from Local Businesses in the SERGC whilst: • Ensuring Value for Money (VFM) outcomes. • Identifying cost reduction opportunities with suppliers and internal stakeholders to meet business targets. ~~Council's economic procurement will be underpinned by the following principles:~~ • Ensuring open and effective competition, and development of competitive local business and industry. • Building relationships with key suppliers that ~~F~~foster~~ing~~ innovation and support for emerging sectors. Where practicable Council will give preference to goods manufactured or produced in Australia and New Zealand. *Note: Local in the context of this Policy denotes the municipalities of Bayside, Cardinia, Dandenong, Frankston, Glen Eira, Kingston, Mornington Peninsula, Port Phillip and Stonnington.*	Council's economic sustainability commitment and approach aims to: • Achieve Value for Money on a whole-of-life (including disposal) basis, rather than just initial cost. • Consider life cycle impacts of products purchased. • Ensure probity and accountability in the procurement process. • Commit to source locally. • Build relationships with local businesses and encourage purchasing from local suppliers to help build their capacity. • Increase local employment.

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Area	Principles	Objectives
Environmental	Where applicable Council will include appropriate criteria in request for quotes and tenders to deliver environmentally preferable outcomes and deliver strategies to avoid and reduce waste generation and drive energy efficiency. To support the achievement of objectives and targets within Council's sustainability strategies, Council is committed to minimise its impact on the environment by: • Purchasing goods, services and construction which avoid air, water and soil pollution. • Minimising natural resource and biodiversity depletion. • Supporting suppliers to reduce carbon emissions in the supply chain. • Purchasing environmentally preferred goods and services whenever they present an acceptable Value for Money outcome. • Contributing to sustainable waste management (with reference to the waste hierarchy and Circular Economy principles).	Councils environmental sustainability and climate action commitment and approach aims to: • Maximise energy efficiency and reducing greenhouse gas emissions and contribute towards Council's carbon neutral status. • Minimise waste production by: - Reduced usage of non-renewable resources; and - Reduced demand for raw materials and natural resources. • Promote a market for recycled materials. • Reduced water consumption and activities that impact diversity.
Social	Council is committed to building stronger communities and meeting social objectives which benefit the community and commits to integration of measures in its procurement processes and documentation which promote improved social outcomes. Council's sustainability strategies will be underpinned by: ~~• Creation of training and employment opportunities for unemployed, disadvantaged municipal residents or marginalised job seekers.~~ • Creation of opportunities for small, medium and social enterprises, Indigenous and Disability Employment enterprises. • Promotion of equity, diversity and equal opportunity. • Provision for broad public involvement on issues that affect the community such as addressing complex local challenges such as intergeneration employment, crime, vandalism and economic decline.	Councils social sustainability commitment and approach aims to: • Ensure vendors do not exploit workers and provide fair wages, including inclusive and sustainable business practices. • Maintain a social procurement program to increase social procurement spend across the South Eastern Region. • Ensure sourced products are accessible by all segments of the community. • Increase employment opportunities for Indigenous people, ~~disabled~~ people with a disability, disadvantaged people and long term unemployed. • Increase gender equity. • Prevent, detect and remove modern slavery from Council's supply chain.

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~~**APPENDIX 7. Acknowledgement**~~

~~This Procurement Policy was done in collaboration with the following South East Regional Group of Councils.~~

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APPENDIX 8. Glen Eira City Council Technology, Cyber Security and Artificial Intelligence Procurement

Council recognises that the procurement and use of technology, digital services and Artificial Intelligence (AI) may introduce additional risks relating to cyber security, privacy, information governance, records management, technology architecture, service continuity and the protection of Council information.

This Appendix applies to procurement involving:

- information and communications technology;
- software, cloud and hosted services;
- digital platforms, systems and applications;
- data storage, processing, analytics and integration services;
- managed technology and cyber security services;
- suppliers that access, process, store, manage or transmit Council information or connect to Council systems or infrastructure; and
- AI-enabled products and services.

The requirements of this Appendix apply throughout the procurement lifecycle and must be applied proportionately, having regard to the nature, value, complexity and risk of the procurement and the sensitivity and criticality of the Council information, systems and services involved.

Risk and information protection

Council must appropriately identify, assess and manage technology, cyber security, privacy, information governance and records management risks associated with relevant procurement activities in accordance with Council's Risk Management Framework and Policy, processes and practices (Appendix 4).

In addition, Technology Procurement arrangements (as listed above) must provide appropriate safeguards for Council information, systems and services, including consideration of all or some of the following:

- the security, confidentiality, integrity and availability of Council information;
- privacy and the appropriate handling of personal, health, confidential or commercially sensitive information;
- access to and use of Council information, systems and infrastructure;
- data storage, processing and hosting arrangements;
- the involvement of subcontractors, offshore resources and other third parties;
- business continuity, disaster recovery and service resilience;
- cyber security incidents, privacy breaches, data loss and information security events;
- ownership, retention, portability, return and secure disposal of Council information; and
- transition and exit arrangements.

The level of assurance and risk treatment required must be proportionate to the nature and materiality of the risks presented by the procurement.

Procurement involving Council information must comply with applicable privacy, information security, public records and information management legislation and Council requirements.

Supplier requirements

Suppliers engaged for procurement activity as listed above must maintain appropriate technology, cyber security, privacy, information governance and records management controls where they access Council information, systems or infrastructure.

Council may establish mandatory requirements or minimum standards for technology, cyber security, privacy, information governance, records management, data governance and AI where appropriate to the nature and risk of the procurement. These will be the responsibility of the Council Contract Officer/Manager involved in the procurement activity to document and maintain.

Where appropriate to the nature and risk of the procurement, suppliers may be required to complete Council's

security, privacy, information governance, technology or AI assurance processes and demonstrate compliance with applicable minimum standards.

Suppliers are expected to provide Council with sufficient information to enable Council to assess relevant risks and must promptly notify Council of material matters that may affect the security, confidentiality, integrity, availability or appropriate management of Council information, systems or services.

Suppliers must promptly notify Council of actual or suspected cyber security incidents, privacy breaches, data loss or other material events that may affect Council information, systems or services, in accordance with applicable contractual and Council requirements.

For higher-risk or critical suppliers, Council may undertake ongoing assurance and monitoring throughout the contract term. Suppliers may be required to address identified control deficiencies within agreed timeframes, with material non-compliance managed in accordance with contractual rights and Council's risk management requirements.

Artificial Intelligence

Where AI is incorporated into, supports or materially contributes to goods or services supplied to Council, its use must be appropriately transparent, secure, responsible and subject to governance proportionate to the associated risks.

Council must have appropriate visibility of:

- the purpose and material use of AI within the proposed goods or services;
- how Council information will be accessed, processed, stored or otherwise used;
- whether Council information, prompts, inputs or outputs will be used to train, retrain, fine-tune, evaluate or otherwise improve AI models or services, and the controls available to prevent such use where required;
- arrangements governing ownership, retention, disclosure and reuse of Council information, prompts, inputs and AI-generated outputs;
- material limitations and risks associated with the use of AI;
- the level of human oversight and accountability; and
- material reliance on third-party AI models, platforms or providers.

AI-enabled procurement must comply with Council's applicable AI governance policies, standards and requirements. Council may impose additional assurance, transparency, information protection or human oversight requirements where warranted by the nature of the AI use and associated risks.

GLEN EIRA CITY COUNCIL

Glen Eira City Council

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10.9 STREET NUMBERING POLICY REVIEW AND ADOPTION

Author: *Sid Emani, Co-ordinator Rates and Valuations*

Director: *John Vastianos, Chief Financial Officer*

Trim No: *26/1268545*

Attachments: *1. Draft Street Numbering Policy (clean copy)* ⇩
2. Draft Street Numbering Policy (tracked changes) ⇩

EXECUTIVE SUMMARY

Accurate property addressing is fundamental to community safety, emergency response, service delivery and effective governance. Clear and consistent street numbering enables emergency services, utility providers, postal services, navigation systems, Council officers and the community to quickly and accurately identify properties. It also supports the integrity of Council's property records, informed planning decisions and the efficient delivery of services across the municipality.

The purpose of this report is to seek Council's adoption of the revised Street Numbering Policy following its scheduled review.

The Street Numbering Policy establishes Council's framework for allocating, reviewing and managing street numbers within Glen Eira. As the responsible authority for street numbering, Council must ensure addressing arrangements remain logical, consistent and compliant with relevant legislative and addressing standards.

The policy was reviewed in 2026 as part of Council's policy review program. The review considered legislative compliance, operational effectiveness, governance requirements, contemporary addressing practices and alignment with the *Australian/New Zealand Rural and Urban Addressing Standard*.

The review confirmed that the policy remains fit for purpose and continues to provide a sound framework for managing street numbering across the municipality. No significant issues were identified with the operation of the current policy, and the review found that the existing framework continues to operate effectively.

The proposed amendments are largely administrative and governance-focused in nature.

They strengthen the clarity and application of the policy by:

- clarifying Council's authority and responsibilities in relation to street numbering;
- improving guidance for subdivisions, multi-level developments, corner allotments and other complex addressing scenarios;
- clarifying address allocation and sub-addressing principles;
- strengthening requirements relating to the display of Council-approved street numbers;
- improving compliance and record-keeping provisions; and
- enhancing the overall readability and usability of the policy.

Importantly, the amendments do not materially alter Council's existing street numbering practices or introduce significant new obligations for property owners. Rather, they improve clarity, consistency and decision-making while ensuring the policy remains aligned with current standards and legislative requirements.

While there are no material financial, or resource implications arising from the revised policy, it supports Council's *Risk Management Framework and Policy* by reducing the potential for property identification errors that may affect emergency response, service delivery, regulatory compliance and the integrity of Council's property records. Accurate and consistent addressing remains an important control that supports community safety, operational efficiency and good governance across the municipality.

Adoption of the revised policy will ensure Council continues to maintain a contemporary, consistent and risk-based framework for property addressing that supports community safety, service delivery and effective governance across the municipality.

It is recommended that Council adopt the revised Street Numbering Policy contained in Attachment 1.

RECOMMENDATION

That Council:

1. adopts the revised Street Numbering Policy in Attachment 1; and
2. notes that the policy will be reviewed every four years, or earlier should legislative, regulatory or operational requirements change.

BACKGROUND

Council is responsible for allocating and managing street numbers for properties within the Glen Eira municipality.

Accurate and logical street numbering helps properties to be clearly identified and located. This is important for emergency services, postal and utility services, navigation systems, service providers, Council operations and the broader community.

The Street Numbering Policy provides the framework for Council to allocate street numbers to new, existing and redeveloped properties. It also applies where:

- new allotments are created through subdivision;
- changes are made to existing allotments;
- dual occupancies or additional occupancies are created;
- alterations are made to a building that affect its occupancy or use;
- properties, occupancies or lots are consolidated;
- a property owner or regulatory authority asks Council to review an address; or
- Council identifies an existing address that may create confusion or risk.

The current policy establishes that Council will determine street numbers for properties within the municipality and that addressing must be clear, logical and as accurate as possible.

The policy is classified as a Category 2 policy and requires adoption by Council. The Chief Financial Officer is the responsible policy owner.

The current policy was adopted by Council on 19 May 2021 and was scheduled for review by 1 July 2026.

ISSUES AND DISCUSSION

Policy review

The Street Numbering Policy was reviewed in 2026 as part of Council’s scheduled policy review program.

The review considered:

- compliance with relevant legislation, standards and regulatory requirements;
- alignment with contemporary addressing practices;
- the clarity and practical application of the policy;
- consistency of decision-making;
- compliance and enforcement provisions; and
- record-keeping and information management requirements.

The review confirmed that the policy continues to provide a sound framework for allocating and managing street numbers across the municipality.

The main principles of the policy remain unchanged. Street numbers will continue to be allocated based on the property's main point of access and must be unique, logical and sequential, having regard to the existing numbering within the street.

Council will also continue to determine when prefixes, suffixes or other forms of sub-addressing are appropriate. Street numbers shown on building or architectural plans are indicative only and do not become official until allocated by Council.

Proposed changes

The revised policy includes a number of targeted changes to improve clarity, governance and operational application.

Targeted refinements have been incorporated into the amended policy (Attachment 1), with all changes transparently identified in the tracked version (Attachment 2). These refinements include the following changes:

- **Council's role:** clearer wording about Council's authority and responsibility for allocating, reviewing and changing street numbers.
- **Subdivisions and complex developments:** improved guidance for subdivisions, multi-level developments, mixed-use developments and properties with multiple occupancies or access points.
- **Corner allotments:** clearer guidance about how the appropriate street frontage and address will be determined.
- **Sub-addressing:** clarification about the use of prefixes, suffixes and other addressing arrangements.
- **Property owner responsibilities:** clearer requirements for owners to display the Council-approved street number so that it can be readily seen from the adjoining road.
- **Compliance:** clearer provisions for addressing situations where the allocated street number is not displayed or an unauthorised address is being used.
- **Record keeping:** improved requirements for maintaining accurate and consistent addressing information.
- **Policy presentation:** administrative and formatting changes to improve readability and consistency.

The current policy already provides Council with authority to determine street numbers, require sub-addressing where appropriate, determine addressing for corner developments and direct property owners to remove, alter or display an address. It also provides for compliance action where the allocated street number is not appropriately displayed.

The revised policy builds on these existing provisions. It does not materially change Council's current approach or introduce a new regulatory requirement for property owners.

Why the policy matters

Although street numbering is an administrative function, accurate addressing has practical implications for community safety and service delivery.

A clear and consistent street address helps:

- emergency services locate a property without unnecessary delay;
- utility and service providers attend the correct property;
- Council maintain accurate property and customer information;
- owners, occupiers and visitors identify the correct property;
- reduce confusion caused by duplicated, unofficial or inconsistent addresses; and
- provide a consistent basis for addressing decisions across the municipality.

The revised policy will also provide clearer guidance for residents, developers and Council officers, particularly where a development involves multiple properties, occupancies, levels, frontages or access points.

Requests to change an address

The revised policy maintains Council's existing position that street numbers are allocated in accordance with the relevant standards and the physical layout and access arrangements of a property.

Street numbers will not be changed solely due to personal preference or where a requested change would be inconsistent with the applicable addressing standards. This is important to maintain logical and sequential numbering and avoid confusion for adjoining properties, emergency services and service providers.

Where Council makes a decision about a street-numbering request, the applicant will be advised of the outcome in writing. Such determinations are final, and no further review, objection or exemption will be considered under this Policy and compliance with the determination is required.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The Street Numbering Policy has no direct implications for Council's Climate Emergency Response Strategy.

The policy is administrative and provides a framework for allocating and managing property addresses. It supports accurate property identification, emergency response and service delivery but does not directly affect climate mitigation or adaptation outcomes.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no material financial or resource implications arising from the adoption of the revised policy. The policy maintains Council's existing approach to street numbering and can be administered within existing operational resources.

Whilst administrative in nature, the policy provides an important risk management framework for the accurate identification of properties across the municipality. Clear and consistent street numbering is critical to ensuring properties can be readily located by emergency services, Council officers, utility providers, contractors, delivery services and members of the community.

Accurate addressing assists in reducing a range of operational and community risks, including:

- delays in emergency service response where properties cannot be readily identified;
- incorrect property identification during emergencies or service requests;
- service delivery errors resulting from attendance at the wrong property;
- inconsistencies between Council, utility provider and emergency service records;

- confusion arising from duplicated, unofficial or incorrectly displayed addresses; and
- increased administrative burden associated with resolving addressing disputes and inaccuracies.

The policy also supports sound information management and governance by promoting consistent addressing practices and maintaining the integrity of Council's property records.

The proposed amendments strengthen the clarity and application of the policy, supporting consistent decision-making and ongoing risk mitigation across the municipality. The amendments do not materially alter Council's operational, financial or asset management risk profile but enhance Council's ability to manage addressing-related risks and maintain accurate property information.

POLICY AND LEGISLATIVE IMPLICATIONS

The Street Numbering Policy operates within the relevant legislative, regulatory and addressing framework, including:

- *Australian/New Zealand "Rural & Urban Addressing Standard (AS/NZS 4819:2011)"*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*
- *Local Government Act 1989 (Vic) sch 10*
- *Glen Eira Council Community Local Law clause 71*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Subdivision Act 1988 (Vic)*

The current policy states that property owners are responsible for displaying the Council-approved street number and provides for referral to Council's Civic Compliance Unit where the relevant requirements are not met.

It has also been assessed as compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic).*

In line with the *Gender Equality Act 2020 (Vic)*, a Gender Impact Assessment is not required for this policy.

The review confirmed that the policy remains consistent with the relevant legislative, governance and addressing requirements.

COMMUNICATION AND ENGAGEMENT

External community engagement was not undertaken as part of the review.

The proposed changes are administrative and governance-focused and do not materially change Council's existing approach to street numbering or introduce a significant new obligation for property owners.

Relevant internal stakeholders were consulted through Council's policy review and governance processes.

Following adoption, the revised policy will be published through Council's standard policy management channels. Relevant Council officers will also be advised of the changes to support consistent implementation.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability.

We are financially secure and sustainable.

The Street Numbering Policy supports good governance, organisational effectiveness and the delivery of services to the community. By providing a consistent framework for property addressing, the policy assists Council to maintain reliable information, support community safety and deliver services efficiently and effectively.
It also supports organisational efficiency by reducing ambiguity and helping Council maintain accurate property information.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The 2026 review has confirmed that the Street Numbering Policy remains relevant, effective and fit for purpose.

The proposed amendments are administrative and governance-focused and do not materially alter Council's existing approach to street numbering. The changes improve policy clarity, strengthen governance, support consistent decision-making and provide clearer guidance for property owners, developers and Council officers.

Accurate and consistent property addressing is a critical foundation for community safety, emergency response, service delivery and information management. Adoption of the revised policy will ensure Council continues to maintain a contemporary, compliant and risk-based approach to street numbering across the municipality.

It is therefore recommended that Council adopt the revised Street Numbering Policy contained in Attachment 1.

GLEN EIRA CITY COUNCIL

BENTLEIGH
BENTLEIGH EAST
BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBEENA
ORMOND
ST KILDA EAST

GLEN EIRA CITY COUNCIL

Street Numbering Policy

Date first adopted: 19 May 2021

Date last amended: **XXXXX 2026**

Next review date: 1 December 2030

Policy Owner: Chief Financial Officer

Approved by: Council

Policy Category: Category 2 Policy – Discretionary Policy that requires Council approval

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1. TITLE

Street Numbering Policy

2. POLICY OBJECTIVES

2.1. To ensure accurate and logical street number allocations for all properties (new, existing or redevelopments) in compliance with the *Australian/New Zealand "Rural and Urban Addressing Standard (4819:2011)"*;
2.2. To provide guidance for a consistent approach to property identification to minimise risk and confusion and to ensure the safety of the community; and
2.3. To promote the clear, legible and prominent display of property street numbers to assist emergency services, visitors and service providers to readily identify properties.

3. POLICY STATEMENT

3.1. Council is the responsible authority for street numbering within the Glen Eira municipality under the *Local Government Act 1989 (Vic)* and is responsible for determining street numbers for all properties (new, existing and redevelopments).
3.2. In carrying out its function, Council must ensure that addressing is clear, logical and as accurate as possible to support effective navigation, service delivery and emergency responses.
3.3. In assigning and amending street numbers, Council will use the Standard as the primary reference and will comply with that Standard, as amended from time to time.

4. POLICY SCOPE

This policy applies to all new and existing properties (including mixed use occupancies) within the municipality and will apply to:

4.1. new allotments created on a plan of subdivision;
4.2. physical changes to existing allotments, including dual occupancies;
4.3. new occupancies constructed on an existing parcel of land, and where Council identifies that a property number is required to change;
4.4. existing allotments, occupancies or tenancies, when alterations to existing buildings impact occupancy and usage;
4.5. consolidation of properties, occupancies or lots, including vacant land lots;
4.6. alterations to addresses as a result from a submission from a property owner or regulatory authority to review an existing street address; and
4.7. any existing properties, as determined by Council, where a review and risk assessment of existing numbering is identified.

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5. DEFINITIONS

Term	Meaning
Base Street number	The primary street address number assigned to a parcel of land for identification and addressing purposes. Within this policy, it is referred to as a *street number*, while the Standard refers to it as a *primary number*. Every parcel of land must have a recorded base street number.
Council	Glen Eira City Council
Lot	A parcel of land shown and identified on a plan and recorded by Land Services Victoria.
Multiple Occupancies	Used when there are two or more occupancies noted on one parcel of land with a single title.
Naming Rules	Naming Rules for Places in Victoria 2022.
Occupancy/ tenancy	Used to denote an occupancy within an existing building (including residential, commercial or mixed-use occupancy).
Plan of subdivision	A plan that depicts a break-up of a piece of land, showing parcels of land, commonly referred to as lots, that can be sold separately, with individual titles for each lot. 'Subdivision' is used generically within this policy to indicate all plan types, including Lodged Plan (LP), Title Plan (TP), Strata Plan (SP), Registered Plan (RP), Crown Allotment (CA), Plan of Subdivision (PS).
"Standard"	An abbreviation to reference the *"Rural and Urban Addressing Standard (4819:2011)".*
Street	An officially named thoroughfare ('Street' is used within this policy to indicate all road types).
Sub Addressing: Prefix Street number Suffix Street number	Sub-addressing refers to the use of a prefix (e.g. 1/12 and 2/12) or a suffix (e.g. 12A and 12B) address to the base street number. In some instances, a combination of suffixes and prefixes may be used (e.g. an address of 1/12A) All new developments may have a standalone number and an additional prefix or suffix as determined by Council.

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6. METHODOLOGY

The following methodology is applied where a street numbering allocation or amendment is required or requested for any new and existing properties:

6.1. Property address numbers will be assigned according to the main point of access to the property (i.e. main access point being the frontage / front door access point).

6.2. All properties must be allocated their own unique street number identifier.

6.3. Each number shall be unique, logical and sequential. Sequential numbering is determined based upon existing addressing within the street.

6.4. Council is required to allocate street addressing as part of a proposed plan of subdivision (including where there are existing and new dwellings to be constructed) and in referencing building plans submitted to Council which denote the frontage of each new dwelling/occupancy.

6.5. A street number noted on building or architectural plans (for a plan of subdivision or a dual occupancy construction) is considered indicative and is not to be considered as official Council address points. Council will assign addressing upon request or upon referral of a building or subdivision permit.

6.6. Council may enforce the use of sub-addressing as determined by the main access points (frontage/front door access point).

6.7. In cases of multi-level developments, addressing shall be made up of two parts, a sequential level number and a unique unit number followed by the main street address. For example Apartment 3 on Level 2 at 420 Example Road would be addressed as follows: Apartment 203 / 420 Example Road. Ground level occupancies will be numbered based on their location within the development.

6.8. Alpha suffixes may be used where unique address numbers are not available, particularly in the instance of corner block addressing.

6.9. In the instance of a corner block development, Council will determine the relevant address points based upon the street frontage of each lot / dwelling as defined on the plans submitted to and endorsed by Council.

6.10. Sub-addresses should be used in preference to allocating addresses from an alternative street frontage. Where there are insufficient street numbers, or where individual occupancies lack clear street frontage, each occupancy will be assigned a unit number based on the parent property's street number.

6.11. Address allocation to an alternative street frontage will only be considered where sub-addressing does not provide a practical or effective addressing outcome. In such cases, clear signage must be displayed at the front of the building, including the name of the street to which the property is officially addressed.

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6.12. Where applicable, neighbouring properties will be advised if a base street number will have a suffix applied to an adjacent property.

6.13. In most instances, Council does not re-use the existing street number. It may be used at the discretion of the Delegated officer having regard to safety, emergency access and address integrity and the applicable Standard.

6.14. A lot number is not to be treated as a street number, if it does not comply with the Standard.

6.15. Council may allocate street numbers upon notification of change in occupancy/ownership (where a risk is identified and determined by Council).

6.16. Where practicable, Council reserves the right to retain/reserve address numbers for a site with a wide frontage, where there is potential for future development or in a street with limited street addressing options.

6.17. Where a property requires street numbering and access to the property is via an unnamed road (based upon access points), Council will refer to the relevant Legislation, Standard and Delegated staff for advice.

6.18. Council's application of street address allocations has no bearing on valuation discussions.

6.19. Council will not assign street numbers based on personal preference or for any reason that does not comply with the Standard. Examples of reasons that will not be considered include:

- cultural, religious or superstitious preferences;
- difficulties in selling the property;
- claims that the allocated number 'devalues' the property; and
- concerns that the number is not favourable for business.

Any street numbering scenario not expressly addressed above will be assessed and determined by Council in accordance with the Standard.

7. DECISION GUIDELINES

7.1. Council will provide a formal written determination for decisions made in accordance with the relevant Standard and Council procedures. Such determinations are final, and no further review, objection or exemption will be considered under this Policy. Compliance with the determination is required.

8. COMPLIANCE

8.1. Property owners must display the Council-approved street number for their property in accordance with Clause 71 of Council's Community Local Law. The street number must be of sufficient size and be positioned, maintained and displayed so that it is clearly visible and legible from the road immediately adjoining the property's frontage under normal lighting conditions.

8.2. A person must not display a street number on a property or associated fixture unless that number has been allocated or approved by Council.

8.3. Property owners are responsible for ensuring that Council-approved addressing is prominently displayed and maintained.

8.4. Council may direct a property owner to install, remove, alter or replace property addressing where necessary to ensure accurate property identification, emergency service response, navigation or compliance with this Policy.

8.5. Where Council has provided information and guidance to a property owner regarding the requirement to have that property marked with the allocated street number in accordance with clause 71 of Council's Community Local Law (and the owner has not complied with the obligations of Council's notifications), a referral will be made to Council's Civic Compliance Unit.

8.6. An investigation will then be undertaken by the relevant Authorised Officer in accordance with clause 71 of Council's Community Local Law.

8.7. If the Authorised Officer determines the property owner is in breach of Council's Local Law, a Notice to Comply and/or an infringement notice may be issued for non-compliance.

9. RECORD KEEPING

In line with Council's obligations under the Standard and Naming Rules, Council will:

9.1. record, maintain and update all official street addresses allocated within the municipality in its systems, ensure those addresses are accurately mapped, and share address information with the relevant authorities; and

9.2. retain historical address records where a street number is changed, in accordance with the Standard and Council record-keeping obligations.

10. LEGISLATIVE COMPLIANCE

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

In line with the *Gender Equality Act 2020 (Vic)*, a Gender Impact Assessment is not required for this policy.

11. ASSOCIATED COUNCIL DOCUMENT

Not Applicable

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12. EXTERNAL REFERENCE/RESOURCE

- *Australian/New Zealand "Rural & Urban Addressing Standard (AS/NZS 4819:2011)"*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*
- *Local Government Act 1989 (Vic) sch 10*
- *Glen Eira Council Community Local Law clause 71*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Subdivision Act 1988 (Vic)*

DRAFT

GLEN EIRA CITY COUNCIL

Glen Eira City Council

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GLEN EIRA CITY COUNCIL

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BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBEENA
ORMOND
ST KILDA EAST

GLEN EIRA CITY COUNCIL

Street Numbering Policy

Date first adopted:	19 May 2021
Date last amended:	**XXXXX 2026**
Next review date:	1 December 2030
Policy Owner:	Chief Financial Officer
Approved by:	Council
Policy Category:	Category 2 Policy – Discretionary Policy that requires Council approval

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1. TITLE

Street Numbering Policy

2. POLICY OBJECTIVES

~~2.1~~2.1. To ensure accurate and logical street number allocations for all properties (new, existing or redevelopments) in compliance with the '*Australian/New Zealand "Rural and Urban Addressing Standard~~s~~ (4819:2011)*;

2.2. To provide guidance for a consistent approach to property identification to minimise risk and confusion and to ensure the safety of the community; and

~~2.2~~2.3. To promote the clear, legible and prominent display of property street numbers to assist emergency services, visitors and service providers to readily identify properties.

3. POLICY STATEMENT

3.1. ~~Council will determine the street number for all properties (new, existing or redevelopments) within the municipality.~~ Council is the responsible authority for street numbering within the Glen Eira municipality under the *Local Government Act 1989 (Vic)* and is responsible for determining street numbers for all properties (new, existing and redevelopments).

3.2. In carrying out its function, Council ~~Council, as the responsible authority for street numbering,~~ must ensure that addressing is clear, logical and as accurate as possible to support effective navigation, service delivery and emergency responses.

3.3. In assigning and amending street numbers, ~~Glen Eira City c~~Council will use the Standard~~s~~ as the primary reference and will comply with that Standard, as amended from time to time. ~~comply with the "*Rural and Urban Addressing Standards (AS/NZS 4819:2011)*" as the main reference to assign street numbering allocations.~~

~~2.~~4. POLICY SCOPE

This policy applies to all new and existing properties (including mixed use occupancies) within the municipality and will apply to:

4.1. new allotments created on a plan of subdivision;

4.2. physical changes to existing allotments; including dual occupancies

4.3. new occupancies constructed on an existing parcel of land, and where Council identifies that a property number is required to change;

4.4. existing allotments, occupancies or tenancies - when alterations to existing buildings impact occupancy and usage;

4.5. consolidation of properties, occupancies or lots (including vacant land lots);

4.6. alterations to addresses as a result from a submission from a property owner or regulatory authority to review an existing street address; and

4.7. any existing properties - as determined by Council - where a review and risk assessment of existing numbering is identified.

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~~3.~~5. DEFINITIONS

Term	Meaning
Base Street number	~~All parcels of land are to record a base property number. (Commonly referred, within this policy, as a 'street number'. Within the Standards, referred to as a 'primary' number)~~ The primary street address number assigned to a parcel of land for identification and addressing purposes. Within this policy, it is referred to as a *street number*, while the Standard refers to it as a *primary number*. Every parcel of land must have a recorded base street number.
Council	Glen Eira City Council
Lot	~~Used to denote the specific land area noted on a plan, as recorded by Land Use Victoria~~ A parcel of land shown and identified on a plan and recorded by Land Services Victoria.
~~**Dual Occupancy**~~ **Multiple Occupancies**	Used when there are two or more occupancies noted on one parcel of land with a single title
Naming Rules	Naming Rules for Places in Victoria 2022
Occupancy/ tenancy	Used to denote an occupancy within an existing building (including residential, commercial or mixed-use occupancy)
Plan of subdivision	A plan that depicts a break-up of a piece of land, showing parcels of land, commonly referred to as lots, that can be sold separately, with individual titles for each lot. 'Subdivision' is used generically within this policy to indicate all plan types, including Lodged Plan (LP), Title Plan (TP), Strata Plan (SP), Registered Plan (RP), Crown Allotment (CA), Plan of Subdivision (PS).
"Standard~~s~~"	An abbreviation to reference the *"Rural and Urban Addressing Standard~~s~~ (4819:2011)"*
Street	An officially named thoroughfare ('Street' is used within this policy to indicate all road types)
Sub Addressing: **Prefix Street number** **Suffix Street number**	Sub-addressing refers to the use of a prefix (e.g. 1/12 and 2/12) or a suffix (e.g. 12A and 12B) address to the base street number. In some instances, a combination

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Term	Meaning
	of suffixes and prefixes may be used (e.g. an address of 1/12A) All new developments may have a standalone number and an additional prefix or suffix as determined by Council.

~~4.~~6. METHODOLOGY

The following methodology is applied where a street numbering allocation or amendment is required or requested for any new and existing properties:

6.1. Property address numbers will be assigned according to the main point of access to the property (i.e. main access point being the frontage / front door access point).

6.2. All properties must be allocated their own unique street number identifier.

6.3. Each number shall be unique, logical and sequential. Sequential numbering is determined based upon existing addressing within the street.

6.4. Council is required to allocate street addressing as part of a proposed plan of subdivision (including where there are existing and new dwellings to be constructed) and in referencing building plans submitted to Council which denote the frontage of each new dwelling/occupancy.

6.5. A street number noted on building or architectural plans (for a plan of subdivision or a dual occupancy construction) is ~~are~~ considered indicative and ~~are~~ is not to be considered as official Council address points. Council will assign addressing upon request or upon referral of a building or subdivision permit.

6.6. Council may enforce the use of sub-addressing as determined by the main access points (frontage/front door access point).

6.7. In cases of multi-level developments, addressing shall be made up of two parts, a sequential level number and a unique unit number followed by the main street address. For example Apartment 3 on Level 2 at 420 ~~Glen Eira~~ Example Road would be addressed as follows: Apartment 203 / 420 ~~Glen Eira~~ Example Road. Ground level occupancies will be numbered based on their location within the development.

6.8. Alpha suffixes may be used where unique address numbers are not available, particularly in the instance of corner block addressing.

6.9.

~~4.1.~~ In the instance of a corner block development, Council will determine the relevant address points based upon the street frontage of each lot / dwelling as defined on the plans submitted to and endorsed by Council.

6.10.

~~4.2. Where there are insufficient street numbers, or where individual occupancies lack clear street frontage, each occupancy will be assigned a unit number based on the parent property's original street number.~~Sub-addresses should be used in preference to allocating addresses from an alternative street frontage. Where there are insufficient street numbers, or where individual occupancies lack clear street frontage, each occupancy will be assigned a unit number based on the parent property's street number.

6.11.

~~4.3. Where a number is allocated to an alternative street frontage, clear signage must be displayed at the front of the building, including the name of the street to which the property is officially addressed.~~ Address allocation to an alternative street frontage will only be considered where sub-addressing does not provide a practical or effective addressing outcome. In such cases, clear signage must be displayed at the front of the building, including the name of the street to which the property is officially addressed.

6.12.

~~4.4.~~ Where applicable, neighbouring properties will be advised if a base street number will have a suffix applied to an adjacent property.

6.13.

~~4.5.~~ In most instances, Council does not re-use the existing street number. It may be used at the discretion of the Delegated officer having regard to safety, emergency access and address integrity and ~~in conjunction with~~ the applicable Standard~~s~~.

6.14.

~~4.6.~~ A lot number is not to be treated as a street number, if it does not comply with the Standard~~s~~.

6.15.

~~4.7.~~ Council may allocate street numbers upon notification of change in occupancy/ownership (where a risk is identified and determined by Council).

6.16.

~~4.8.~~ Where practicable, Council reserves the right to retain/reserve address numbers for a site with a wide frontage, where there is potential for future development or in a street with limited street addressing options.

6.17.

~~**6.17** A property owner has the responsibility of displaying the Council-approved street addressing, in conjunction with Community Local Law clause 71.~~

~~**6.18** Council has the authority to direct owners to remove, alter and assign (or re-assign) addressing on the frontage of a property for the purposes of property identification.~~

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4.9. Where a property requires street numbering and access to the property is via an unnamed road (based upon access points), Council will refer to the relevant Legislation, Standards and Delegated staff for advice.

6.18.

4.10. Council's application of street address allocations has no bearing on valuation discussions.

6.19. Council will not assign street numbers based on personal preference or for any reason that does not comply with the Standards. Examples of reasons that will not be considered include:

- Cultural, religious or superstitious preferences
- Difficulties in selling the property
- Claims that the allocated number 'devalues' the property
- Concerns that the number is not favourable for business

Any street numbering scenario not expressly addressed above will be assessed and determined by Council in accordance with the Standard.

5.7. DECISION GUIDELINES

7.1 Where a decision has been determined against relevant Standards and Glen Eira Council procedures, Council will provide a formal written response.
7.2 Once Council has made a final determination, there is no further recourse, objections or exemptions permitted and compliance is expected.

7.1. Council will provide a formal written determination for decisions made in accordance with the relevant Standard and Council procedures. Such determinations are final, and no further review, objection or exemption will be considered under this Policy. Compliance with the determination is required.

8. 8. COMPLIANCE

8.1 Property owners are required to display the allocated street number for their property in accordance with clause 71 of Council's Community Local Law, including that the street number is of sufficient size and is positioned, maintained, made of such material and in a state of repair so that it is readable under all normal lighting conditions from the road immediately adjacent to the front boundary of the property.

8.2 A person must not display a street number on a property or a fixture associated with the property unless it is the number allocated by Council

6.17 A property owner has the responsibility of displaying the Council-approved street addressing prominently, in accordance with Community Local Law clause 71.

6.18 Council has the authority to direct owners to remove, alter and assign (or re-assign) addressing on the frontage of a property for the purposes of property identification.

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8.1. Property owners must display the Council-approved street number for their property in accordance with Clause 71 of Council's Community Local Law. The street number must be of sufficient size and be positioned, maintained and displayed so that it is clearly visible and legible from the road immediately adjoining the property's frontage under normal lighting conditions.

~~5.1.~~8.2. A person must not display a street number on a property or associated fixture unless that number has been allocated or approved by Council.

8.3.

~~8.3~~ Property owners are responsible for ensuring that Council-approved addressing is prominently displayed and maintained.

8.4.

~~8.4~~ Council may direct a property owner to install, remove, alter or replace property addressing where necessary to ensure accurate property identification, emergency service response, navigation or compliance with this Policy.

8.5.

~~8.15~~ Where Council has provided information and guidance to a property owner regarding the requirement to have that property marked with the allocated street number in accordance with clause 71 of Council's Community Local Law (~~of sufficient size, in such a position, made of such material or kept in such state so it is readable under all normal lighting conditions from the road immediately adjacent to the front boundary of the property)~~ and the owner has not complied with the obligations of Council's notifications), a referral will be made to Council's Civic Compliance Unit.

8.6.

~~8.26~~ An investigation will then be undertaken by the relevant Authorised Officer in accordance with clause 71 of Council's Community Local Law.

8.7.

~~8.37~~ If the Authorised Officer determines the property owner is in breach of Council's Local Law a Notice to Comply and/or an infringement notice may be issued for non-compliance.

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9. RECORD KEEPING

In line with Council's obligations under the Standards and Naming Rules, Council will:

9.1. record, maintain and update all official street addresses allocated within the municipality in its systems, ensure those addresses are accurately mapped, and share address information with the relevant authorities; and

9.2. retain historical address records where a street number is changed, in accordance with the Standard and Council record-keeping obligations.

9. LEGISLATIVE COMPLIANCE

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

In line with the *Gender Equality Act 2020 (Vic)*, a Gender Impact Assessment is not required for this policy.

~~"A Gender Impact Assessment is not required under the *Gender Equality Act 2020 (Vic)*, as, although the policy is under review, it does not meet the threshold of directly and significantly impacting the community.~~

10. ASSOCIATED COUNCIL DOCUMENT

Not Applicable
~~MANDATORY~~
~~List relevant Council documents that are publicly available.~~
~~Street Numbering Policy~~

11. EXTERNAL REFERENCE/RESOURCE

- *Australian/New Zealand "Rural & Urban Addressing Standard~~s~~ (AS/NZS 4819:2011)"*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*
- *Local Government Act 1989* (Vic) sch 10
- Glen Eira Council Community Local Law clause 71
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Subdivision Act 1988 (Vic)

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10.10 REVOCATION OF SUSTAINABLE BUILDING AND INFRASTRUCTURE POLICY

Author: *Damien Connell, Head of Climate and Circular Economy*

Director: *Niall McDonagh, Director Sustainability, Assets and Leisure*

Trim No: *26/1305043*

Attachments: *1. Sustainable Building and Infrastructure Policy ⇩*

EXECUTIVE SUMMARY

The Sustainable Building and Infrastructure Policy (the Policy) was reviewed as part of Council's ongoing policy review program to ensure Council's governance framework remains contemporary, effective and aligned with current organisational practices.

The review found that the strategic intent of the policy has been incorporated into Council's recent refresh of the Asset Management Framework, including the Asset Plan 2025, Asset Management Policy 2025 and Asset Management Strategy 2026, while being supported by Climate Emergency Response Strategy and Circular Economy Plan. These documents now provide the strategic direction for environmentally sustainable and climate resilient asset planning, investment, operation and renewal. The review findings including the revocation proposal underwent internal consultation and received support via Council's internal governance committee.

Furthermore, the review found that the Policy principally focused on operational requirements including project planning processes, procurement requirements, sustainability assessment tools, technical design standards, lifecycle costing methodologies, reporting requirements and project-specific implementation guidance. These requirements are administrative and operational in nature and have been managed through procedures, standards and guidance documents in place of a standalone Council policy.

The review process confirmed that the Policy's objectives and outcomes remain embedded within Council's strategic planning framework and operational delivery practices. Revoking the policy will streamline Council's governance framework, reduce duplication and improve clarity regarding the documents that provide strategic direction for sustainable asset outcomes. Operational requirements will continue through Council procedures, project delivery frameworks and technical guidance materials.

RECOMMENDATION

That Council revokes the Sustainable Building and Infrastructure Policy.

BACKGROUND

The Sustainable Building and Infrastructure Policy (attachment 1) was adopted in February 2021 to establish a consistent approach to environmentally sustainable design in the planning, design, construction, operation, maintenance and disposal of Council-owned and managed buildings and infrastructure. The policy sought to support Council's sustainability objectives and emissions reduction commitments by embedding environmentally sustainable design principles across capital works activities. The Policy underwent a minor amendment in May 2023 to update technical standards, align with the Circular Economy Plan 2022 and update internal responsibilities.

Since the Policy was adopted, Council has strengthened and matured its asset management framework, including the adoption of the Asset Management Policy, Asset Management Strategy and Asset Plan. Together with the Climate Emergency Response Strategy 2025

and Circular Economy Plan 2026, these documents now establish Council's strategic direction for sustainable and resilient asset management.

The review process undertook a detailed assessment of the Policy's continuing role within Council's governance framework and completed a policy mapping exercise against Council's contemporary strategic documents and operational practices. The review found that while the Policy continues to promote important sustainability outcomes, these outcomes are principally addressed through both Council's Asset Management Framework and environmental stewardship strategies and plans supported by an established operational delivery process.

ISSUES AND DISCUSSION

The review identified that the Policy no longer performs a distinct strategic governance function. Notwithstanding, Council remains committed to environmentally sustainable and climate-resilient asset planning, design, delivery and management.

Moreover, the Policy's objectives seek to establish best-practice environmentally sustainable design, drive innovation and sustainability leadership and support Council's environmental sustainability and emissions reduction targets. These objectives are now reflected within Council's broader Asset Management Framework and environmental stewardship strategies and plans, which collectively guide decision-making regarding asset planning, investment, service delivery, climate resilience and sustainability outcomes.

While originally adopted as a Council policy, the document predominantly contains operational requirements. Rather than focusing on strategic principles and governance outcomes, the policy prescribes how projects must be planned, assessed, designed, procured, delivered and reported upon.

Furthermore, the Policy prescribes specific sustainability assessment tools, construction material standards, recycled content requirements, procurement methodologies and project assurance processes. These matters require periodic review and amendment as industry standards, technologies and sustainability practices evolve. Retaining these requirements within a Council policy setting creates unnecessary administrative overhead and reduces flexibility to respond to changing standards.

The review also identified that many of these requirements are already embedded within Council's capital works planning processes, procurement practices, project management templates, sustainability assessments, technical specifications and asset management practices. Noting this, the review confirmed that the Policy duplicates existing operational controls without introducing additional governance value.

Consistent with Council's broader policy rationalisation approach, maintaining documents that have been superseded by contemporary strategic frameworks or that primarily function as operational procedures can create confusion regarding which documents provide strategic direction and organisational authority. Recognising this, revocation supports a clearer governance hierarchy by ensuring strategic direction is provided through Council's Asset Management Framework and internal Environmental Stewardship Governance while operational requirements are maintained through procedures and guidance materials.

Accordingly, it is recommended that the Sustainable Building and Infrastructure Policy be revoked.

The existing operational content will be reviewed and transitioned into supporting procedures, technical standards and guidance material where required. This will preserve Council's sustainable design requirements while allowing operational practices to be updated efficiently as industry standards evolve. This approach maintains sustainability outcomes while improving governance effectiveness.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The proposed revocation does not reduce Council's commitment to climate action, emissions reduction, climate resilience or environmentally sustainable design.

The sustainability outcomes and climate resilience principles promoted through the Sustainable Building and Infrastructure Policy remain embedded within Council's Climate Emergency Response Strategy and Asset Management Framework and will continue to guide planning and investment decisions.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no adverse financial implications arising from the proposed revocation.

The review found that sustainability requirements currently delivered through the policy have become embedded within Council's project delivery and asset management processes.

The proposed revocation will have no impact on Council's management of strategic risks (SR 34 and SR 35) relating to the management of Council's infrastructure assets and Council's preparedness for the effects of climate change, as both risks are principally managed through Council's Asset Management Framework and Climate Emergency Response Strategy rather than the Sustainable Building and Infrastructure Policy.

Moreover, the proposal will improve governance efficiency by reducing duplication between Council policies, strategic asset management documents and operational procedures. Revocation will also provide flexibility to update operational sustainability requirements as technical standards and industry practices evolve without requiring Council policy amendments.

POLICY AND LEGISLATIVE IMPLICATIONS

The review found that the Sustainable Building and Infrastructure Policy has effectively been superseded by Council's contemporary strategic asset management framework and established operational delivery processes, while guided by the environmental stewardships strategies and plans, namely the Climate Emergency Response Strategy and Circular Economy Plan.

Revocation will not alter Council's obligations under environmental, planning, procurement or local government legislation. Nor will it impact Council's climate commitments, sustainability targets or environmentally sustainable design outcomes. These obligations and commitments will continue to be delivered through Council strategies, procedures, standards and project delivery processes.

COMMUNICATION AND ENGAGEMENT

Consultation undertaken as part of the review included relevant representatives from Council's legal, planning, sustainability, circular economy and asset management functions, amongst others. The review confirmed broad alignment that sustainability principles are now embedded within Council's strategic asset management framework and operational delivery processes and that maintaining a separate Council policy creates duplication.

Following Council's decision, Council's policy register and website will be updated to reflect the policy revocation and direct stakeholders to the relevant strategic and operational documents. Consistent with Council's approach to policy rationalisation, this will ensure that only contemporary and purpose-appropriate governance documents remain within Council's policy framework.

LINK TO COUNCIL PLAN

Strategic Direction 3: Environmental stewardship

Council and community emissions are reduced

The proposed revocation supports an integrated governance framework that enables sustainable and climate-resilient asset outcomes while improving organisational efficiency and governance clarity.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

CONCLUSION

The Sustainable Building and Infrastructure Policy has been superseded by Council's contemporary asset management and environmental stewardship frameworks, with relevant operational requirements managed through supporting procedures, standards and guidance. Revocation will reduce duplication and clarify Council's governance framework while maintaining its sustainability, climate resilience and environmentally sustainable design commitments.

Sustainable Building and Infrastructure Policy

Date first adopted:	23 February 2021
Dates amended:	May 2023
Next review date:	May 2025
Position title of responsible business unit Manager:	Manager, Sustainability and Infrastructure
Approved by:	Council
Internal external or both:	External

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1. TITLE

Sustainable Building and Infrastructure Policy

2. OBJECTIVES

The objectives of this policy are to:

2.1. Establish a consistent approach to best practice Environmentally Sustainable Design (ESD) in the design, construction, operation, maintenance and disposal of Council owned and managed buildings and infrastructure;

2.2. Drive innovation and sustainability leadership through Council processes and practices; and

2.3. Enable Council to achieve and exceed its environmental sustainability and emissions reduction targets.

3. SCOPE

This policy applies to all capital works projects at Council, including the design, construction, operation, maintenance, upgrading and disposal of Council owned and managed buildings, infrastructure, and assets.

4. POLICY

4.1. Council is committed to environmental sustainability and will take a proactive approach to minimising the environmental and ecological impact of its buildings, infrastructure and assets.

4.2. Council will embed environmentally sustainable design (ESD) principles in its buildings and infrastructure projects. While the incorporation of ESD requirements may incur upfront project costs, Council considers that these costs are an investment that will return financial savings and other co-benefits over the life of the asset, including:

(a) delivering assets which are resilient to climate change impacts;
(b) enhancing user wellbeing by connecting natural and built environments and improving indoor environments;
(c) securing ongoing operational efficiencies through improved asset management and maintenance practices and decreased utility costs;
(d) facilitating active transport options and reducing reliance on emissions-intensive transport; and
(e) promoting and encouraging ESD practices in the wider community, including by stimulating local markets for low-impact construction materials and recycled products.

Environmentally Sustainable Design as part of the project lifecycle

4.3. ESD principles and considerations will be included at different stages of the project lifecycle for capital works projects, including:

(a) bidding and planning;
(b) design;
(c) delivery;
(d) procurement and tendering;
(e) reporting and evaluation; and
(f) ongoing implementation, maintenance and monitoring.

4.4. Subject to this policy, capital works projects must *where practical and feasible*:
(a) address all relevant general ESD objectives described in Appendix 1;
(b) comply with ESD process requirements described in Appendix 2; and
(c) satisfy any relevant project-specific requirements described in Appendix 3.

4.5. The responsible Officer may approve an exemption from one or more general ESD objectives or project-specific requirements in respect of a particular project, if they are satisfied that it would not be feasible to address or comply with that objective or requirement.

Monitoring and reporting

4.6. Council aims to meet the following performance targets in respect of this policy:

Performance measure	Target
Percentage (%) of building projects undertaken during the financial year complying with policy	100%
Percentage (%) of infrastructure projects undertaken during the financial year complying with policy	100%
ESD Policy key performance targets **(Specific targets are a requirement of the relevant rating tools noted in Appendix 3)**	• Reduced greenhouse gas emissions (% and t CO_2-e) • Increased onsite generation of renewable energy (kW) • Total renewable energy as a percentage of total energy use (%) • Reduced operational energy use (% and kWh) • Reduced potable water usage (kL) • Increased water harvesting or reuse (kL) • CSIRO Urban Stormwater Best Practice • Guidelines have been met and demonstrated through the STORM or MUSIC tools. • Sustainable transport improvements (# of bike parks, electric vehicle parks and charging)
Waste	Divert minimum 70% of demolition and construction waste from landfill (to recycling)
Biodiversity	Retain existing vegetation and maximise planting of canopy trees and understory to meet Urban Forest Strategy targets

4.7. Council will ensure accountability and transparency by reporting annually on the performance targets described in section 4.6.

4.8. Council will also report on:
(a) any capital works projects for which exemptions have been granted under section 4.5 and the reason for granting the exemption; and
(b) any capital works projects where Council was unable to meet the requirements of this policy.

Roles, responsibilities, and accountability

4.9. All staff, contractors and stakeholders involved in capital works projects are required to work collaboratively to give effect to this policy.

4.10. Council will establish suitable cross-departmental governance arrangements in respect of each capital works project, taking into account internal and external expertise required to give effect to the ESD principles, objectives and requirements in this policy.

4.11. The Coordinator Climate Emergency and Environment and the Sustainable Design Officer will have the following responsibilities:

(a) raise awareness of ESD principles and coordinate advice on how to comply with this policy;
(b) ensure that templates and processes are developed to facilitate compliance with this policy; and
(c) coordinate reporting as outlined in this policy.

5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

6. ASSOCIATED INTERNAL DOCUMENTS

(a) Council Plan
(b) Our Climate Emergency Response Strategy 2021-2025 | Dhumbali Wurrungi-biik Parbin-ata
(c) Procurement Policy
(d) Contract Management Policies

The following resources are provided to facilitate the implementation of this policy:
(a) **Sustainable Building and Infrastructure Policy Guide** for further information and background to this policy.
(b) **Sustainability Management Plan templates and ESD checklists** relative to the size, location, and intended uses of the project now embedded into Council's digital project management software (CAMMS), to support implementation, management, maintenance and monitoring of ESD elements and practices.

7. EXTERNAL REFERENCES/RESOURCES

Relevant Legislation
(a) *Local Government Act 1989* (Vic)
(b) *Local Government Act 2020* (Vic)
(c) *Environment Protection Act 1970* (Vic)
(d) SEPP (Waters) – State Environmental Protection Policy outlining Council water and stormwater quality responsibilities.

Related State and Local References
(a) Integrated Water Management Framework for Victoria 2017
(b) Victorian Planning Provisions (VC154 amendments – Stormwater Management) 2018
(c) Local Planning Policy (Clause 15.02-1L Environmentally Sustainable Development policy) – draft

International Agreements
This policy has been assessed against and complies with the Charter of Human Rights.
This policy assists in achieving elements of the UN Sustainable Development Goals.

APPENDIX 1: GENERAL ESD OBJECTIVES

Objective	
Context	Ensure project is well integrated to the existing community, considering surrounding historic landscape and environment. Enhance site specific and neighboring environmental features.
	Seek opportunities to integrate triple bottom line sustainability principles at design stage, resulting in co-benefit and added value resulting from project for the community.
Greenhouse gas emissions	Prioritise decisions to align with net zero carbon neutral commitment and emissions reduction targets.
	Use electric building services *wherever feasible* to provide efficient heating, cooling and hot water (in preference to gas or other fossil fueled services).
	Use 100% renewable energy *wherever feasible*, either through onsite generation and storage or offsite renewable energy via retailing arrangements (i.e. Green Power, Power Purchase Agreement).
	Procurement of materials and choice of construction methods to reduce embedded carbon emissions *wherever feasible* – target materials that cause fewer emissions in their production (i.e. target an 80% reduction in embedded carbon).
Project life cycle	Design for long term resilience, adaptability, and flexibility. Maximise asset life to reduce lifecycle cost, *with an aspirational target where appropriate* of at least a 100-year design life (Glen Eira Town Hall was built in 1885).
	Ensure that climate change impacts, mitigation and adaptation are addressed to improve resilience to extreme weather events.
Waste	Divert a minimum of 70% of the demolition and construction waste to recycling.
	Specify recycled content construction materials, *wherever feasible and appropriate*. This is to help generate and support markets for recycled materials, reduce demand on virgin materials, and encourage a circular economy.
Biodiversity	Ensure that landscaping and plant selection enhances local biodiversity values.
	Ensure that the design retains and plants canopy trees where possible to contribute to urban greening and to reduce the urban heat island effect.
Transport	Infrastructure provides universal design solutions, support all forms of active transport, and provide safe environments for pedestrian, cyclists and all users.
	Buildings must have suitable end of trip facilities including secure bicycle parking, shower and change room numbers - use Green Star standards.
	Provide electric vehicle charging infrastructure, charging, and cabling wherever feasible.
Stormwater	Water Sensitive Urban Design (WSUD) elements should be included in drainage design to contribute to landscape design and urban cooling. Achieve 100% of Urban Stormwater Best Practice.
	Environmental Management Guidelines (BPEM) stormwater targets (45% reduction in nitrogen runoff) through harvesting, infiltrating and WSUD treatments.
	Use permeable materials and infiltrate stormwater where possible to reduce runoff volumes. Target 40% reduction in average annual runoff

Objective	
	volumes pre and post development.
Materials	Specify reused / recycled / eco-certified content, *wherever feasible* in building and infrastructure construction materials (e.g. roads, framing, slabs, footpaths, shared paths, kerb and channel).
	Optimise the size, shape, and layout of buildings to reduce costs and materials use.
	Timber requirements: must be responsibly sourced and FSC or PEFC certified.
	Concrete requirements: Use low embedded carbon concrete (Geopolymer / E-Crete) *wherever feasible* or substitute 30% of Portland cement with supplementary extenders. Specify that at least 40% of coarse aggregate or 25% of fine aggregate (sand) is a recycled material.
Energy and water efficiency	Minimum 40% efficiency improvement over existing National Construction Code (NCC) for both water and energy use. The project's Sustainability Management Plan will detail how this will be achieved.
	Outdoor lighting to be high efficiency LED warm white colour with daylight controls and a CRI>80. No up lighting is permitted.
Management	A project or program specific Construction Environmental Management Plan (CEMP) should be completed by the main construction contractor and approved by Council.

APPENDIX 2: ESD PROCESS REQUIREMENTS

Project stage	Requirement
Bidding and planning	Demonstrate at business case stage how project will contribute towards achieving Council's sustainability targets.
Bidding and planning	Ensure that the business case includes budget for items required to meet sustainability principles and that respective teams are consulted at business case stage. A minimum ESD budget allowance of 10% as an appropriate allocation.
Bidding and planning Design	Include ESD principles into the project brief at inception, concept design, detailed design and in tender documents.
Bidding and planning Design Delivery	Seek specialist ESD technical advice for larger projects from project inception, delivery, and commissioning. See the below additional requirements list for requirements based on project size.
Design	Prepare a Sustainability Management Plan (SMP) and refer this to Council's ESD/environment officer for review prior to tendering.
Design	Building SMP reports must clearly summarise the project specific sustainable design requirements and be supported by an appropriate ESD tool.
Design	Infrastructure SMP reports must consider sustainable construction material procurement, construction environmental management, biodiversity enhancement opportunities, and integrated water management.
Design	Use the SMP report to consult with other internal stakeholders as necessary. This includes ESD, WSUD engineering, transport and biodiversity officers.
Procurement Tendering Delivery	Use lifecycle costing in procurement and contracting. Target the best long-term value to Council, rather than the cheapest up-front cost. Value management must protect ESD and recognise the value of community and environmental goals.
Procurement Tendering Delivery	Ensure that ESD objectives are included within the deliverables for tendered work.
Delivery Occupancy	Ensure that commissioning, building tuning and handover is undertaken in a comprehensive way and that it includes the management of sustainable design initiatives.
Delivery	Report to Council annually as part of the capital works program delivery report on the key achievements of the sustainable buildings and infrastructure policy.

APPENDIX 3: PROJECT SPECIFIC REQUIREMENTS

Specific requirements for different sizes and types of project are tabulated below.

Project cost	< $1mill	> $1mill	> $10mill	> $20mill
Sustainability Management Plan for buildings	Yes – short form Sustainable Design Assessment (SDA)	Yes	Yes	Yes
Sustainability Management Plan objectives and applicable toolkit for buildings	Meet ESD Policy objectives plus: Council ESD checklist	Meet ESD Policy objectives plus: BESS tool targeting Excellence	Meet ESD Policy objectives plus: 4- or 5- Star Green Star Buildings v1 (Certified by the GBCA)	Meet ESD Policy objectives plus: 5- or 6- Star Green Star Buildings v1 (Certified by the GBCA)
Require Sustainability Management Plan (SMP) for infrastructure project or program	Yes – short form	Yes	Yes	Yes
SMP objectives and applicable toolkit for infrastructure	Meet ESD Policy objectives where applicable and feasible	Meet ESD Policy objectives where applicable and feasible	Meet ESD Policy objectives where applicable and feasible. Reference Green Star Communities Tool Materials Credits	Infrastructure Sustainability (IS v 2.1) Design and As Built rating tool – Gold rating (Certified by ISCA)
Suitably qualified ESD professional appointed to the design team	Only if required to trial innovative approaches	Yes	Yes	Yes
Council to appoint an Independent Commissioning Agent (ICA)	Only if required to trial innovative approaches	Yes	Yes	Yes

APPENDIX 4: GLOSSARY OF TERMS

Term	Definition
BESS	an online sustainability assessment tool developed by the Council Alliance for a Sustainable Built Environment (CASBE), an alliance of Victorian Councils working to improve the sustainability of the built environment, to assess the sustainability of building projects at the design stage.
BPEM	Best Practice Environmental Management Guidelines for Stormwater – administered by EPA Victoria.
Environmentally Sustainable Design (ESD)	Building design that seeks to improve performance, reduce environmental impacts, resource use and waste and create healthy environments for occupants. Also called Sustainable Development or Economic and Environmentally Sustainable Design (EESD)
Green Star	Developed by the Green Building Council of Australia (GBCA), buildings can be Green Star certified for the environmental sustainability of their construction (Design and As-Built tool); fit outs (Interiors tool) and their operational performance (Performance tool). Buildings are accredited through an assessment by a third party and can achieve between a 4-6-star accreditation.
Independent Commissioning Agent (ICA)	A role that can be filled by one or more people who are appointed by, and report directly to, Council. They are independent of any contractor, sub-contractor or consultant who has been involved in the design or installation of the nominated building systems. They are a registered professional engineer or qualified technician with demonstrated knowledge on mechanical, electrical, hydraulic and ESD systems commissioning.
Integrated Water Management (IWM) and Water Sensitive Urban Design (WSUD):	A holistic approach to water management that integrates urban design and planning with social and physical sciences to deliver water services and protect aquatic environments in an urban setting. A WSUD approach could include the integration of raingardens, infiltration, water harvesting and wetlands in an urban area to manage stormwater.
Infrastructure Sustainability (IS) Tool	IS Rating Scheme is Australia and New Zealand's only comprehensive rating system for evaluating sustainability across the planning, design, construction and operational phases of infrastructure programs, projects, networks and assets. IS evaluates the sustainability performance of the quadruple bottom line (Governance, Economic, Environmental and Social) of infrastructure development. Formal certification is only available for projects over $20 million in value. The framework can be used informally in developing SMP reports for smaller projects.
Lifecycle cost	The total cost of an asset throughout its useful life taking account of the planning, design, construction, acquisition, operational, maintenance, rehabilitation, and disposal costs.
Sustainable Design Assessment (SDA)	A simple sustainability assessment for small projects that documents how a project will address sustainability objectives, targets, and standards.
Sustainable Management Plan (SMP)	A detailed sustainability assessment for larger projects that documents how a project will address sustainability objectives, targets, and standards and how the performance outcomes will be achieved. The SMP must also provide a schedule for implementation, ongoing management, maintenance, and monitoring and how the ESD elements and practices can be maintained over time.

10.11 UPDATE TO TERMS OF REFERENCE AND APPOINTMENT OF INDEPENDENT CHAIR OF CEO EMPLOYMENT MATTERS ADVISORY COMMITTEE

Author: *Jewil Fulton, Chief People Officer*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1375246*

Attachments: *1. CEO Employment Matters Advisory Committee - Terms of Reference with marked up changes ⇩*

EXECUTIVE SUMMARY

The CEO Employment Matters Advisory Committee (the Committee) assists Council to fulfil its responsibilities in relation to CEO employment matters under the Local Government Act 2020 and Council's CEO Employment and Remuneration Policy.

The Local Government Legislation Amendment (Stronger Communities) Act 2026 has introduced changes to the governance and oversight of CEO employment and broader workforce matters. Further requirements, including those associated with the Local Government Fair Jobs Code, will become clearer as supporting regulations and implementation arrangements are developed.

Dr Kathy Alexander has served as Independent Chair of the Committee since 2021, with her current appointment expiring on 3 December 2026. She brings significant local government, executive leadership and governance experience and is regarded by Committee members as collegiate and impartial.

Given the evolving legislative environment, it is recommended that Council update the Committee's Terms of Reference to provide the option for a further two year extension of the term of the Chair. This will enable Council to reappoint Dr Alexander for a further two years to provide continuity and experienced independent oversight during the transition.

RECOMMENDATION

That Council:

1. adopts the updated Terms of Reference for the CEO Employment Matters Advisory Committee - Attachment 1; and
2. reappoints Dr Kathy Alexander as Independent Chair of the CEO Employment Matters Advisory Committee for a two-year term, from 4 December 2026 to 3 December 2028.

BACKGROUND

The Committee assists Council to fulfil its responsibilities in relation to the employment of the Chief Executive Officer, as outlined in Council's CEO Employment and Remuneration Policy.

Its responsibilities include providing advice to Council on:

- recruitment and contractual arrangements for the CEO;
- Acting CEO arrangements for absences greater than 28 days;
- the CEO's annual performance review and objectives;
- the CEO's annual remuneration review; and
- expiry and renewal of the CEO's contract.

The Local Government Legislation Amendment (Stronger Communities) Act 2026 received Royal Assent on 29 September 2026 and will be implemented progressively. The reforms include changes relating to governance and Councillor conduct, as well as CEO employment, staffing and workforce accountability.

The amendments include requirements relating to CEO employment governance and establish a framework for the Local Government Fair Jobs Code. Further regulations and implementation guidance are required before the detailed implications of these changes are fully known.

ISSUES AND DISCUSSION

The legislative reforms will strengthen governance and oversight of CEO employment matters across the local government sector. While Council already has established governance arrangements, these will need to be reviewed as the new legislative and regulatory requirements are progressively implemented.

The detailed requirements of the Local Government Fair Jobs Code and associated regulatory arrangements are not yet known. Further changes to Council's policies, governance arrangements and the Committee's Terms of Reference may therefore be required as the new framework is finalised.

Council is well positioned for this transition, having an established a CEO Employment Matters Advisory Committee and appointed an Independent Chair.

Dr Alexander has chaired the Committee since 2021 and brings significant local government, governance and executive leadership experience, including as a former Chief Executive Officer of the City of Melbourne and Chair of the Audit and Risk Committee at Wyndham City Council. Feedback from Committee members identifies her collegiate and impartial approach and her ability to support the Committee in navigating complex governance and employment matters.

Dr Alexander's current appointment expires on 3 December 2026.

Reappointing Dr Alexander for a further two years will provide continuity of independent oversight during this period of legislative transition. A two-year extension also provides Council with an appropriate opportunity to review the Committee's role, composition and governance arrangements once the new legislative framework is more fully established.

It is proposed that the Terms of Reference for the Committee are updated to make provision for the two-year extension. Marked up changes to the document are provided as Attachment 2.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

There are no direct Climate Emergency Response Strategy implications arising from this report.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

The engagement of the Chair of the Committee has an approximate cost per meeting of $1,050 which includes meeting preparation, review of papers and chairing the meeting. A CPI-related adjustment to the hourly rate may be considered as part of the reappointment. This cost is included in Council's adopted annual budget. Should Council decide not to reappoint Dr Alexander, a recruitment process would be required to identify and appoint a suitably qualified Independent Chair. This would involve additional time and resources and may create a period of transition at a time when the Committee will be responding to significant legislative change. The reappointment provides continuity of experienced independent oversight while the new legislative and regulatory framework is implemented.

Future implementation of the Fair Jobs Code may have broader financial, workforce and risk implications, including those relating to casual employment and third-party contracting. These will be assessed as the detailed requirements become known

POLICY AND LEGISLATIVE IMPLICATIONS

The recommendations are consistent with Council's existing obligations under the Local Government Act 2020 and Council's CEO Employment and Remuneration Policy.

Council will continue to receive advice on the implementation and implications of the Local Government Legislation Amendment (Stronger Communities) Act 2026 as further regulations and guidance become available.

COMMUNICATION AND ENGAGEMENT

Members of the CEO Employment Matters Advisory Committee, excluding the Independent Chair, have been consulted regarding the proposed reappointment.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
Our workforce is capable, informed and engaged

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The proposed changes will provide continuity and experienced independent oversight during a period of legislative transition. Updating the Committee's Terms of Reference and reappointing Dr Alexander for a further two years will position Council to respond effectively as the new CEO employment and workforce governance requirements are implemented.

OFFICIAL: Sensitive

ATTACHMENT 1 – Terms of Reference

Terms of Reference	
1. Name	**CEO Employment Matters Advisory Committee**
2. Classification	Advisory Committee
3. Background	To assist Council in fulfilling its responsibilities relating to CEO employment matters as required under s45 of the Local Government Act 2020.
4. Function and Role	The primary responsibility of the CEO Employment Matters Advisory Committee is to assist Council to fulfil its responsibilities in relation to employment matters of the Chief Executive Officer, as outlined in Council's CEO Employment and Remuneration Policy. In that context the CEO Employment Matters Advisory Committee has the following functions and responsibilities: *Recruitment and Contract commencement* (a) Provide advice to Council on the engagement of an executive recruitment agency, the recruitment process and recruitment timeline; (b) Act as a point of liaison between the Council and any appointed executive recruitment agency; (c) Coordinate the review of the Position Description and associated recruitment documentation; (d) Undertake any aspects of the recruitment and appointment process agreed to by the Council; (e) Make recommendations to the Council on remuneration and other conditions of employment. *Person to Act as CEO* (a) Provide advice to Council on any appointment to act as CEO for any term of greater than 28 days

OFFICIAL: Sensitive

		Annual Review (a) Coordinate the annual review process, having sought input and feedback from all members of the Council; (b) Make recommendations to the Council on annual performance objectives; (c) Make recommendations to the Council on annual remuneration review, or the review of any other terms and conditions of the employment contract. *Contract Expiry* (a) Make recommendations to Council, having sought input and feedback from all members of the Council, on options within 6 months of the expiry of the CEO's employment contract which could include: • Reappointment of the CEO under a new employment contract; or • To cease the employment of the CEO in accordance with the expiry of the contract. The CEO Employment Matters Advisory Committee does not have delegated powers or authority to make decisions or implement actions unless so resolved by the Council on a case by case basis.
5.	Term of Committee	Ongoing with membership reviewed on an annual basis.
6.	Membership and Term of Membership	The CEO Employment Matters Advisory Committee will consist of an Independent Chair, and at least 3 Councillors as appointed by Council. This will generally include the Mayor, the immediate past Mayor and one other Councillor. All Advisory Committee members are required to hold a current valid Working with Children Check.
7.	Chairperson and Term of Chairperson	The Committee will be Chaired by an independent person with appropriate professional experience in employment related matters. The Independent Chair will be appointed for a two-year term on terms and conditions approved by Council. There may be an option for up to ~~a~~ two further two-year terms by mutual agreement between the Independent Chair and Council.

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		The Independent Chair cannot be a Councillor or member of Council staff. The Independent Chair will be paid a fee commensurate with their skill and experience, as determined by Council.
8.	Voting Rights	All Committee members. Chairperson has casting vote.
9.	Quorum	A majority of members which must include the Independent Chair will be necessary to transact business of the committee.
10.	Conduct of Members	Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the *Local Government Act 2020* apply to all members.
11.	Role of Council Staff Attendee(s)	Secretariat support to the committee will be provided by the Chief People Officer.
12.	Meeting Frequency	The Committee will meet at least twice annually, or more often as circumstances require. Where required, a schedule of meetings will be developed and agreed to by the members. Meetings will, where possible, be arranged to coincide with relevant contractual dates and Council reporting deadlines. All meetings have a Hybrid option where members can join virtually if unable to attend in person long as appropriate notice is given (minimum 24 hours) to the meeting organiser.
13.	Reporting Requirements	Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting as a confidential item for consideration.
14.	Other Relevant Information	Meetings Conduct of meetings of the CEO Employment Matters Advisory Committee shall be consistent with Council's Governance Rules, and at the discretion of the Chairperson. Meeting agendas will be prepared and provided at least five (5) days in advance to members, along with appropriate briefing materials. Minutes will be prepared and distributed to the CEO Employment Matters Advisory Committee within one (1) week of the meeting for approval by the Committee Chairperson.

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		The Chairperson will sign the minutes of the meeting to attest to their accuracy and completeness. The following provisions will apply to all meetings of the Committee: • Only Committee members are entitled to attend meetings; • The Committee may invite, or require, any person/s to attend meetings, as it deems necessary; • The Chief Executive Officer shall attend all meetings, except when the Committee chooses to meet without the Chief Executive Officer present.
15.	Committee Contact Details	Chief People Officer
16.	Date of Council Approval of Terms of Reference	~~7 April~~1 December 2026
17.	Date of Next Review of Terms of Reference	30 June~~April~~ 2027

10.12 REVIEW AND UPDATE OF COUNCIL DELEGATIONS

Author: *Joanne McKay, Coordinator Legal and Governance*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1310350*

Attachments:
1. *Attachment 1 - Delegation from Council to CEO* ⇩
2. *Attachment 2 - Delegations under Environment Protection Act* ⇩
3. *Attachment 3- Delegation from Council to members of staff* ⇩
4. *Attachment 4 - Glen Eira Planning Scheme Delegations* ⇩
5. *Attachment 5 - Changes to Delegation from Council to members of staff* ⇩
6. *Attachment 6 - New Provisions Delegation from Council to staff* ⇩

EXECUTIVE SUMMARY

This report seeks Council approval to remake its Instruments of Delegation to the Chief Executive Officer and members of Council staff.

Council has recently implemented a new central governance technology system (RelianSys) for managing delegations. The system strengthens Council's governance processes by providing a more consistent and centralised approach to preparing, maintaining, reviewing and recording delegations.

As part of the transition to RelianSys, Council's delegations have been aligned with the new structure so the instruments look slightly different from those previously adopted.

The Planning and Various Legislation Delegations have been combined into one instrument. This reflects the approach used within RelianSys.

A separate instrument has also been created for delegations arising under the Glen Eira Planning Scheme. These delegations were previously included in Council's planning instrument but are specific to the Glen Eira Planning Scheme and sit outside the standard template used in RelianSys.

The Instruments of Delegation to the Chief Executive Officer and under the *Environment Protection Act 2017* have not been substantively changed.

The Instrument of Delegation under various legislation has been updated to reflect recent legislative amendments and proposed changes are shown in the marked-up instrument at Attachment 5, with the new provisions and proposed delegates summarised at Attachment 6.

Subject to Council approval, the new instruments will come into force immediately and replace the corresponding instruments currently in effect.

RECOMMENDATION

That Council resolves that:

1. the Instrument of Delegation from Council to the Chief Executive Officer in Attachment 1 to this report is approved;
2. in exercise of the power conferred by section 11(1)(b) of the *Local Government Act 2020*, there be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer, the powers, duties and functions set out in the

instrument at Attachment 1, subject to the conditions and limitations specified in that instrument;

3. the Instrument of Delegation from Council to members of Council staff under the *Environment Protection Act 2017* in Attachment 2 to this report is approved;

4. the Instrument of Delegation from Council to members of Council staff under various legislation in Attachment 3 to this report is approved;

5. the Instrument of Delegation from Council to members of Council staff under the Glen Eira Planning Scheme in Attachment 4 to this report is approved;

6. in exercise of the powers conferred by the legislation and the Glen Eira Planning Scheme referred to in the instruments at Attachments 2, 3 and 4, there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in those instruments, the powers, duties and functions set out in the instruments, subject to the conditions and limitations specified in those instruments;

7. the Instruments of Delegation at Attachments 1 to 4 come into force immediately upon this resolution being made;

8. clean versions of the Instruments of Delegation at Attachments 1 to 4 be published on Council's website; and

9. on the coming into force of the Instruments of Delegation at Attachments 1 to 4, the following instruments are revoked:

    a) the Instrument of Delegation from Council to the Chief Executive Officer approved by Council on 28 April 2026;
    b) the Instrument of Delegation from Council to members of Council staff under the *Environment Protection Act 2017* approved by Council on 21 March 2023;
    c) the Instrument of Delegation from Council to members of Council staff under the *Planning and Environment Act 1987* approved by Council on 28 April 2026; and
    d) the Instrument of Delegation from Council to members of Council staff under various legislation approved by Council on 28 April 2026.

BACKGROUND

Council has the power to delegate certain powers, duties and functions to the Chief Executive Officer and members of Council staff under the *Local Government Act 2020* and other legislation.

Instruments of Delegation provide the legal authority for officers to exercise delegated powers and form an important part of Council's governance and administrative framework. Maintaining current and accurate instruments helps ensure that decisions are made lawfully, efficiently and at the appropriate organisational level.

Council recently implemented a new central technology system (RelianSys) to manage delegations and authorisations. The system provides a more centralised and consistent approach to:

- maintaining Council's instruments;
- recording the powers assigned to individual positions;
- incorporating legislative and organisational changes;
- reviewing and approving changes;
- identifying the source and status of delegated powers; and
- supporting ongoing oversight and reporting.

ISSUES AND DISCUSSION

1. Transition to RelianSys

The instruments presented with this report look different from Council's previous Instruments of Delegation because they have been generated and managed through RelianSys.

The change in format does not, of itself, alter the legal effect of the delegations. It reflects a change in the way Council records and administers its delegations, with the instruments now more closely aligned to the structure and content of the new templates.

RelianSys has been introduced to strengthen Council's governance arrangements by providing a single system for the ongoing management of delegations. This will assist Council to maintain a clearer and more reliable record of:

- the source of each delegated power;
- the positions to which the power has been delegated;
- any conditions or limitations applying to the delegation;
- changes arising from legislative amendments; and
- the review and approval history of each instrument.

This is expected to improve the efficiency and consistency of future reviews and reduce the risk of delegations becoming outdated or being recorded inconsistently across separate documents.

2. Instrument of Delegation to CEO and Instrument of Delegation under Environment Protection Act 2017

The Instruments of Delegation to the Chief Executive Officer, and under the *Environment Protection Act 2017* have been transferred into RelianSys and remade in an updated format. No substantive changes are proposed to the powers, duties or functions delegated under either instrument.

It is good governance practice to periodically review and remake instruments of delegation, even where no substantive changes are required, to ensure they remain current and continue to reflect Council's governance arrangements.

3. Instrument of Delegation under various legislation

Council previously maintained separate instruments for delegations under the *Planning and Environment Act 1987* and various other legislation. These have now been combined into a single Instrument of Delegation under various legislation, consistent with the approach used within RelianSys.

This is largely an administrative and structural change. Existing planning delegations continue through the combined instrument, subject to the relevant conditions and limitations.

The instrument has also been updated to incorporate legislative changes. The key changes relate to:

- the *Food Act 1984*, including changes arising from the commencement of the *Safe Food Victoria Act 2026*;
- the *Planning and Environment Act 1987*, including infrastructure contribution and compliance and enforcement reforms;
- the *Road Management Act 2004*, including new powers relating to applications for consent to undertake works; and
- updated Planning and Environment and Road Management Regulations.

Attachment 5 shows the changes made to the instrument, while Attachment 6 provides a summary of the new provisions and the officers proposed to exercise those delegations.

4. Instrument of Delegation Glen Eira Planning Scheme

A new Instrument of Delegation has been prepared for powers, duties and functions arising under the Glen Eira Planning Scheme.

These delegations are specific to Glen Eira and were previously included within Council's instrument of delegation under the *Planning and Environment Act 1987*. They do not form part of the standard template available through RelianSys and have therefore been moved into a separate Council specific instrument.

This is a structural change only. It does not introduce new delegated powers or change the officers to whom the relevant Planning Scheme powers are delegated.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

There are no Climate Emergency Response Strategy implications arising from Council making the Instruments of Delegation.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no direct financial or resourcing impacts arising from Council making the instruments of delegation attached to this report, as they are administered within existing operational budgets.

Maintaining current and accurate instruments of delegation is critical to ensuring Council decisions and officer actions are lawful, valid and made by appropriately authorised delegates. The proposed updates mitigate governance and compliance risks associated with legislative change, organisational role changes and operational decision-making, including the risk of decisions being made without proper authority. By ensuring delegations are current, clearly defined and publicly available, the instruments support accountability, transparency and public confidence in Council's administrative and regulatory functions.

POLICY AND LEGISLATIVE IMPLICATIONS

The power to delegate powers, duties and functions to the Chief Executive Officer is provided by section 11(1) of the *Local Government Act 2020*.

The power to delegate to members of Council staff is provided by the relevant Acts, regulations and the Glen Eira Planning Scheme identified in the proposed instruments.

The updates to the Instrument of Delegation under various legislation reflect relevant legislative amendments identified through the Maddocks Delegations and Authorisations Service, including amendments to planning, food safety and road management legislation.

Consistent with Council's obligations under the *Local Government Act 2020* (Vic) and Council's Public Transparency Policy, clean versions of the Instruments of Delegations will be published on Council's website.

COMMUNICATION AND ENGAGEMENT

Relevant Council business areas have been consulted to confirm the proposed delegates for the new and amended legislative provisions and to ensure the instruments reflect current organisational roles and operational responsibilities.

No external community consultation is required, as the proposed instruments concern Council's statutory decision-making authority.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
Our community has trust and confidence in our decisions

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The proposed Instruments of Delegation ensure that Council's delegations remain current, lawful and aligned with relevant legislative requirements and Council's organisational arrangements.

The move to the new RelianSys system provides a more centralised and consistent approach to managing delegations and strengthens Council's broader governance framework. While the instruments look different and have been restructured to align with the new standard templates, the structural changes do not generally alter the scope of existing delegations.

The substantive legislative amendments are identified in the report and shown in the marked-up instrument. It is recommended that Council approve the Instruments of Delegation and delegate the specified powers, duties and functions to the relevant officers.

Glen Eira City Council

Instrument of Delegation
to
Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act* 2020 (**the Act**) and all other powers enabling it, Glen Eira City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation;

AND declares that:

1. this Instrument of Delegation is authorised by a Resolution of Council passed 1 December 2026 and
2. the delegation:
   - 2.1. comes into force immediately following the Resolution of Council described in part 1 above;
   - 2.2. is subject to any conditions and limitations set out in the Schedule;
   - 2.3. must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
   - 2.4. remains in force until Council resolves to vary or revoke it.

SCHEDULE

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing,

arising out of or connected with any duty imposed or function or power conferred on Council by or under any Act.

Conditions and Limitations

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

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
   - 4.1. making, amending or revoking a local law;
   - 4.2. adopting or amending the Governance Rules;
   - 4.3. approving or amending the Financial Plan or Council Plan;
   - 4.4. approving the Budget or Revised Budget;
   - 4.5. adopting or amending any policy that Council is required to adopt under the Act;
   - 4.6. appointing an Acting Chief Executive Officer for a period exceeding 28 days;
   - 4.7. making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
   - 4.8. entering into a contract exceeding the value of:
     - (a) $1,000,000 (including GST); or
     - (b) $2,000,000 (including GST) for the purchase of insurance
   - 4.9. making expenditure that exceeds $1,000,000 (including GST),

   unless it is expenditure:
     - (a) made under a contract already entered into; or
     - (b) relates to statutory charges, including WorkCover, superannuation,

taxation, emergency services and volunteers funding levy etc.

4.10. determining the level of cash in lieu of car parking payment under a town planning permit where a contributions plan has been implemented by Council;

4.11. electing a Mayor or Deputy Mayor;

4.12. granting a reasonable request for leave under section 35 of the Act;

4.13. appointing the chair or the members to a delegated committee;

4.14. approving the borrowing of money; or

4.15. subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;

5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;

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

7. 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:

   7.1. policy; or

   7.2. strategy

   adopted by Council;

8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or

9. if 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.

S18 Instrument of Sub-Delegation
under the Environment Protection Act 2017

Glen Eira City Council

Instrument of Sub-Delegation

to

Members of Council staff

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('**Act'**) and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, 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 in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

Reference	Meaning
CCC	Coordinator Civic Compliance
CCO	Civic Compliance Officer
CPH	Coordinator Public Health
EHO	Environmental Health Officer
MCSC	Manager Community Safety and Compliance
TLCC	Team Leader Civic Compliance
TLPH	Team Leader Public Health

3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 1 December 2026 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;

4. the delegation:

   4.1 comes into force immediately after the passing of the resolution of Council described in paragraph 3 of this Instrument;

   4.2 remains in force until varied or revoked;

   4.3 is subject to any conditions and limitations set out in paragraph 5, and the Schedule; and

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

5. this Instrument of Sub-Delegation is subject to the following limitations:

   5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:

      5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and

      5.1.2 noise from the construction, demolition or removal of residential premises;

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

   6.1 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;

6.2 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;

6.3 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

6.4 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.

SCHEDULE

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Environment Protection Act 2017	s 271	Power to issue improvement notice	CCC, CPH, MCSC, TLCC, TLPH	
Environment Protection Act 2017	s 272	Power to issue prohibition notice	CCC, CPH, MCSC, TLCC, TLPH	
Environment Protection Act 2017	s 279	Power to amend a notice	CCC, CPH, MCSC, TLCC, TLPH	
Environment Protection Act 2017	s 358	Functions of the Environment Protection Authority	CCC, CPH, MCSC, TLCC, TLPH, CCO, EHO	
Environment Protection Act 2017	s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	CCC, CPH, MCSC, TLCC, TLPH, CCO, EHO	
Environment Protection Act 2017	s 359(2)	Power to give advice to persons with duties or obligations	CCC, CPH, MCSC, TLCC, TLPH, CCO, EHO	

S6 Instrument of Delegation – Members of Staff

City of Glen Eira

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

Abbreviation	**Meaning**
CEO	Chief Executive Officer
CCS	Coordinator City Strategy
CCC	Coordinator Civic Compliance
CLG	Coordinator Legal and Governance
CPD	Coordinator Permits and Development
CPBBS	Coordinator Planning and Building Business Support
CPH	Coordinator Public Health
CSBS	Coordinator Statutory Building Services
CTES	Coordinator Transport Engineering and Safety
CUP	Coordinator Urban Planning
DMBS	Deputy Municipal Building Surveyor
DPP	Director Planning and Place
DSAL	Director Sustainability, Assets and Leisure
EHO	Environmental Health Officer
GC	General Counsel
HOAS	Head of Asset Strategy
HOPD	Head of Project Delivery

Abbreviation	Meaning
MCF	Manager City Futures
MCSC	Manager Community Safety and Compliance
MLRG	Manager Legal Risk and Governance
MPS	Manager Parks Services
MPBS	Manager Planning and Building Services
MSA	Manager Sustainability and Assets
MWD	Manager Works Depot
MBS	Municipal Building Surveyor
PCESO	Planning Customer Experience and Support Officer
PPEO	Principal Planning Enforcement Officer
PStratP	Principal Strategic Planner
PRC	GC, MLRG, SLGO, CLG
PUP	Principal Urban Planner
PUPS	Principal Urban Planner (Subdivisions)
SLGO	Senior Legal and Governance Officer
SO	Subdivision Officer
SP	Student Planner
Specific Planning Officers	CCS, CUP, DPP, MCF, MPBS, PStratP, PUP, PUPS, SO, SP, SUP, StratP, UP
SPEO	Senior Planning Enforcement Officer
StratP	Strategic Planner
SUP	Senior Urban Planner
TLCC	Team Leader Civic Compliance
TLPH	Team Leader Public Health

Abbreviation	Meaning
UP	Urban Planner

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 1 December 2026; and

3.2 the delegation:

3.2.1 comes into force immediately after the passing of the Council resolution described at 3.1 above;

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 if 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.

SCHEDULE

DELEGATION SOURCES

DOMESTIC ANIMALS ACT 1994 ..... **1**

FOOD ACT 1984 ..... **1**

HERITAGE ACT 2017 ..... **11**

LOCAL GOVERNMENT ACT 1989 ..... **11**

PLANNING AND ENVIRONMENT ACT 1987 ..... **12**

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 ..... **81**

RESIDENTIAL TENANCIES ACT 1997 ..... **88**

ROAD MANAGEMENT ACT 2004 ..... **89**

PLANNING AND ENVIRONMENT INTERIM REGULATIONS 2026 ..... **107**

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016 ..... **109**

ROAD MANAGEMENT (GENERAL) REGULATIONS 2026 ..... **110**

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2026 ..... **113**

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Domestic Animals Act 1994	s 41A(1)	Power to declare a dog to be a menacing dog	CCC, MCSC	Council may delegate this power to a Council authorised officer
Food Act 1984	s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition	CPH, MCSC, TLPH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
Food Act 1984	s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CPH, MCSC, TLPH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
Food Act 1984	s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with	CPH, MCSC, TLPH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
Food Act 1984	s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	CEO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
Food Act 1984	s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, CPH, MCSC, TLPH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
Food Act 1984	s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, CPH, MCSC, TLPH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
Food Act 1984	s 19CB(4)(b)	Power to request copy of records	CPH, MCSC, TLPH	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 19E(1)(d)	Power to request a copy of the food safety program	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 19EA(3)	Function of receiving copy of revised food safety program	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	CPH, TLPH	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
Food Act 1984	s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPH, TLPH	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))
Food Act 1984	s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPH, TLPH	Where Council is the registration authority
Food Act 1984	s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPH, TLPH	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 19IA(2)	Duty to give written notice to the proprietor of the premises	CPH, MCSC, TLPH	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
Food Act 1984	s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 19N(2)	Function of receiving notice from the auditor	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 19NA(1)	Power to request food safety audit reports	CPH, MCSC, TLPH, EHO	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CPH, MCSC, TLPH	
Food Act 1984	s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CPH, MCSC, TLPH	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
Food Act 1984	s 19W	Power to direct a proprietor of a particular food premises to comply with any requirement under Part IIIB	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 19W(3)(b)	Power to direct a proprietor of a particular food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CPH, MCSC, TLPH	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	--	Power to register or renew the registration of a food premises	CPH, MCSC, TLPH	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))
Food Act 1984	s 36A	Power to accept an application for registration or notification using online portal	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 36B	Duty to pay the charge for use of online portal	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CPH	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 38A(4)	Power to request a copy of a completed food safety program template	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CPH, MCSC, TLPH, EHO	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 38D(3)	Power to request copies of any audit reports	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 38E(2)	Power to register the food premises on a conditional basis	CPH, MCSC, TLPH	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
Food Act 1984	s 38E(4)	Duty to register the food premises when conditions are satisfied	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CPH, MCSC, TLPH, EHO	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CPH, MCSC, TLPH, EHO	
Food Act 1984	s 39A	Power to register, or renew the registration of a food premises despite minor defects	CPH, MCSC, TLPH	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
Food Act 1984	s 39A(6)	Duty to comply with a direction of Safe Food Victoria under s 39A(4)	CPH, MCSC, TLPH	
Food Act 1984	s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CPH, MCSC, TLPH	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Food Act 1984	s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 40D(1)	Power to suspend or revoke the registration of food premises	CEO	Where Council is the registration authority
Food Act 1984	s 40E(4)	Duty to comply with direction of Safe Food Victoria under s 40E(1)	CEO, CPH, MCSC, TLPH	
Food Act 1984	s 40F	Power to cancel registration of food premises	CPH, MCSC, TLPH	Where Council is the registration authority
Food Act 1984	s 43	Duty to maintain records of registration	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Food Act 1984	s 43F(7)	Power to register the components of the food business that meet requirements in	CPH, MCSC, TLPH	Where Council is the registration authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		Division 3 and power to refuse to register the components that do not meet the requirements		Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
Food Act 1984	s 45AC	Power to bring proceedings	CPH, MCSC, TLPH, EHO	
Food Act 1984	s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CPH, MCSC, TLPH, EHO	Where Council is the registration authority
Heritage Act 2017	s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, DPP	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	s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Specific Planning Officers	If authorised by the Minister
Planning and Environment Act 1987	s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Specific Planning Officers	
Planning and Environment Act 1987	s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Specific Planning Officers	
Planning and Environment Act 1987	s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Specific Planning Officers	
Planning and Environment Act 1987	s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Specific Planning Officers	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 12B(1)	Duty to review planning scheme	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 12B(2)	Duty to review planning scheme at direction of Minister	DPP, MCF, MPBS	
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Specific Planning Officers	
Planning and Environment Act 1987	s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	DPP, MCF, MPBS	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	DPP, MCF, MPBS, CCSPP	
Planning and Environment Act 1987	s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	DPP, MCF, MPBS, CCSPP	
Planning and Environment Act 1987	s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days	DPP, MCF, MPBS	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		Note: see also section 16K.		
Planning and Environment Act 1987	s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 17(1)	Duty of giving copy amendment to the planning scheme	Specific Planning Officers	
Planning and Environment Act 1987	s 17(2)	Duty of giving copy s 173 agreement	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Specific Planning Officers	
Planning and Environment Act 1987	s 18	Duty to make amendment etc. available in accordance with public availability requirements	Specific Planning Officers	Until the proposed amendment is approved or lapsed
Planning and Environment Act 1987	s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Specific Planning Officers	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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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Specific Planning Officers	Where Council is a planning authority
Planning and Environment Act 1987	s 21(2)	Duty to make submissions available in accordance with public availability requirements	Specific Planning Officers	Until the end of 2 months after the amendment comes into operation or lapses
Planning and Environment Act 1987	s 21A(4)	Duty to publish notice	Specific Planning Officers	
Planning and Environment Act 1987	s 22(1)	Duty to consider all submissions received before the date specified in the notice	Specific Planning Officers	Except submissions which request a change to the items in s 22(5)(a) and (b)
Planning and Environment Act 1987	s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Specific Planning Officers	
Planning and Environment Act 1987	s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Not delegated	
Planning and Environment Act 1987	s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	DPP, MCF, MPBS	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
Planning and Environment Act 1987	s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Specific Planning Officers	
Planning and Environment Act 1987	s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Specific Planning Officers	During the inspection period
Planning and Environment Act 1987	s 27(2)	Power to apply for exemption if panel's report not received	Not delegated	
Planning and Environment Act 1987	s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	Specific Planning Officers	Note: the power to make a decision to abandon an amendment cannot be delegated
Planning and Environment Act 1987	s 28(2)	Duty to publish notice of the decision on Internet site	Specific Planning Officers	
Planning and Environment Act 1987	s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Specific Planning Officers	
Planning and Environment Act 1987	s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		- providing assistance with steps to be taken for the amendment.		
Planning and Environment Act 1987	s 30(4)(a)	Duty to say if amendment has lapsed	Specific Planning Officers	
Planning and Environment Act 1987	s 30(4)(b)	Duty to provide information in writing upon request	Specific Planning Officers	
Planning and Environment Act 1987	s 32(2)	Duty to give more notice if required	Specific Planning Officers	
Planning and Environment Act 1987	s 33(1)	Duty to give more notice of changes to an amendment	Specific Planning Officers	
Planning and Environment Act 1987	s 36(2)	Duty to give notice of approval of amendment	Specific Planning Officers	
Planning and Environment Act 1987	s 38(5)	Duty to give notice of revocation of an amendment	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Specific Planning Officers	
Planning and Environment Act 1987	s 40(1)	Function of lodging copy of approved amendment	Specific Planning Officers	
Planning and Environment Act 1987	s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Specific Planning Officers	
Planning and Environment Act 1987	s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Specific Planning Officers	
Planning and Environment Act 1987	s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46AW	Function of being consulted by the Minister	DPP, MCF, MPBS	Where Council is a responsible public entity
Planning and Environment Act 1987	s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Not delegated	Where Council is a responsible public entity
Planning and Environment Act 1987	s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	DPP, MCF, MPBS	Where Council is a responsible public entity
Planning and Environment Act 1987	s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DPP, MCF, MPBS	Where Council is a responsible public entity

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Not delegated	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
Planning and Environment Act 1987	s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy	DPP, MCF	
Planning and Environment Act 1987	s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities referred to in s	DPP, MCF	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		46GG(1), where the plan does not include a land component		
Planning and Environment Act 1987	s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, content and administration of infrastructure contributions plans	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be funded through a standard levy	DPP, MCF	Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)
Planning and Environment Act 1987	s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded	Specific Planning Officers	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
Planning and Environment Act 1987	s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination	Specific Planning Officers	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
Planning and Environment Act 1987	s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DPP, DSAL, MCF, MPBS, MSA, MWD	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DPP, DSAL, MCF, MPBS	
Planning and Environment Act 1987	s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GP	Function of receiving a notice under s 46GO	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DPP, DSAL, MCF, MPBS, MSA	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount	DPP, DSAL, MCF, MPBS, MSA	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met		
Planning and Environment Act 1987	s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GV(3)(b)	Power to enter into an agreement with the applicant	DPP, DSAL, MCF, MPBS, MSA, MWD	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the development agency
Planning and Environment Act 1987	s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		permit applied for by the applicant to develop the land in the ICP plan area		
Planning and Environment Act 1987	s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DPP, DSAL, MCF, MPBS, MSA, MWD	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DPP, DSAL, MCF, MPBS, MSA, MWD	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DPP, DSAL, MCF, MPBS, MSA, MWD	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GY(1)	Duty to keep proper and separate accounts and records	DPP, DSAL, MCF, MPBS, MSA, MWD	Where Council is the collecting agency
Planning and Environment Act 1987	s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DPP, DSAL, MCF, MPBS, MSA, MWD	Where Council is the collecting agency

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs or plan administration costs to the planning authority that incurred those costs The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
Planning and Environment Act 1987	s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency	DPP, DSAL, MCF, MPBS	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
Planning and Environment Act 1987	s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan,as responsible for those works, services or facilities	DPP, DSAL, MCF, MPBS, MSA	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

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GZ(2)(b)	Function of receiving the monetary component	DPP, DSAL, MCF, MPBS, MSA	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
Planning and Environment Act 1987	s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DPP, DSAL, MCF, MPBS, MSA	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

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DPP, DSAL, MCF, MPBS, MSA	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
Planning and Environment Act 1987	s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DPP, DSAL, MCF, MPBS, MSA	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GZ(9)	Function of receiving the fee simple in the land	DPP, DSAL, MCF, MPBS, MSA	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
Planning and Environment Act 1987	s 46GZA(1)	Duty to keep proper and separate accounts and records	DPP, DSAL, MCF, MPBS, MSA	Where Council is the development agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DPP, DSAL, MCF, MPBS, MSA	Where Council is a development agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	DPP, DSAL, MCF, MPBS, MSA	Where Council is a development agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DPP, DSAL, MCF, MPBS, MSA	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

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area	DPP, DSAL, MCF, MPBS, MSA	Where Council is the development agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development 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	DPP, DSAL, MCF, MPBS, MSA	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
Planning and Environment Act 1987	s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	DPP, DSAL, MCF, MPBS, MSA, MWD	Where Council is the development agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the development agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZF(3)	Function of receiving proceeds of sale	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collection agency under an approved infrastructure contributions plan

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
				This provision does not apply where Council is also the development agency
Planning and Environment Act 1987	s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	DPP, DSAL, MCF, MPBS, MSA	Where Council is the collecting agency under an approved infrastructure contributions plan
Planning and Environment Act 1987	s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DPP, DSAL, MCF, MPBS, MSA	Where Council is a collecting agency or development agency

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Not delegated	Where Council is a collecting agency or development agency
Planning and Environment Act 1987	s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Specific Planning Officers	
Planning and Environment Act 1987	s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Specific Planning Officers	
Planning and Environment Act 1987	s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Specific Planning Officers	
Planning and Environment Act 1987	s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		is in place, prior to issuing building permit		
Planning and Environment Act 1987	s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Specific Planning Officers	
Planning and Environment Act 1987	s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Specific Planning Officers	
Planning and Environment Act 1987	s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 46Q(1)	Duty to keep proper accounts of levies paid	Specific Planning Officers	
Planning and Environment Act 1987	s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		development agency or plan preparation costs incurred by a development agency		
Planning and Environment Act 1987	s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DPP, DSAL, MCF, MPBS	
Planning and Environment Act 1987	s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DPP, MCF, MPBS	Only applies when levy is paid to Council as a 'development agency'
Planning and Environment Act 1987	s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	DPP, MCF, MPBS	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

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Specific Planning Officers	Must be done in accordance with Part 3
Planning and Environment Act 1987	s46Q(4)(e)	Duty to expend that amount on other works etc.	DPP	With the consent of, and in the manner approved by, the Minister
Planning and Environment Act 1987	s 46QC	Power to recover any amount of levy payable under Part 3B	Specific Planning Officers	
Planning and Environment Act 1987	s 46QD	Duty to prepare report and give a report to the Minister	DPP, DSAL, MCF, MPBS, MSA	Where Council is a collecting agency or development agency
Planning and Environment Act 1987	s 47	Power to decide that an application for a planning permit does not comply with that Act	Specific Planning Officers	
Planning and Environment Act 1987	s 48A	Power to notify an applicant that the application is incomplete	Specific Planning Officers	Where Council is the responsible authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).		
Planning and Environment Act 1987	s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	DPP, MPBS, CUP	Where Council is the responsible authority
Planning and Environment Act 1987	s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 50(4)	Duty to amend application	Specific Planning Officers	
Planning and Environment Act 1987	s 50(5)	Power to refuse to amend application	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 50(6)	Duty to make note of amendment to application in register	CPBBS, PCESO, Specific Planning Officers	
Planning and Environment Act 1987	s 50A(1)	Power to make amendment to application	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Specific Planning Officers	
Planning and Environment Act 1987	s 50A(4)	Duty to note amendment to application in register	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CPBBS, Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Specific Planning Officers	
Planning and Environment Act 1987	s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Specific Planning Officers	
Planning and Environment Act 1987	s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Specific Planning Officers	
Planning and Environment Act 1987	s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Specific Planning Officers	
Planning and Environment Act 1987	s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Specific Planning Officers	
Planning and Environment Act 1987	s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Specific Planning Officers	
Planning and Environment Act 1987	s 52(3)	Power to give any further notice of an application where appropriate	Specific Planning Officers	
Planning and Environment Act 1987	s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Specific Planning Officers	
Planning and Environment Act 1987	s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Specific Planning Officers	
Planning and Environment Act 1987	s 54(1)	Power to require the applicant to provide more information	Specific Planning Officers	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Specific Planning Officers	
Planning and Environment Act 1987	s 54(1B)	Duty to specify the lapse date for an application	Specific Planning Officers	
Planning and Environment Act 1987	s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Specific Planning Officers	
Planning and Environment Act 1987	s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Specific Planning Officers	
Planning and Environment Act 1987	s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DPP, MPBS, CUP	
Planning and Environment Act 1987	s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Specific Planning Officers	
Planning and Environment Act 1987	s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Specific Planning Officers	
Planning and Environment Act 1987	s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Specific Planning Officers	
Planning and Environment Act 1987	s 57A(5)	Power to refuse to amend application	Specific Planning Officers	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 57A(6)	Duty to note amendments to application in register	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 57B(1)	Duty to determine whether and to whom notice should be given	Specific Planning Officers	
Planning and Environment Act 1987	s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Specific Planning Officers	
Planning and Environment Act 1987	s 57C(1)	Duty to give copy of amended application to referral authority	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 58	Duty to consider every application for a permit	Specific Planning Officers	
Planning and Environment Act 1987	s 58A	Power to request advice from the Planning Application Committee	DPP, MCF, MPBS	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 60	Duty to consider certain matters	Specific Planning Officers	
Planning and Environment Act 1987	s 60(1A)	Duty to consider certain matters	Specific Planning Officers	
Planning and Environment Act 1987	s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Specific Planning Officers	
Planning and Environment Act 1987	s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Specific Planning Officers	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 The power to refuse a permit can only be exercised where the delegate considers that: a) the application is contrary to law; or b) the application is inconsistent with policy; or c) a referral authority has directed refusal; or d) the applicant has failed to carry out a direction pursuant to the Planning and Environment Act 1987 or Planning Scheme.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
				Specific Planning Officers (except DPP, MPBS, MCF, CUP) exercise of this power is limited to the following circumstances: a) there have been no more than five objections lodged; b) the application has not been referred to the Council or the Delegated Planning Forum for determination; and c) the application has not been called-in by a Councillor for determination at a Council meeting. DPP, MPBS, MCF, CUP exercise of this power is limited to the following circumstances: a) the delegation may only be exercised where there have been more than five objections but no more than 15 objections lodged; b) the delegation may only be exercised at a Delegated Planning Forum (including a Delegated Planning Forum conducted virtually); and c) the application has not been called-in by a Councillor for determination at a Council meeting.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Specific Planning Officers	
Planning and Environment Act 1987	s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Specific Planning Officers	
Planning and Environment Act 1987	s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Specific Planning Officers	
Planning and Environment Act 1987	s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Specific Planning Officers	
Planning and Environment Act 1987	s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Specific Planning Officers	
Planning and Environment Act 1987	s 62(1)	Duty to include certain conditions in deciding to grant a permit	Specific Planning Officers	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 62(2)	Power to include other conditions	Specific Planning Officers	
Planning and Environment Act 1987	s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Specific Planning Officers	
Planning and Environment Act 1987	s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Specific Planning Officers	Note: The scope of approved infrastructure contributions plans has been expanded by the Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026) to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.
Planning and Environment Act 1987	s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Specific Planning Officers	
Planning and Environment Act 1987	s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Specific Planning Officers	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Specific Planning Officers	
Planning and Environment Act 1987	s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Specific Planning Officers	
Planning and Environment Act 1987	s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Specific Planning Officers	
Planning and Environment Act 1987	s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Specific Planning Officers	This provision applies also to a decision to grant an amendment to a permit - see s 75
Planning and Environment Act 1987	s 64(3)	Duty not to issue a permit until after the specified period	Specific Planning Officers	This provision applies also to a decision to grant an amendment to a permit - see s 75

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 64(5)	Duty to give each objector a copy of an exempt decision	Specific Planning Officers	This provision applies also to a decision to grant an amendment to a permit - see s 75
Planning and Environment Act 1987	s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Specific Planning Officers	This provision applies also to a decision to grant an amendment to a permit - see s 75A
Planning and Environment Act 1987	s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Specific Planning Officers	
Planning and Environment Act 1987	s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Specific Planning Officers	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Specific Planning Officers	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
Planning and Environment Act 1987	s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Specific Planning Officers	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
Planning and Environment Act 1987	s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Specific Planning Officers	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
Planning and Environment Act 1987	s 69(1)	Function of receiving application for extension of time of permit	Specific Planning Officers	
Planning and Environment Act 1987	s 69(1A)	Function of receiving application for extension of time to complete development	Specific Planning Officers	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 69(2)	Power to extend time	Specific Planning Officers	
Planning and Environment Act 1987	s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 71(1)	Power to correct certain mistakes	Specific Planning Officers	
Planning and Environment Act 1987	s 71(2)	Duty to note corrections in register	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 73	Power to decide to grant amendment subject to conditions	Specific Planning Officers	The permit must not be inconsistent with a Cultural Heritage Management Plan under the Aboriginal Heritage Act 2006.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
				The power cannot be exercised where an application/amending plan is for use of land for gaming machines. The power to refuse a permit can only be exercised where the delegate considers that: a) the application is contrary to law; or b) the application is inconsistent with policy: or c) a referral authority has directed refusal; or d) the applicant has failed to carry out a direction pursuant to the Planning and Environment Act 1987 or Planning Scheme. Specific Planning Officers (excluding DPP, MCF, MPBS, CUP) exercise of this power is limited to the following circumstances: a) there have been no more than five objections lodged; and b) the application/amending plan has not been referred to the Council or the Delegated Planning Forum for determination; and c) the application has not been called-in by a Councillor for determination at a Council meeting.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
				DPP, MPBS, MCF, CUP exercise of this power is limited to the following circumstances: a) the delegation may only be exercised where there have been more than five objections, but no more than 15 objections lodged; b) the delegation may only be exercised at a Delegated Planning Forum (including a Delegated Planning Forum conducted virtually); and c) the application has not been called-in by a Councillor for determination at a Council meeting.
Planning and Environment Act 1987	s 74	Duty to issue amended permit to applicant if no objectors	Specific Planning Officers	
Planning and Environment Act 1987	s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Specific Planning Officers	
Planning and Environment Act 1987	s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CPBBS, Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Specific Planning Officers	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
Planning and Environment Act 1987	s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Specific Planning Officers	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
Planning and Environment Act 1987	s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Specific Planning Officers	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
Planning and Environment Act 1987	s 76D	Duty to comply with direction of Minister to issue amended permit	Specific Planning Officers	
Planning and Environment Act 1987	s 83	Function of being respondent to an appeal	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 83B	Duty to give or publish notice of application for review	Specific Planning Officers	
Planning and Environment Act 1987	s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DPP, MCF, MPBS, CUP	The exercise of this power is limited to the following circumstances: i) the delegation may only be exercised where there have been more than five objections but no more than 15 objections lodged; ii) the application/amending plan is generally in compliance with existing policy or guidelines; and iii) the application/amending plan has not been referred to the Council or the Delegated Planning Forum for determination; and iv) the application has not been called-in by a Councillor for determination at a Council meeting. The power cannot be exercised where: i) an application/amending plan is for use of land for a brothel; or ii) an application/amending plan is for use of land for gaming machines.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
				The amended permit must not be inconsistent with a Cultural Heritage Management Plan under the Aboriginal Heritage Act 2006. The power to refuse a permit can only be exercised where the delegate considers that: i) the application is contrary to law; or ii) the application is inconsistent with policy; or iii) a referral authority has directed refusal; or iv) the applicant has failed to carry out a direction pursuant to the Planning and Environment Act 1987 or Planning Scheme.
Planning and Environment Act 1987	s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Specific Planning Officers	
Planning and Environment Act 1987	s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Specific Planning Officers	
Planning and Environment Act 1987	s 84AB	Power to agree to confining a review by the Tribunal	Specific Planning Officers	
Planning and Environment Act 1987	s 86	Duty to issue a permit at order of Tribunal within 3 business days	Specific Planning Officers	
Planning and Environment Act 1987	s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DPP, MCF, MPBS, CUP	
Planning and Environment Act 1987	s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Specific Planning Officers	
Planning and Environment Act 1987	s 91(2)	Duty to comply with the directions of VCAT	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Specific Planning Officers	
Planning and Environment Act 1987	s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Specific Planning Officers	
Planning and Environment Act 1987	s 93(2)	Duty to give notice of VCAT order to stop development	Specific Planning Officers	
Planning and Environment Act 1987	s 95(3)	Function of referring certain applications to the Minister	Specific Planning Officers	
Planning and Environment Act 1987	s 95(4)	Duty to comply with an order or direction	Specific Planning Officers	
Planning and Environment Act 1987	s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DPP	
Planning and Environment Act 1987	s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Specific Planning Officers	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.
Planning and Environment Act 1987	s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Specific Planning Officers	
Planning and Environment Act 1987	s 96F	Duty to consider the panel's report under s 96E	Not delegated	
Planning and Environment Act 1987	s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996		
Planning and Environment Act 1987	s 96H(3)	Power to give notice in compliance with Minister's direction	Specific Planning Officers	
Planning and Environment Act 1987	s 96J	Duty to issue permit as directed by the Minister	Specific Planning Officers	
Planning and Environment Act 1987	s 96K	Duty to comply with direction of the Minister to give notice of refusal	Specific Planning Officers	
Planning and Environment Act 1987	s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Specific Planning Officers	
Planning and Environment Act 1987	s 97C	Power to request Minister to decide the application	Not delegated	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Specific Planning Officers	
Planning and Environment Act 1987	s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Specific Planning Officers	
Planning and Environment Act 1987	s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Specific Planning Officers	
Planning and Environment Act 1987	s 97L	Duty to include Ministerial decisions in a register kept under s 49	PCESO, Specific Planning Officers	
Planning and Environment Act 1987	s 97MH	Duty to provide information or assistance to the Planning Application Committee	Specific Planning Officers	
Planning and Environment Act 1987	s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DPP, MCF, MPBS	
Planning and Environment Act 1987	s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Specific Planning Officers	
Planning and Environment Act 1987	s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Specific Planning Officers	
Planning and Environment Act 1987	s 97Q(4)	Duty to comply with directions of VCAT	Specific Planning Officers	
Planning and Environment Act 1987	s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Specific Planning Officers	
Planning and Environment Act 1987	s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Specific Planning Officers	
Planning and Environment Act 1987	s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Specific Planning Officers	
Planning and Environment Act 1987	s 101	Function of receiving claim for expenses in conjunction with claim	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 103	Power to reject a claim for compensation in certain circumstances	DPP, MPBS	
Planning and Environment Act 1987	s.107(1)	Function of receiving claim for compensation	Specific Planning Officers	
Planning and Environment Act 1987	s 107(3)	Power to agree to extend time for making claim	DPP, MPBS	
Planning and Environment Act 1987	s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DPP, MPBS	
Planning and Environment Act 1987	s 114(1)	Power to apply to the VCAT for an enforcement order	SPEO, PPEO, Specific Planning Officers	
Planning and Environment Act 1987	s 117(1)(a)	Function of making a submission to the VCAT where objections are received	SPEO, PPEO, Specific Planning Officers	
Planning and Environment Act 1987	s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	SPEO, PPEO, Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 123(1)	Power to carry out work required by enforcement order and recover costs	DPP, MPBS	
Planning and Environment Act 1987	s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DPP, MPBS	Except Crown Land
Planning and Environment Act 1987	s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	DPP, MPBS, PPEO, CUP	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
Planning and Environment Act 1987	s 126B	Power to commence criminal proceedings	DPP, MCF, MPBS	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 129	Function of recovering penalties	SPEO, PPEO, Specific Planning Officers	
Planning and Environment Act 1987	s 130(5)	Power to allow person served with an infringement notice further time	SPEO, PPEO, Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 132B	Power to make application for specific orders	CCS, DPP, MCF, MPBS, CUP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132C	Power to make application for adverse publicity orders	CCS, DPP, MCF, MPBS, CUP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132D	Power to apply for commercial benefits orders	CCS, DPP, MCF, MPBS, CUP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132E	Power to apply for supervisory intervention orders	CCS, DPP, MCF, MPBS, CUP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132G	Power to apply for industry exclusion orders	CCS, DPP, MCF, MPBS, CUP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132J	Power to apply for contravention orders	CCS, DPP, MCF, MPBS, CUP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 133A	Power for an authorised person to be assisted by a relevant expert	Specific Planning Officers	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 134A	Power for immediate entry of land	Specific Planning Officers	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 147A	Power to issue an identity card to each authorised officer	DPP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 149A(1)	Power to refer a matter to the VCAT for determination	SPEO, PPEO, Specific Planning Officers	
Planning and Environment Act 1987	s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	SPEO, PPEO, Specific Planning Officers	
Planning and Environment Act 1987	s 149B	Power to apply to the Tribunal for a declaration.	DPP, MPBS, CUP	
Planning and Environment Act 1987	s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution	DPP, MCF, MPBS	Where Council is the relevant planning authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		under s 156(3) and power to abandon amendment or part of it under s 156(4)		
Planning and Environment Act 1987	s 158F	Power to make submissions in response to a directions panel	DPP, MCF	
Planning and Environment Act 1987	s 171(2)(f)	Power to carry out studies and commission reports	Specific Planning Officers	
Planning and Environment Act 1987	s 171(2)(g)	Power to grant and reserve easements	CPD, DPP, DSAL, MCF, MPBS, MSA, PUPS, CUP	
Planning and Environment Act 1987	s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Not delegated	Where Council is a development agency specified in an approved infrastructure contributions plan
Planning and Environment Act 1987	s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Not delegated	Where Council is a collecting agency specified in an approved infrastructure contributions plan
Planning and Environment Act 1987	s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan,	Not delegated	Where Council is the development agency specified in an approved infrastructure contributions plan

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		before the time that the land is required to be provided under s 46GV(4)		
Planning and Environment Act 1987	s 173(1)	Power to enter into agreement covering matters set out in s 174	DPP, DSAL, MCF, MPBS, MSA	
Planning and Environment Act 1987	s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DPP, MCF, MPBS	Where Council is the relevant responsible authority
Planning and Environment Act 1987		Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CPD, DSAL, MSA, MWD, SPEO, PPEO, Specific Planning Officers	
Planning and Environment Act 1987		Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CPD, DSAL, MSA, MWD, SPEO, PPEO, Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DPP, DSAL, MCF, MPBS, MSA, MWD	
Planning and Environment Act 1987	s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DPP, DSAL, MCF, MPBS, MSA, MWD	
Planning and Environment Act 1987	s 178A(1)	Function of receiving application to amend or end an agreement	Specific Planning Officers	
Planning and Environment Act 1987	s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Specific Planning Officers	
Planning and Environment Act 1987	s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Specific Planning Officers	
Planning and Environment Act 1987	s 178A(5)	Power to propose to amend or end an agreement	DPP, DSAL, MCF, MPBS, MSA, MWD	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Specific Planning Officers	
Planning and Environment Act 1987	s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Specific Planning Officers	
Planning and Environment Act 1987	s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Specific Planning Officers	
Planning and Environment Act 1987	s 178C(4)	Function of determining how to give notice under s 178C(2)	Specific Planning Officers	
Planning and Environment Act 1987	s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	If no objections are made under s 178D Must consider matters in s 178B
Planning and Environment Act 1987	s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	If no objections are made under s 178D Must consider matters in s 178B
Planning and Environment Act 1987	s 178E(2)(c)	Power to refuse to amend or end the agreement	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	If no objections are made under s 178D Must consider matters in s 178B
Planning and Environment Act 1987	s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	After considering objections, submissions and matters in s 178B
Planning and Environment Act 1987	s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	After considering objections, submissions and matters in s 178B

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	After considering objections, submissions and matters in s.178B
Planning and Environment Act 1987	s 178E(3)(d)	Power to refuse to amend or end the agreement	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	After considering objections, submissions and matters in s 178B
Planning and Environment Act 1987	s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Specific Planning Officers	
Planning and Environment Act 1987	s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Specific Planning Officers	
Planning and Environment Act 1987	s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DPP, DSAL, MCF, MPBS, MSA, MWD	
Planning and Environment Act 1987	s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DSAL, MSA, Specific Planning Officers	
Planning and Environment Act 1987	s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DSAL, MSA, MWD, Specific Planning Officers	
Planning and Environment Act 1987	s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	DSAL, MSA, MWD, Specific Planning Officers	
Planning and Environment Act 1987	s 181	Duty to apply to the Registrar of Titles to record the agreement	DSAL, MSA, Specific Planning Officers	
Planning and Environment Act 1987	s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DSAL, MSA, Specific	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
			Planning Officers	
Planning and Environment Act 1987	s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DSAL, MSA, Specific Planning Officers	
Planning and Environment Act 1987	s 182	Power to enforce an agreement	DSAL, MSA, MWD, SPEO, PPEO, Specific Planning Officers	
Planning and Environment Act 1987	s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DSAL, MSA, Specific Planning Officers	
Planning and Environment Act 1987	s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DPP, DSAL, MCF, MPBS, MSA, MWD, CUP	
Planning and Environment Act 1987	s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an	DSAL, MSA, Specific	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		application is made to VCAT for review of a failure to amend or end an agreement	Planning Officers	
Planning and Environment Act 1987	s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DSAL, MSA, Specific Planning Officers	
Planning and Environment Act 1987	s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DSAL, MSA, Specific Planning Officers	
Planning and Environment Act 1987	s 184G(2)	Duty to comply with a direction of the Tribunal	DSAL, MSA, MWD, Specific Planning Officers	
Planning and Environment Act 1987	s 184G(3)	Duty to give notice as directed by the Tribunal	DSAL, MSA, MWD, Specific Planning Officers	
Planning and Environment Act 1987	s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of	CPBBS, Specific	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		any person to whom the Minister is required to give notice	Planning Officers	
Planning and Environment Act 1987	s 198(1)	Function to receive application for planning certificate	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 199(1)	Duty to give planning certificate to applicant	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 201(1)	Function of receiving application for declaration of underlying zoning	Specific Planning Officers	
Planning and Environment Act 1987	s 201(3)	Duty to make declaration	Specific Planning Officers	
Planning and Environment Act 1987	-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Specific Planning Officers	
Planning and Environment Act 1987	-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	Specific Planning Officers	
Planning and Environment Act 1987	-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	Specific Planning Officers	
Planning and Environment Act 1987	-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Specific Planning Officers	
Planning and Environment Act 1987	-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Specific Planning Officers	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Act 1987	-	Power to give written authorisation in accordance with a provision of a planning scheme	Specific Planning Officers	
Planning and Environment Act 1987	s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CPBBS, Specific Planning Officers	
Planning and Environment Act 1987	s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CPBBS, Specific Planning Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 7	Power to enter into a written agreement with a caravan park owner	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and	r 10	Function of receiving application for registration	CPH, CSBS, DMBS, MCSC,	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Standards) Regulations 2024			MPBS, TLPH, MBS, EHO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 11	Function of receiving application for renewal of registration	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Standards) Regulations 2024				
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(4) & (5)	Duty to issue certificate of registration	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and	r 14(1)	Function of receiving notice of transfer of ownership.	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Standards) Regulations 2024				
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(3)	Power to determine where notice of transfer is displayed	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(1)	Duty to transfer registration to new caravan park owner	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(2)	Duty to issue a certificate of transfer of registration	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and	r 15(3)	Power to determine where certificate of transfer of registration is displayed	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Standards) Regulations 2024				
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 17	Duty to keep register of caravan parks	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	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	MCSC	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and	r 21(2)	Duty to consult with relevant emergency services agencies	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Standards) Regulations 2024				
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 24(2)	Power to consult with relevant floodplain management authority	CSBS, DMBS, MCSC, MPBS, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and	r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Not delegated	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Standards) Regulations 2024				
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CPH, CSBS, DMBS, MCSC, MPBS, MBS	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 39(3)	Function of receiving installation certificate	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and	r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Standards) Regulations 2024				
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies Act 1997	s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CSBS, DMBS, MPBS, MBS	
Residential Tenancies Act 1997	s 522(1)	Power to give a compliance notice to a person	CPH, CSBS, DMBS, MCSC, MPBS, TLPH, MBS, EHO	
Residential Tenancies Act 1997	s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO, CPH, CSBS, DMBS, DPP, MCSC, MPBS, MBS	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Residential Tenancies Act 1997	s 525(4)	Duty to issue identity card to authorised officers	CPH, MCSC	
Residential Tenancies Act 1997	s 526(5)	Duty to keep record of entry by authorised officer under s 526	CPH, MCSC	
Residential Tenancies Act 1997	s 526A(3)	Function of receiving report of inspection	MCSC	
Residential Tenancies Act 1997	s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, CPH, DPP, MCSC, TLPH	
Road Management Act 2004	s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Not delegated	Obtain consent in circumstances specified in s 11(2)
Road Management Act 2004	s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	DPP, DSAL, MCF	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 11(9)(b)	Duty to advise Registrar	DSAL	
Road Management Act 2004	s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DSAL	Subject to s 11(10A)
Road Management Act 2004	s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DSAL	Where Council is the coordinating road authority
Road Management Act 2004	s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	DSAL	
Road Management Act 2004	s 12(10)	Duty to notify of decision made	DSAL	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

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	DSAL	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
Road Management Act 2004	s 14(4)	Function of receiving notice from the Head, Transport for Victoria	DSAL	
Road Management Act 2004	s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	DSAL	
Road Management Act 2004	s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	DSAL	
Road Management Act 2004	s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DSAL	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 15(2)	Duty to include details of arrangement in public roads register	DSAL, HOAS, MSA	
Road Management Act 2004	s 16(7)	Power to enter into an arrangement under s 15	DSAL	
Road Management Act 2004	s 16(8)	Duty to enter details of determination in public roads register	DSAL	
Road Management Act 2004	s 17(2)	Duty to register public road in public roads register	DSAL, HOAS, MSA	Where Council is the coordinating road authority
Road Management Act 2004	s 17(3)	Power to decide that a road is reasonably required for general public use	DPP, DSAL, HOAS, MSA	Where Council is the coordinating road authority
Road Management Act 2004	s 17(3)	Duty to register a road reasonably required for general public use in public roads register	DSAL, HOAS, MSA	Where Council is the coordinating road authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 17(4)	Power to decide that a road is no longer reasonably required for general public use	DPP, DSAL	Where Council is the coordinating road authority
Road Management Act 2004	s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	DSAL, HOAS, MSA	Where Council is the coordinating road authority
Road Management Act 2004	s 18(1)	Power to designate ancillary area	DSAL, HOAS, MSA	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
Road Management Act 2004	s 18(3)	Duty to record designation in public roads register	DSAL, HOAS, MSA	Where Council is the coordinating road authority
Road Management Act 2004	s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DSAL, HOAS, MSA	
Road Management Act 2004	s 19(4)	Duty to specify details of discontinuance in public roads register	DSAL, HOAS, MSA	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 19(5)	Duty to ensure public roads register is available for public inspection	DSAL, HOAS, MSA	
Road Management Act 2004	s 21	Function of replying to request for information or advice	DSAL	Obtain consent in circumstances specified in s 11(2)
Road Management Act 2004	s 22(2)	Function of commenting on proposed direction	DSAL	
Road Management Act 2004	s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DSAL, HOAS, MSA	
Road Management Act 2004	s 22(5)	Duty to give effect to a direction under s 22	DSAL, HOAS, MSA	
Road Management Act 2004	s 40(1)	Duty to inspect, maintain and repair a public road.	DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DSAL, HOAS, MSA, MWD	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 42(1)	Power to declare a public road as a controlled access road	Not delegated	Power of coordinating road authority and sch 2 also applies
Road Management Act 2004	s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DSAL	Power of coordinating road authority and sch 2 also applies
Road Management Act 2004	s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	DSAL	Where Council is the coordinating road authority If road is a municipal road or part thereof
Road Management Act 2004	s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	DSAL	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DSAL	Where Council is the responsible road authority, infrastructure manager or works manager
Road Management Act 2004	s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	DSAL	
Road Management Act 2004	s 49	Power to develop and publish a road management plan	DSAL	
Road Management Act 2004	s 51	Power to determine standards by incorporating the standards in a road management plan	DSAL	
Road Management Act 2004	s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DSAL	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 54(2)	Duty to give notice of proposal to make a road management plan	DSAL	
Road Management Act 2004	s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DSAL, HOAS, MSA	
Road Management Act 2004	s 54(6)	Power to amend road management plan	DSAL, HOAS, MSA	
Road Management Act 2004	s 54(7)	Duty to incorporate the amendments into the road management plan	DSAL, HOAS, MSA	
Road Management Act 2004	s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DSAL	
Road Management Act 2004	s 63(1)	Power to consent to conduct of works on road	CCC, CSBS, DMBS, DPP, DSAL, HOAS, MCSC, MPS,	Where Council is the coordinating road authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
			MPBS, MSA, MWD, TLCC, MBS	
Road Management Act 2004	s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DPP, DSAL, MPS, MSA, MWD	Where Council is the infrastructure manager
Road Management Act 2004	s 64(1)	Duty to comply with cl 13 of sch 7	DPP, DSAL, HOAS, MSA, MWD	Where Council is the infrastructure manager or works manager
Road Management Act 2004	s 66(1)	Power to consent to structure etc	CCC, CSBS, DMBS, DPP, DSAL, HOAS, MCSC, MPBS, MSA, MWD, TLCC, MBS	Where Council is the coordinating road authority
Road Management Act 2004	s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CCC, DPP, DSAL, HOAS, MCSC, MSA, MWD, TLCC	Where Council is the coordinating road authority
Road Management Act 2004	s 67(3)	Power to request information	CCC, DPP, DSAL, HOAS,	Where Council is the coordinating road authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
			MCSC, MSA, MWD, TLCC	
Road Management Act 2004	s 68(2)	Power to request information	CCC, DPP, DSAL, HOAS, MCSC, MSA, MWD, TLCC	Where Council is the coordinating road authority
Road Management Act 2004	s 71(3)	Power to appoint an authorised officer	CEO, DPP, DSAL	
Road Management Act 2004	s 72	Duty to issue an identity card to each authorised officer	DPP, DSAL	
Road Management Act 2004	s 85	Function of receiving report from authorised officer	DPP, DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 86	Duty to keep register re s 85 matters	DPP, DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 87(1)	Function of receiving complaints	DPP, DSAL, HOAS, MSA, MWD	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 87(2)	Duty to investigate complaint and provide report	DPP, DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO	
Road Management Act 2004	s 112(2)	Power to recover damages in court	CCC, CSBS, DMBS, DPP, DSAL, MCSC, TLCC, MBS, PRC	
Road Management Act 2004	s 116	Power to cause or carry out inspection	CCC, CSBS, DMBS, DPP, DSAL, MCSC, MPS, MSA, MWD, TLCC, MBS	
Road Management Act 2004	s 119(2)	Function of consulting with the Head, Transport for Victoria	CTES, DPP, DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CTES, DSAL, HOAS, MSA, MWD	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CTES, DSAL, HOAS, MWD	
Road Management Act 2004	s 121(1)	Power to enter into an agreement in respect of works	CTES, DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 122(1)	Power to charge and recover fees	DPP, DSAL, HOAS, MSA, MWD	
Road Management Act 2004	s 123(1)	Power to charge for any service	DSAL, HOAS, MSA, MWD	
Road Management Act 2004	sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DPP, DSAL	
Road Management Act 2004	sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not delegated	

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not delegated	
Road Management Act 2004	sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DPP, DSAL	
Road Management Act 2004	sch 2 cl 5	Duty to publish notice of declaration	DPP, DSAL	
Road Management Act 2004	sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DPP, DSAL, MPBS, MSA, MWD	Where Council is the infrastructure manager or works manager
Road Management Act 2004	sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of	DPP, DSAL, MSA, MWD	Where Council is the infrastructure manager or works manager

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		infrastructure or related works on a road or road reserve of any road		
Road Management Act 2004	sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DPP, DSAL, MSA, MWD	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Road Management Act 2004	sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DPP, DSAL, MSA, MWD	Where Council is the infrastructure manager or works manager
Road Management Act 2004	sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CTES, DPP, DSAL, HOAS, MSA, MWD	Where Council is the infrastructure manager or works manager

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DPP, DSAL, HOAS, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DPP, DSAL, MPS, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DPP, DSAL, MPS, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 12(5)	Power to recover costs	DPP, DSAL, HOAS, MPS, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	DPP, DSAL, HOAS, MSA, MWD	Where Council is the works manager
Road Management Act 2004	sch 7 cl 13(2)	Power to vary notice period	DPP, DSAL, HOAS, MSA, MWD	Where Council is the coordinating road authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DPP, DSAL, HOAS, MSA, MWD	Where Council is the infrastructure manager
Road Management Act 2004	sch 7 cl 16(1)	Power to consent to proposed works	DPP, DSAL, HOAS, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)	CPD, DPP, DSAL, HOAS, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)	CPD, DPP, DSAL, HOAS, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 16(4)	Duty to consult	CTES, DPP, DSAL, HOAS, MPS, MSA	Where Council is the coordinating road authority, responsible authority or infrastructure manager
Road Management Act 2004	sch 7 cl 16(5)	Power to consent to proposed works	DPP, DSAL, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 16(6)	Power to set reasonable conditions on consent	DPP, DSAL, MSA	Where Council is the coordinating road authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	sch 7 cl 16(8)	Power to include consents and conditions	DPP, DSAL, MSA	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DPP, DSAL, MSA	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl18(1)	Power to enter into an agreement	DSAL	Where Council is the coordinating road authority
Road Management Act 2004	sch7 cl 19(1)	Power to give notice requiring rectification of works	DPP, DSAL, MSA, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DPP, DSAL, MWD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DPP, DSAL, HOAS, MSA, MWD	Where Council is the coordinating road authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management Act 2004	sch 7A cl 2	Power to cause street lights to be installed on roads	DPP, DSAL, MSA, MWD	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Road Management Act 2004	sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DSAL, MSA, MWD	Where Council is the responsible road authority
Road Management Act 2004	sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DSAL, MSA, MWD	Where Council is the responsible road authority
Road Management Act 2004	sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	DSAL, MSA, MWD	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 Interim Regulations 2026	r 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an	CPBBS, Specific Planning Officers	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
		amendment to a planning scheme		Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
Planning and Environment Interim Regulations 2026	r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Specific Planning Officers	Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
Planning and Environment Interim Regulations 2026	r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	CPBBS, Specific Planning Officers	Where Council is the responsible authority Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment Interim Regulations 2026	r 25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	CPBBS, Specific Planning Officers	Where Council is not the responsible authority but the relevant land is within Council's municipal district Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
Planning and Environment Interim Regulations 2026	r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CPBBS, Specific Planning Officers	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. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
Planning and Environment (Fees) Regulations 2016	r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	MCF, MPBS, CUP	

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Planning and Environment (Fees) Regulations 2016	r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	MCF, MPBS, CUP	
Planning and Environment (Fees) Regulations 2016	r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CPBBS, Specific Planning Officers	
Road Management (General) Regulations 2026	r 8(3)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.	DSAL, HOAS, MPS, MSA, MWD	Where Council is the road authority
Road Management (General) Regulations 2026	r 9(2)	Duty to produce written report of review of road management plan and make report available	DSAL, HOAS, MSA	Where Council is the road authority
Road Management (General) Regulations 2026	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)	DSAL	Where Council is the road authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management (General) Regulations 2026	r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Road Management Act 2024	DSAL, HOAS, MSA	Where Council is the road authority
Road Management (General) Regulations 2026	r 13(1)	Duty to publish notice of amendments to road management plan	DSAL, HOAS, MSA	where Council is the road authority
Road Management (General) Regulations 2026	r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	DSAL, HOAS, MSA	Where Council is the road authority
Road Management (General) Regulations 2026	r 16(6)	Power to issue permit	CCC, CSBS, DMBS, DPP, DSAL, MCSC, MPS, MPBS, MSA, MWD, TLCC, MBS	Where Council is the coordinating road authority
Road Management (General) Regulations 2026	r 18(1)	Power to give written consent re damage to road	DSAL	Where Council is the coordinating road authority

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Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management (General) Regulations 2026	r 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)	CPD, DPP, DSAL, HOAS, HOPD, MSA, MWD	Where Council is the road authority
Road Management (General) Regulations 2026	r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004	CPD, DPP, DSAL, HOAS, HOPD, MSA, MWD	Where Council is the coordinating road authority Must consider the matters in r 23(4)
Road Management (General) Regulations 2026	r 23(3)	Power to charge a fee for application made under r 23(1)	CCC, CSBS, DMBS, DPP, DSAL, MCSC, MPS, MPBS, MSA, MWD, TLCC, MBS	Where Council is the coordinating road authority
Road Management (General) Regulations 2026	r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road	CCC, CSBS, DMBS, DPP, DSAL, MCSC, MPS, MPBS, MSA, MWD, TLCC, MBS	Where Council is the appropriate road authority
Road Management (General) Regulations 2026	r 25(2)	Power to sell or dispose of things removed from road under r 25 (after first complying with regulation 25(3))	DPP, DSAL	Where Council is the appropriate road authority

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Road Management (General) Regulations 2026	r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DSAL	Where Council is the appropriate road authority
Road Management (Works and Infrastructure) Regulations 2026	r 16	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	DSAL	Where Council is the coordinating road authority and where consent given under clause16(5) of Schedule 7 to the Road Management Act 2004
Road Management (Works and Infrastructure) Regulations 2026	r 24(2)	Power to waive whole or part of fee in certain circumstances	DSAL	Where Council is the coordinating road authority

Glen Eira Planning Scheme Instrument of Delegation

City of Glen Eira

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

Abbreviation	**Meaning**
CCS	Coordinator City Strategy
CUP	Coordinator Urban Planning
DPP	Director Planning and Place
MCF	Manager City Futures
MPBS	Manager Planning and Building Services
PStratP	Principal Strategic Planner
PUP	Principal Urban Planner
PUPS	Principal Urban Planner (Subdivisions)
SO	Subdivision Officer
SP	Student Planner
Specific Planning Officers	CCS, CUP, DPP, MCF, MPBS, PStratP, PUP, PUPS, SO, SP, SUP, StratP, UP
StratP	Strategic Planner
SUP	Senior Urban Planner
UP	Urban Planner

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 1 December 2026; and

3.2 the delegation:

3.2.1 comes into force immediately after the passing of the Council resolution described at 3.1 above;

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 if 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.

SCHEDULE

DELEGATION SOURCES

GLEN EIRA PLANNING SCHEME 1

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
Glen Eira Planning Scheme	52.28	Power to grant a permit for gaming machines	Not delegated	
Glen Eira Planning Scheme	52.06-1	Power to reduce or waive car parking Power to decide on an adequate number of car spaces to be provided for uses which are not specified in the table at clause 52.06-5	Specific Planning Officers	The power to reduce or waive car parking in the table in Clause 52.06-5 is limited to a reduction of up to ten car spaces. An application involving a reduction of more than ten car spaces may only be determined by DPP, MPBS, MCF or CUP.
Glen Eira Planning Scheme	43.04-4	Power to allow a development plan to be prepared and implemented in stages Power to amend a development plan	DPP, MPBS, CUP	
Glen Eira Planning Scheme	43.04-4	Power to approve a development plan	Not delegated	
Glen Eira Planning Scheme	All provisions of the Glen Eira Planning	Exercise Council's powers, discretions and authorities,	Specific Planning Officers	Delegate must comply with any conditions or limitations imposed by Council where the action involves exercising

OFFICIAL

Delegation Source	Column 1 Provision	Column 2 Item Delegated	Column 3 Delegate	Column 4 Conditions & Limitations
	Scheme unless otherwise identified	carry out Council's duties and perform Council's functions		a power, duty or function delegated under the Planning and Environment Act 1987 or regulations under that Act.

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FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
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		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
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		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		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with		If s 19(1) applies Only in relation to temporary food premises or mobile food premises

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FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
~~s 19AA(2)~~	~~Power to direct, by written order, that a person must take any of the actions described in (a)-(c).~~		~~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~~		~~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~~
~~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~~		~~Where Council is the registration authority~~
s 19CB(4)(b)	Power to request copy of records		Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program		Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program		Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program		Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified

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FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances		
s 19UA	Power to charge fees for conducting a food safety assessment or inspection		Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39
s 19W	Power to direct a proprietor of a particular food premises to comply with any requirement under Part IIIB		Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction		Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a particular food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises		Where Council is the registration authority
---	Power to register or renew the registration of a food premises		Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal		Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal		Where Council is the registration authority

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FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 38E(4)	Duty to register the food premises when conditions are satisfied		Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act		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		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		Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act		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		Where Council is the registration authority
s 39A	Power to register, or renew the registration of a food premises despite minor defects		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 Safe Food Victoria under s 39A(4)~~the Secretary~~		
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration		Where Council is the registration authority

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FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
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*		
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year		Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises		Where Council is the registration authority
s 40E(4)	Duty to comply with direction of Safe Food Victoria under s 40E(1)~~the Secretary~~		
s 40F	Power to cancel registration of food premises		Where Council is the registration authority
s 43	Duty to maintain records of registration		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		Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements		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		

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction		Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy		
s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities referred to in s 46GG(1), where the plan does not include a land component		
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, ~~and~~ content and administration of infrastructure contributions plans		
s 46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy		Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded		Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination		Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority		
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land		
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land		
s 46GP	Function of receiving a notice under s 46GO		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		
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO		

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & 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		Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records		Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the *Local Government Act 2020*		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 or plan administration costs to the planning authority that incurred those costs The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency		Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency		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		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

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & 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		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), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area		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)		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)		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires		Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan		Note: The scope of approved infrastructure contributions plans has been expanded by the *Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026)* to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.
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		
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant		
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)		
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)		
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)		
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors		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		This provision applies also to a decision to grant an amendment to a permit – see s 75

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 114(1)	Power to apply to the VCAT for an enforcement order		
s 117(1)(a)	Function of making a submission to the VCAT where objections are received		
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made		
s 123(1)	Power to carry out work required by enforcement order and recover costs		
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)		Except Crown Land
s 126B	Power to commence criminal proceedings		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 129	Function of recovering penalties		
s 130(5)	Power to allow person served with an infringement notice further time		
s 132B	Power to make application for specific orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132C	Power to make application for adverse publicity orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132D	Power to apply for commercial benefits orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 132E	Power to apply for supervisory intervention orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132G	Power to apply for industry exclusion orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132J	Power to apply for contravention orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 133A	Power for an authorised person to be assisted by a relevant expert		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 134A	Power for immediate entry of land		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 147A	Power to issue an identity card to each authorised officer		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 149A(1)	Power to refer a matter to the VCAT for determination		
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement		
s 149B	Power to apply to the Tribunal for a declaration.		

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ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)		Where Council is the coordinating road authority
sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)		Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult		Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works		Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent		Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions		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		Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement		Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works		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		Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure		Where Council is the coordinating road authority

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PLANNING AND ENVIRONMENT ~~REGULATIONS 2015~~INTERIM REGULATIONS 2026			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS AND LIMITATIONS**
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme		Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the *Planning and Environment Interim Regulations 2026* will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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 s 54 of the Act		Note: the *Planning and Environment Interim Regulations 2026* will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements		Where Council is the responsible authority Note: the *Planning and Environment Interim Regulations 2026* will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements		Where Council is not the responsible authority but the relevant land is within Council's municipal district Note: the *Planning and Environment Interim Regulations 2026* will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 42	Function of receiving notice under s 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		Where Council is not the planning authority and the amendment affects land within Council's municipal district; or

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			Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the *Planning and Environment Interim Regulations 2026* will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

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ROAD MANAGEMENT (GENERAL) REGULATIONS 2024~~16~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 8(~~1~~3)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the *Local Government Act 2020*.		Where Council is the road authority
r 9(2)	Duty to produce written report of review of road management plan and make report available		Where Council is the road authority
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)		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 *Road Management* Act *2024*		Where Council is the road authority
r 13(1)	Duty to publish notice of amendments to road management plan		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		Where Council is the road authority
r 16(~~6~~3)	Power to issue permit		Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road		Where Council is the coordinating road authority
r 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)		Where Council is the road authority
r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the *Road Management Act 2004*		Where Council is the coordinating road authority Must consider the matters in r 23(4)

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ROAD MANAGEMENT (GENERAL) REGULATIONS 2024~~16~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
~~r 23(2)~~	~~Power to make submission to Tribunal~~		~~Where Council is the coordinating road authority~~
r 23(34)	Power to charge a fee for application made under r 23(1)~~under s 66(1) Road Management Act~~		Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road		Where Council is the ~~responsible~~ appropriate road authority
r 25(2)	Power to sell or dispose of things removed from road under r 25(1)~~or part of road~~ (after first complying with regulation 25(3))		Where Council is the ~~responsible~~ appropriate road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible		Where Council is the appropriate road authority

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ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2026~~15~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 16~~5~~	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		Where Council is the coordinating road authority and where consent given under clause~~s 63(1)~~ 16(5) of Schedule 7 to the *Road Management Act 2004*
r 2~~2~~4(2)	Power to waive whole or part of fee in certain circumstances		Where Council is the coordinating road authority

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New provisions inserted into s6 Instrument of Delegation to Members of Staff

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Food Act 1984	s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with	CPH, MCSC, TLPH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
Planning and Environment Act 1987	s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy	DPP MCF	
Planning and Environment Act 1987	s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services	DPP MCF	

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Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		and facilities referred to in s 46GG(1), where the plan does not include a land component		
Planning and Environment Act 1987	s 46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy	DPP MCF	Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)
Planning and Environment Act 1987	s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded	Specific Planning Officers	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)

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Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Planning and Environment Act 1987	s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination	Specific Planning Officers	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
Planning and Environment Act 1987	s 126B	Power to commence criminal proceedings	MCF MPBS DPP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

OFFICIAL

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Planning and Environment Act 1987	s 132B	Power to make application for specific orders	CUP CCS MCF MPBS DPP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132C	Power to make application for adverse publicity orders	CUP CCS MCF MPBS DPP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132D	Power to apply for commercial benefits orders	CUP CCS	Note: This provision commences on 3

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Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			MCF MPBS DPP	August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132E	Power to apply for supervisory intervention orders	CUP CCS MCF MPBS DPP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 132G	Power to apply for industry exclusion orders	CUP CCS MCF MPBS	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June

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Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			DPP	2026.
Planning and Environment Act 1987	s 132J	Power to apply for contravention orders	CUP CCS MCF MPBS DPP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 133A	Power for an authorised person to be assisted by a relevant expert	Specific Planning Officers	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Planning and Environment Act 1987	s 134A	Power for immediate entry of land	Specific Planning Officers	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
Planning and Environment Act 1987	s 147A	Power to issue an identity card to each authorised officer	DPP	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Road Management Act 2004	sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)	DSAL DPP MSA HOAS MWD CPD	Where Council is the coordinating road authority
Road Management Act 2004	sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)	DSAL DPP MSA HOAS MWD CPD	Where Council is the coordinating road authority
Road Management (General) Regulations 2026	r 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)	DSAL DPP MWD MSA	Where Council is the road authority

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Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			HOAS CPD HOPD	
Road Management (General) Regulations 2026	r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004	DSAL DPP MWD MSA CPD HOAS HOPD	Where Council is the coordinating road authority Must consider the matters in r 23(4)

10.13 2027.38 PROVISION OF MICROSOFT LICENSING SOLUTION PARTNER PANEL

Author: *Will Armstrong, Head of Technology and Cyber Defence*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1298468*

Attachments: *Nil*

EXECUTIVE SUMMARY

Council requires Microsoft licensing products and associated services to support its corporate technology environment business systems, collaboration and communication tools, cyber security controls, information management, cloud services, productivity applications and emerging artificial intelligence (AI) capabilities. The use of Microsoft products and services is also a key enabler of the delivery of Council's Digital and Technology Strategy 2025-2029.

Microsoft licensing enables access to key security, compliance and data loss prevention capabilities that help protect Council information, reduce cyber security risks, support regulatory obligations and strengthen the controls. It is a critical control for Council's highest Strategic Risk SR- 31, the risk that Council's cyber security or data security is compromised, resulting in loss or unauthorised access to information, disruption to Council systems and services, regulatory impacts and reputational harm.

Maintaining an appropriate licensing arrangement is necessary to avoid disruption to business systems, workforce productivity tools and Council's technology-dependent services.

The Municipal Association of Victoria (MAV) has undertaken a competitive procurement process on behalf of participating Victorian councils and other eligible organisations. The process provides participating councils with access to competitively tendered Microsoft licensing arrangements, approved providers and sector-based pricing.

This report seeks approval for the appointment of a panel of providers under the MAV Procurement Microsoft Select licensing process for an initial contract term of 3 years to ensure continuity of critical technology services and ongoing access to the collaboration, security, productivity and AI capabilities required to support Council operations, workforce efficiency and community service delivery.

RECOMMENDATION

That Council:

1. approves the appointment of a panel of providers to Council Contract 2027.38 Provision of Microsoft Licensing under the MAV Procurement Microsoft Select licensing (NPN2.17-3);

2. approves an initial contract term of 3 years, commencing February 2027 and expiring January 2030;

3. approves a maximum contract expenditure of $6 million, including GST over the approved contract term, including any available extension options and approved contingencies;

4. authorises the Chief Executive Officer, or delegate, to execute the contract and any associated documentation on Council's behalf;

5. authorises the Chief Executive Officer, or delegate, to approve contract variations and exercise any extension options, provided that expenditure remains within the total approved contract value and adopted Council budgets; and

6. authorises Council officers to disclose confidential information relating to this item only to the extent necessary to implement Council's resolution and administer the resulting contract.

BACKGROUND

Council requires Microsoft licensing products and associated services to support its corporate technology environment, business systems, collaboration platforms, cyber security capabilities, information management requirements and the delivery of services to the community.

Microsoft technologies underpin many of Council's critical services, including Microsoft 365, Teams, SharePoint, Exchange Online, Azure (Cloud Computing) and associated security and compliance services. These platforms support workforce productivity, communication and collaboration, cyber security controls, identity and access management, records management, and the protection of Council information assets.

The Microsoft technology environment is also a key enabler of the effective delivery of Council's Digital and Technology Strategy 2025–2029.The Strategy establishes a direction toward a more modern, secure, integrated and sustainable digital environment, including strengthening cyber security and information governance, improving the management and use of data, modernising Council's technology platforms, and enabling greater use of digital and emerging technologies to improve organisational productivity and service delivery.

Maintaining and progressively uplifting Council's Microsoft capabilities is essential to ensuring business continuity, managing cyber security and information management risks, meeting compliance obligations and providing access to ongoing product enhancements, cloud services and emerging artificial intelligence (AI) capabilities. These services also provide important security, compliance and data loss prevention controls that help protect Council information and support secure service delivery.

Microsoft products form part of Council's core technology and collaboration environment. Maintaining an appropriate licensing arrangement is necessary to avoid disruption to business systems, workforce productivity tools and Council's technology-dependent services.

The new licensing arrangement will support the adoption of Microsoft's AI platform, Copilot, across Council. This will provide a stronger technology, security and compliance foundation for expanding the use of AI-enabled capabilities across the workforce. It will also support Council to progressively broaden access to Copilot where there is demonstrated business value, while ensuring its use is underpinned by appropriate identity, information protection, data governance, cyber security and compliance controls. This directly supports the Digital and Technology Strategy's focus on leveraging contemporary and emerging technologies to improve productivity, simplify the way Council works and enable better service delivery.

ISSUES AND DISCUSSION

Council's existing Microsoft licensing arrangement is due to expire on 28 February 2027. A replacement arrangement is therefore required to maintain continuity of licensing and access to the Microsoft products and services used by Council. Council also intends to structure its licensing arrangements to provide flexibility to adjust annual licensing requirements in response to changes to organisational and service delivery needs, workforce requirements and evolving technology needs, including the progressive expansion of AI-enabled capabilities and implementation of initiatives arising from the Digital and Technology Strategy 2025–2029.

Procurement Process

MAV Procurement conducted a competitive procurement process on behalf of participating Victorian councils and other eligible organisations. Council is eligible to access the resulting contract.

The collaborative procurement approach undertaken by MAV Procurement aggregates the licensing requirements of participating organisations. This provides access to competitively tendered pricing, standardised contract conditions and specialist licensing services without Council undertaking a separate market process for substantially the same requirements.

The scope of the arrangement includes, where applicable:

- Microsoft Enterprise Agreement licensing.
- Microsoft 365 products and services.
- Microsoft Azure and cloud-based subscriptions and services.
- Microsoft Products and Services Agreement licensing.
- Cloud Solution Provider products and services.
- Licensing advice, optimisation and account management.
- Software asset and subscription management.
- Associated implementation and support services

Council officers reviewed the resulting contract and recommendation and determined that the scope met Council's Microsoft licensing requirements, the proposed arrangement represents value for money, the appropriate contractual, privacy, cybersecurity and service-continuity protections are in place.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The Microsoft licensing arrangement primarily relates to the provision of digital products and cloud-based services.

The arrangement supports flexible and digital service delivery, potentially reducing reliance on paper-based processes and some work-related travel. However, cloud computing and data-centre services also have energy and environmental impacts.

Council will consider available environmental and sustainability information as part of ongoing contract management, including relevant supplier commitments, reporting and opportunities to improve the efficiency of Council's technology environment.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Financial

The estimated expenditure under the proposed arrangement is **$6M including GST** over the initial contract term.

Since entering into the previous agreement, Microsoft licensing costs have increased materially, with the new arrangement reflecting an increase of approximately 20 per cent in addition to broader cost escalation across the Microsoft product portfolio.

While the proposed expenditure can be accommodated within Council's digital and technology budget, officers have been actively seeking to manage the financial impact of the new licensing arrangement and have reviewed licensing requirements to identify opportunities to offset these increases. This has included aligning licence types to user requirements, removing or reducing licences where they are no longer required, consolidating functionality within the Microsoft environment where appropriate, and considering the most cost-effective licensing mix available.

This approach aims to contain the overall increase while ensuring Council retains the security, compliance and technology capabilities required to support operations and delivery of the Digital and Technology Strategy 2025–2029.

The proposed increase reflects both unavoidable vendor-driven cost increases and deliberate investment in additional capability, including the licensing uplift required to support the broader adoption of Microsoft Copilot and AI-enabled services. Council will continue to review licence utilisation and requirements over the life of the agreement to ensure licensing remains aligned to business need and opportunities for optimisation are realised.

The approved contract value will include:

- current licensing requirements;
- anticipated changes in licence quantities;
- subscription and cloud-consumption costs;
- potential price increases;
- exchange-rate or vendor-pricing exposure, where applicable;
- implementation or transition costs;
- specialist support services; and
- a reasonable contingency for changes in Council's operational requirements.

Expenditure will be subject to Council's annual budget process and will only be incurred where the relevant budget has been approved.

Risk

Maintaining appropriate Microsoft Licensing is a critical control for Council's highest Strategic Risk SR-31, the risk that Council's cyber security or data security is compromised, resulting in loss or unauthorised access to information, disruption to Council systems and services, regulatory impacts and reputational harm.

POLICY AND LEGISLATIVE IMPLICATIONS

The proposed recommendation is in accordance with the Procurement Policy and *Local Government Act 2020*.

Relevant subscription and implementation expenditure will be accounted for in accordance with Council's financial policies and applicable accounting requirements.

COMMUNICATION AND ENGAGEMENT

Officers have conducted internal consultation with the following stakeholders:

- Digital and Technology Services;
- Procurement and Contracts;

- Technology Governance Committee;
- Privacy, Information Management, Cybersecurity; and
- relevant business-system owners.

No external community consultation is proposed because the procurement concerns the licensing of internal corporate technology products and services.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
Our technology enables us to achieve our strategic priorities

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

CONCLUSION

Council's approval for the appointment of a panel of providers under the MAV Procurement Microsoft Select licensing process for an initial contract term of 3 years will ensure continuity of critical technology services and ongoing access to the collaboration, security, productivity and AI capabilities required to support Council operations, workforce efficiency and community service delivery.

10.14 TENDER 2026.43 GESAC GETTING OFF GAS - CONSTRUCT ONLY - CONTRACT WORKS

Author: *Frank Romania, Senior Project Manager*

Director: *Niall McDonagh, Director Sustainability, Assets and Leisure*

Trim No: *26/1173305*

Attachments:
1. *2026.43 GESAC Degas_Construct_Report of the Tender Evaluation Panel (CONFIDENTIAL)*
2. *2026.43 Probity Report (CONFIDENTIAL)*

EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval to appoint Tenderer 4 under Tender 2026.43 for construction of the GESAC Getting Off Gas Project for $5,052,509 excluding GST.

The project will transition GESAC's major gas-fired plant and systems to high efficiency electric technologies. As GESAC accounts for approximately 70 per cent of Council's natural gas consumption, the project is a significant action under Council's Climate Emergency Response Strategy 2025–2029 and will make a material contribution towards Council's target of achieving zero direct Council emissions by 2031.

The project has an approved budget of $7.1 million excluding GST, including $2.5 million in Australian Government funding through the Community Energy Upgrades Fund. The recommended contract can be accommodated within the approved project budget.

Following a structured procurement and evaluation process, the Tender Evaluation Panel determined that Tenderer 4 provides the best overall quality and value for money outcome for Council. The procurement process was independently overseen by a Probity Advisor, with the detailed evaluation and probity findings contained in the confidential attachments.

It is recommended that Council appoint Tenderer 4, allocate the approved construction contingency in accordance with the confidential Tender Evaluation Panel Report, and authorise the CEO to finalise negotiations and execute the contract. The recommendation also provides for the confidential tender and probity information to remain protected while allowing the successful tenderer's name to be disclosed in the Council meeting minutes.

RECOMMENDATION

That Council having reviewed and considered the confidential Tender Evaluation report (attachment 1 to this report):

1. appoints **Tenderer 4** as the contractor under Tender number 2026.43 for an amount of $5,052,509 exclusive of GST;
2. allocates the construction contingency to this contract, as noted in the attached Confidential Tender Evaluation Panel Report;
3. prepares the contract in accordance with the Conditions of Contract included in the tender;
3. authorises the CEO to finalise contract negotiations and to execute the contract on Council's behalf;
4. notes the attachments to the report remain confidential in accordance with section 3(1)(g) and section 66(5) of the *Local Government Act 2020* or until Council resolves otherwise;

5. authorises Council officers to disclose any confidential information in relation to this item, but only to the extent necessary to give effect to the resolution; and

6. authorises Council officers to disclose the successful tenderer name in the meeting minutes for this item.

BACKGROUND

In May 2020, Council declared a Climate Emergency, establishing a long-term commitment to reducing Council's operational greenhouse gas emissions and transitioning its facilities away from fossil fuels. This commitment is reflected in *Our Climate Emergency Response Strategy 2025–2029*, which includes Council's target of achieving zero direct Council emissions by 2031.

The Glen Eira Sports and Aquatic Centre (GESAC) is Council's largest individual consumer of natural gas, accounting for approximately 70 per cent of Council's total natural gas consumption. Its existing gas-fired heating and hot water infrastructure therefore represents a significant source of Council's direct operational emissions.

The GESAC Getting Off Gas Project has been developed to substantially electrify the facility by replacing major gas-fired plant and associated systems with high-efficiency electric technologies. In addition to reducing Council's reliance on natural gas, the project provides an opportunity to improve the efficiency, resilience and long-term sustainability of a major community facility.

Council has secured $2.5 million through the Australian Government's Community Energy Upgrades Fund towards delivery of the project. The total approved project budget is $7.1 million excluding GST, incorporating construction works together with design, professional services, early works and appropriate project contingency. The confidential Tender Evaluation Panel report confirms the overall project budget and funding structure.

Given the scale and technical complexity of the works, particularly the requirement to undertake significant building-services upgrades while GESAC remains an operating aquatic and recreation facility, Council undertook a structured procurement process supported by specialist project management, technical, legal, procurement and independent probity advice.

The procurement commenced with a public Expression of Interest (EOI) process to identify contractors with the capability and relevant experience to undertake the works. Following evaluation of the EOI responses, Council determined that broadening the competitive field would provide a stronger basis for achieving value for money and managing project delivery risk. The EOI process was therefore concluded and, following the appropriate internal approval process, Council proceeded with a Selective Invitation to Tender involving suitably qualified contractors. All invited tenderers were provided with the same tender documentation and opportunity to compete and were assessed against the same evaluation framework.

ISSUES AND DISCUSSION

Procurement and Tender Process

Given the scale, technical complexity and operational requirements of the GESAC Getting Off Gas Project, Council undertook a structured procurement process to identify a suitably experienced contractor capable of delivering the works safely and efficiently while maintaining GESAC operations wherever practicable.

The procurement commenced with a public Expression of Interest (EOI), advertised in June 2026 and closing on 20 July 2026. Three submissions were validly received and assessed

against the published requirements. Following evaluation, two respondents were considered suitable to progress to the next stage.

Following the EOI evaluation, Council considered the available market response and determined that proceeding to tender with only two respondents may not provide sufficient competitive tension or the strongest opportunity to achieve value for money. Alternative procurement approaches were considered with Council's Procurement team, project advisors and independent Probity Advisor.

Council subsequently concluded the EOI process and proceeded with a Selective Invitation to Tender. The change in procurement approach was documented and approved in accordance with Council's Procurement Policy and was independently endorsed from a probity perspective. The Selective Invitation to Tender included the two respondents identified through the EOI process together with three additional suitably capable contractors identified through a controlled market-sounding process.

Five contractors were invited to tender through Council's eTendering Portal in September 2026. Four tender submissions were received by the closing date. All invited tenderers were provided with the same tender documentation and opportunity to compete, and submissions were assessed under the same evaluation framework.

The independent Probity Advisor was engaged throughout the procurement and provided advice on the change in procurement methodology, selection of tenderers, confidentiality, conflicts of interest, evaluation governance, interviews and tender clarifications. The final Probity Report concluded, without qualification, that the procurement process was conducted in accordance with the relevant probity requirements.

Tender Evaluation

The Tender Evaluation Panel assessed the tender submissions against the criteria established in the Request for Tender. The evaluation considered:

- price and value for money;
- methodology, staging and program;
- relevant company experience;
- capability and experience of the proposed project team;
- risk and contingency management;
- safety, quality and environmental management; and
- sustainability and social outcomes.

Mandatory compliance requirements, including financial capacity, legislative compliance, insurance, workplace safety and conflicts of interest, also formed part of the assessment.

Following the initial evaluation, the two highest-ranked tenderers were shortlisted for further assessment. This included tender interviews and clarification of matters identified through the evaluation process. The interviews explored the proposed project teams, relevant experience, delivery methodology and program, staging and shutdown arrangements, stakeholder management and key delivery risks.

Following completion of the evaluation, interviews and clarification process, the Tender Evaluation Panel reached a unanimous recommendation that Tenderer 4 provided the best overall quality and value-for-money outcome for Council. In reaching this conclusion, the Panel considered the tenderer's overall response against the weighted evaluation criteria, including its demonstrated understanding of the complexity of undertaking major building-services works within an operating aquatic and recreation facility

The Panel was satisfied that Tenderer 4 demonstrated the experience, resources, methodology, construction program and risk-management approach required to deliver the works. The recommended contract value is $5,052,509 excluding GST. Further detail supporting the Panel's assessment and recommendation is contained in the Confidential Tender Evaluation Panel Report attached to this report.

The independent Probity Advisor reviewed the procurement and evaluation process and concluded that the Tender Evaluation Panel's recommendation was based on relevant information, was not affected by bias or irrelevant considerations, and that an approval decision in favour of the recommended tenderer would be defensible from a probity perspective.

Proposed Contract Period

The proposed construction contract period is 10 months, followed by a 12-month Defects Liability Period.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The GESAC Getting Off Gas Project directly implements *Our Climate Emergency Response Strategy 2025–2029*, particularly Strategic Objective 3.3: Council and community emissions are reduced and Goal 1: We will embed climate action across all Council activities and operations, leading by example to achieve zero direct Council emissions by 2031.

The project directly responds to Action 1.12: Transition our buildings off gas by replacing systems with all-electric alternatives. The identified measure for this action specifically includes transitioning GESAC from gas to 100 per cent renewable electricity, together with the progressive transition of Council's other buildings away from gas.

GESAC is a particularly significant component of Council's emissions-reduction pathway. The Strategy identifies the transition of GESAC from gas to renewable electricity as a key action towards eliminating emissions under Council's direct control, and records that the project is expected to remove approximately 1,810 tonnes of climate emissions each year

The project also supports Strategic Objective 2.2: Our places are safe, healthy and versatile, particularly Action 1.1, which provides for climate-resilient upgrades to existing Council assets, including energy efficient heating and cooling systems and best practice approaches to infrastructure projects.

Collectively, the works will substantially reduce GESAC's reliance on natural gas, improve energy efficiency and operational performance, and provide more sustainable and resilient building services. Existing materials and equipment will also be retained, reused or recycled where practicable, supporting resource efficiency during project delivery.

The project therefore represents a direct and significant implementation of Council's Climate Emergency Response Strategy, particularly the specific commitment to transition GESAC from gas to renewable electricity, and will make a material contribution towards Council's target of achieving zero direct Council emissions by 2031

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Financial implications

The total approved project budget is $7.1 million excluding GST, funded across the 2026/27 and 2027/28 financial years through Council’s Getting Off Gas and Sustainable Building programs. This includes $2.5 million secured through the Australian Government’s Community Energy Upgrades Fund.

The recommended construction contract value is $5,052,509 excluding GST. The balance of the approved project budget provides for design and consultancy services, project

management, early works and other project delivery costs, together with an appropriate construction contingency.

The recommended contract and associated project costs can be accommodated within the approved project budget. The proposed allocation of construction contingency is detailed in the Confidential Tender Evaluation Panel Report.

Resource implications

Delivery of the project will be managed through the established project governance structure and supported by Council officers and specialist external advisers across project management, engineering, design, quantity surveying, legal, procurement and probity disciplines.

The appointed contractor will be responsible for construction delivery, coordination of subcontractors, commissioning and completion of the works in accordance with the contract. Council's project team will oversee contract administration, cost and program performance, technical assurance and coordination with GESAC operations.

Operational input from the Glen Eira Leisure Team will be particularly important during construction staging, planned shutdowns, commissioning and handover. These interfaces will be actively managed to minimise disruption to the facility and support the effective transition to the new systems.

Risk implications

The project provides a direct treatment of two of Council's strategic risks: SR-34, Council not adequately prepared for the effects of climate change, and SR-35, Council infrastructure assets are not adequately maintained or managed over their lifecycle.

SR-34 – Council not adequately prepared for the effects of climate change

The project mitigates SR-34 by implementing a significant action under Council's *Climate Emergency Response Strategy 2025–2029* and reducing Council's operational reliance on fossil fuels. GESAC accounts for approximately 70 per cent of Council's natural gas consumption, making the transition of the facility from gas-fired systems to high-efficiency electric technologies a material intervention in Council's pathway toward zero direct Council emissions by 2031.

The treatment reduces Council's exposure to climate transition risk by replacing fossil fuel dependent infrastructure with electric systems capable of operating using renewable electricity. It also improves the resilience and efficiency of infrastructure supporting one of Council's major community facilities. In this way, the project converts Council's strategic climate commitments into a tangible asset intervention and directly contributes to the mitigation of SR-34.

SR-35 – Council infrastructure assets are not adequately maintained or managed over their lifecycle

The project mitigates SR-35 by renewing and modernising significant building-services assets at GESAC and incorporating lifecycle considerations into their replacement. Ageing gas-fired boilers, hot-water systems and associated infrastructure will be replaced or upgraded with modern electric technologies selected with regard to efficiency, durability, maintainability, operational resilience and whole-of-life performance.

The treatment also provides for structured commissioning, asset handover, operating and maintenance documentation, warranties and operator training. Following completion, relevant asset information will be incorporated into Council's asset-management systems and future maintenance and lifecycle planning. This strengthens the proactive management of these assets and reduces exposure to asset failure, reactive maintenance and service interruption.

At the project delivery level, construction within an operating aquatic facility presents risks including latent conditions, interfaces with existing infrastructure, long-lead equipment, commissioning and integration, planned shutdowns and potential disruption to GESAC operations. These risks will be managed through detailed staging and shutdown planning, early procurement, technical assurance, active contract and program management, project governance and coordinated stakeholder communication.

Asset management implications

The project will materially change the configuration, operation and maintenance requirements of GESAC's major building services infrastructure. Appropriate asset-management and operational handover arrangements will therefore form an important component of project completion.

Asset information generated through the project, including specifications, commissioning results, warranties, operating and maintenance manuals and as constructed documentation, will be captured through Council's asset-management processes. Asset registers, planned maintenance requirements and lifecycle forecasts will be updated to reflect newly installed infrastructure and the retirement of replaced assets.

The contract will also provide for commissioning, handover and operator training to support the safe and effective operation of the new systems, with performance and defects managed through the 12-month Defects Liability Period.

POLICY AND LEGISLATIVE IMPLICATIONS

The procurement has been undertaken in accordance with Council's Procurement Policy and the requirements of the *Local Government Act 2020*. The procurement process incorporated documented governance, evaluation and approval arrangements appropriate to the scale and complexity of the project.

An independent Probity Advisor was engaged to provide oversight and advice throughout the procurement process, including in relation to the procurement methodology, management of conflicts of interest and confidentiality, tenderer engagement, evaluation and clarification processes.

A final Probity Report has been provided as a confidential attachment to this report. The Probity Advisor concluded, without qualification, that the procurement process was conducted in accordance with the applicable probity requirements and that an approval decision based on the Tender Evaluation Panel's recommendation would be defensible from a probity perspective.

The confidential Tender Evaluation Panel Report and Probity Report provide the detailed supporting information for Council's consideration of the recommendation. These documents contain commercial and procurement information that is confidential under the *Local Government Act 2020* and should remain confidential in accordance with the recommendation of this report.

COMMUNICATION AND ENGAGEMENT

The GESAC Getting Off Gas Project will involve significant building services works within an operating aquatic and recreation facility. Effective communication and stakeholder engagement will therefore be an important component of project delivery, particularly where construction activities may affect access, services or normal facility operations.

A coordinated communication and engagement approach will be developed and implemented by Council in conjunction with the appointed contractor and GESAC operations. This will provide timely information to affected stakeholders, including GESAC patrons, clubs and user groups, staff and other facility users about relevant construction

activities, planned shutdowns, temporary service changes and any impacts on access or facility operations.

Where service impacts are unavoidable, advance notice will be provided wherever practicable, with staging and communication coordinated to minimise disruption and support continuity of GESAC services. Communication arrangements will be reviewed throughout construction as the program and staging of works are refined.

The project also provides an opportunity to communicate the environmental benefits of the investment. As appropriate through project delivery and following completion, Council will communicate how the transition of GESAC away from natural gas supports Our Climate Emergency Response Strategy 2025–2029 and Council's target of achieving zero direct Council emissions by 2031

LINK TO COUNCIL PLAN

The GESAC Getting Off Gas Project directly supports the Council Plan 2025–2029, particularly Strategic Direction 3: Environmental Stewardship and the objective that Council and community emissions are reduced.

The project provides a significant practical investment toward this objective by transitioning GESAC, Council's largest individual consumer of natural gas, away from gas fired infrastructure to high efficiency electric technologies. In doing so, the project will materially reduce Council's direct operational emissions and contribute towards Council's target of achieving zero direct Council emissions by 2031.

The project also supports Council Plan objectives relating to the sustainable and resilient management of Council assets by investing in the renewal and modernisation of critical infrastructure at one of Council's major community facilities.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

CONCLUSION

The GESAC Getting Off Gas Project is a significant investment in renewing and electrifying GESAC's infrastructure and supporting Council's target of zero direct Council emissions by 2031.

Following a structured procurement and evaluation process, the Tender Evaluation Panel determined that Tenderer 4 provides the best overall quality and value for money outcome for Council.

The report of the Tender Evaluation Panel is attached. This attachment concerns confidential information within the meaning of that term in the *Local Government Act 2020* (the Act) being 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;

and the meeting will be closed to the public (under s 66(2) of the Act) should such information need to be considered and discussed and all documents containing such information shall remain confidential.

10.15 TENDER 2027.13 COORIGIL ROAD RECONSTRUCTION, STAGE 2

Author: *Jonathan Leung, Head of Project Delivery*

Director: *Niall McDonagh, Director Sustainability, Assets and Leisure*

Trim No: *26/1265739*

Attachments: *1. 2027.13 Report on conclusion of the Tender Evaluation Panel (CONFIDENTIAL)*

EXECUTIVE SUMMARY

Coorigil Road Reconstruction Stage 2 will complete the renewal of Coorigil Road between No. 44 Coorigil Road and Murrumbeena Road, Carnegie. The project responds to the deteriorated condition of the road and associated infrastructure and includes full pavement reconstruction, drainage upgrades, kerb and channel renewal and reinstatement of vehicle crossings. The works will improve road safety, drainage performance, asset condition and resilience.

The project will also coordinate the renewal and relocation of an ageing South East Water main, with South East Water contributing $505,090 towards these works. This integrated approach enables the water main and Council infrastructure works to be delivered through a coordinated construction program and avoids the need for separate future works.

Following a competitive procurement process, six tenders were received and conforming submissions were assessed against the published evaluation criteria. The Tender Evaluation Panel determined that Tenderer 1 provides the best overall quality and value for money outcome for Council and the community. The recommended tender price is $2,032,696.26 excluding GST, and the project can be delivered within the available funding. Detailed evaluation and commercially sensitive information supporting the recommendation are contained in the confidential 2027.13 Report on conclusion of the Tender Evaluation Panel.

The project also supports Council's climate, strategic risk and asset management objectives through improved drainage and infrastructure resilience, planned renewal of deteriorated assets and the use of recycled construction materials where practicable.

The recommendation is that Council appoint Tenderer 1 under Tender 2027.13 for $2,032,696.26 excluding GST, allocate the construction contingency identified in the confidential Tender Evaluation Panel report, and authorise the contract to be prepared and executed in accordance with the tender conditions.

The recommendation also provides for the confidential tender information to remain protected in accordance with the Local Government Act 2020, while allowing the successful tenderer's name to be disclosed in the Council meeting minutes

RECOMMENDATION

That Council having reviewed and considered the confidential Tender Evaluation report (attachment 1 to this report):

1. appoints **Tenderer** 1 as the contractor under Tender number 2027.13 for an amount of $2,032,696.26 exclusive of GST ($2,235,965.89 inclusive of GST);

2. allocates the construction contingency to this contract, as noted in the attached Confidential Tender Evaluation Panel report;
3. prepares the contract in accordance with the Conditions of Contract included in the tender;
4. authorises the CEO to execute the contract on Council's behalf;
5. notes the attachments to the report remain confidential in accordance with section 3(1)(g) and section 66(5) of the *Local Government Act 2020* or until Council resolves otherwise;
6. authorises Council officers to disclose any confidential information in relation to this item, but only to the extent necessary to give effect to the resolution; and
7. authorises Council officers to disclose the successful tenderer name in the meeting minutes for this item.

BACKGROUND

Coorigil Road between Koornang Road and Murrumbeena Road has been identified through Council's asset management program as requiring renewal due to the deteriorated condition of the road pavement and associated infrastructure. Identified issues include pavement deterioration, excessive crossfalls, damaged bluestone kerb and channel, inadequate drainage and damaged vehicle crossings. The existing drainage network also has capacity constraints, contributing to localised ponding and ongoing maintenance and service issues.

Stage 1 of the Coorigil Road reconstruction was completed in 2021. Stage 2 will complete the reconstruction of the remaining section between No. 44 Coorigil Road and Murrumbeena Road, Carnegie.

The works include full pavement reconstruction, drainage upgrades, renewal of kerb and channel and reinstatement of vehicle crossings. Together, these works will improve the condition, safety and performance of the road and drainage infrastructure.

The project is being coordinated with South East Water to enable renewal and relocation of an existing water main within the project area. South East Water will contribute funding toward the water main component, allowing the works to be delivered as part of the broader road reconstruction program and avoiding the need for separate future works. The confidential Tender Evaluation Panel report confirms this coordinated delivery arrangement.

ISSUES AND DISCUSSION

Procurement and Tender Process

Tender 2027.13 Coorigil Road Reconstruction, Stage 2 was publicly advertised in The Age and through Council's eTendering Portal on 5 September 2026 and closed on 2 October 2026. 36 tender documents were requested and six submissions were received by the closing date.

Submissions were initially assessed for compliance with the tender requirements and Conditions of Contract. One submission was determined to be non-conforming because the required schedule of rates for part of the works had not been completed. Clarifications were also sought from several tenderers where further information or confirmation of submitted rates was required.

Conforming tenders were evaluated by the Tender Evaluation Panel against the following criteria:

- ability to undertake the works as specified, including relevant experience, capability, resources and management systems.
- cost to Council.
- economic, environmental and social sustainability.
- ability to provide a safe workplace.

The evaluation considered the overall value offered by each conforming submission rather than price alone. This included the tenderers' demonstrated experience delivering comparable civil construction projects, capacity and resources, proposed delivery program, management systems, sustainability approach and workplace health and safety arrangements.

Following assessment against the published criteria, the Tender Evaluation Panel determined that Tenderer 1 provided the best overall quality and value for money outcome for Council and the community. As part of the evaluation and due diligence process, references and independent financial assessments were undertaken for the preferred tenderer, with the outcomes considered satisfactory.

The recommended tender price is $2,032,696.26 excluding GST. The assessment of the preferred tenderer, comparative evaluation of submissions, commercial information and other details supporting the Panel's conclusion are contained in the confidential Tender Evaluation Panel report provided as Attachment 1.

Proposed Contract period

The proposed term of the contract is completion by 30 June 2027 plus a 52-week Defects Liability Period.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

The project supports Council's *Our Climate Emergency Response Strategy 2025–2029*, including the objective of ensuring Council's buildings and infrastructure are resilient and safe for staff and the community.

Ecologically Sustainable Design principles have been incorporated into the design, material selection and proposed construction methodology. In particular, the project provides for recycled crushed concrete to be used for drainage trench backfilling and recycled crushed rock or recycled crushed concrete in the reconstructed pavement, where practicable and consistent with required engineering and performance standards.

The use of recycled construction materials will reduce reliance on virgin resources, divert material from landfill and support a circular economy. It will also assist in reducing the embodied carbon associated with the extraction, manufacture and transportation of construction materials.

Together with the renewal of ageing road and drainage infrastructure, these measures support the delivery of more resilient and sustainable Council infrastructure and demonstrate how climate and sustainability considerations have been integrated into the project's design and delivery.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Financial and Resource Implications

The Coorigil Road Reconstruction Stage 2 project is funded through Council's 2026/27 Capital Works Road Rehabilitation Program, which has a total budget of $2,706,337 excluding GST. After allowing for other committed projects within the program, $1,992,345 is

available for Coorigil Road, including $805,000 in Australian Government Roads to Recovery funding.

South East Water will contribute $505,090 towards the water main renewal works, providing total available funding of $2,497,435 excluding GST for Coorigil Road Reconstruction Stage 2. The recommended tender price is $2,032,696.26 excluding GST.

Having regard to the tender price, professional fees and appropriate project allowances, the project can be delivered within the available funding. Any project continency are addressed in the confidential 2027.13 Report on conclusion of the Tender Evaluation Panel.

Risk Implications

The project directly supports the treatment of two of Council's strategic risks:

SR-34 – Council not adequately prepared for the effects of climate change. The reconstruction and upgrading of drainage infrastructure will improve stormwater management and the resilience of this section of Coorigil Road. This responds to the identified strategic risk of more frequent or severe storm and flood events affecting Council infrastructure. The incorporation of recycled construction materials also supports Council's broader climate mitigation objectives.

SR-35 – Council infrastructure assets are not adequately maintained or managed over their lifecycle. The project is a planned renewal response to known deterioration of road, drainage, kerb and associated infrastructure identified through Council's asset management processes. Renewing these assets before further deterioration or failure is consistent with Council's risk-based asset renewal approach and its Capital Works Program treatment for this strategic risk.

Construction risks, including latent conditions, traffic and access management, utilities, safety, cost and program risks, will be managed through the contract and Council's established project governance and contract management arrangements.

Asset Management Implications

The project represents planned renewal of ageing road and drainage infrastructure based on asset condition and identified service needs. Council's strategic asset management controls include lifecycle modelling, periodic condition assessment, annual review of maintenance programs and prioritisation of renewal expenditure through the Capital Works Program.

Completion of Stage 2 will improve the condition and performance of the remaining section of Coorigil Road between No. 44 Coorigil Road and Murrumbeena Road and reduce the likelihood of further deterioration, drainage-related failures and reactive maintenance requirements.

POLICY AND LEGISLATIVE IMPLICATIONS

The tender process has been undertaken in accordance with Council's Procurement Policy, established procurement procedures and the requirements of the Local Government Act 2020.

The procurement and evaluation process included appropriate probity controls to support a fair, transparent and accountable process. The Tender Evaluation Panel assessed submissions against the published evaluation criteria, with procurement oversight maintained throughout the process. The detailed evaluation and supporting commercial information are contained in the confidential 2027.13 Report on conclusion of the Tender Evaluation Panel.

The confidential attachment is to remain confidential in accordance with the relevant provisions of the Local Government Act 2020, as reflected in the recommendation to Council.

Affected residents and other stakeholders will be provided with advance notice of the works before construction commences, including information about the proposed timing, scope of works and anticipated impacts.

COMMUNICATON AND ENGAGEMENT

During construction, Council and the contractor will continue to communicate with affected residents and stakeholders regarding construction activities, traffic and access arrangements, temporary disruptions and any material changes to the works program.

Particular attention will be given to maintaining access to properties wherever practicable and providing timely notice where temporary access restrictions are required.

Appropriate traffic management and site signage will also be implemented throughout construction to inform road users and support the safe delivery of the works.

LINK TO COUNCIL PLAN

The project supports Strategic Direction 2: Diverse, welcoming and accessible places, particularly the objective that our places are well connected by a variety of transport options. This is the alignment already identified in the current Council report.

Reconstructing Coorigil Road and renewing its associated drainage, kerb and crossing infrastructure will improve the safety, condition, accessibility and resilience of this part of the local transport network. The project also supports Council's broader commitment to responsible lifecycle management and renewal of community infrastructure

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

CONCLUSION

The Coorigil Road Reconstruction Stage 2 project will renew ageing road and drainage infrastructure, improve safety and drainage performance, and complete the remaining section of Coorigil Road between No. 44 Coorigil Road and Murrumbeena Road.

Following a competitive tender and evaluation process, the Tender Evaluation Panel determined that Tenderer 1 provides the best overall quality and value for money outcome for Council and the community. The recommended tender can be delivered within the available project funding.

The report of the Tender Evaluation Panel is attached. This attachment concerns confidential information within the meaning of that term in the *Local Government Act 2020* (the Act) being 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;

and the meeting will be closed to the public (under s 66(2) of the Act) should such information need to be considered and discussed and all documents containing such information shall remain confidential.

11. URGENT BUSINESS

12. ORDINARY BUSINESS

12.1 Requests for reports from a member of Council staff

12.2 Right of reply

12.3 Notice of Motion / Notice of Rescission

12.4 Councillor questions

13. CONFIDENTIAL ITEMS

Nil

14. CLOSURE OF MEETING