CITY OF Melton

Council Meeting Agenda

Roslyn Wai
Chief Executive Officer

Notice is hereby given that the Meeting of the Melton City Council will be held in the Council Chambers, Melton Civic Centre, 232 High Street Melton on 24 August 2026 at 6:00 PM.

PUBLIC COPY

Visitors to the Gallery please note:

Proceedings at Council meetings are controlled by the Chairperson. The Chairperson is empowered to enforce the provision of Council's Governance Rules, which includes the following aspects:

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 79.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 80.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than 10am on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via electronic medium as per Council website directions.

  A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.

TABLE OF CONTENTS

1. OPENING PRAYER AND RECONCILIATION STATEMENT 6

2. APOLOGIES AND LEAVE OF ABSENCE 7

3. CHANGE TO THE ORDER OF BUSINESS 8

4. DEPUTATIONS 9

5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR 10

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS 11

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS 12

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS 12

8. CORRESPONDENCE INWARD 16

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR IN RESPONSE TO NOTICES OF MOTIONS 16

9. PETITIONS AND JOINT LETTERS 24

10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING 25

11. PUBLIC QUESTION TIME 26

12. PRESENTATION OF STAFF REPORTS 27

12.1 COUNCIL AND WELLBEING PLAN 2025-2029, ANNUAL ACTION PLAN 2025/26, YEAR-END REPORT 27

To present to Council the Council and Wellbeing Annual Action Plan 2025/26 Year-end Report.

12.2 DATA CENTRES IN THE CITY OF MELTON 47

To outline Council's position in relation to data centres within the City of Melton.

12.3 ADOPTION OF STRATEGIC RISKS AND RISK APPETITE STATEMENTS 55

To seek Council's adoption of the strategic risks and risk appetite statements as key components of Council's Risk Management Framework and to support consistent strategic decision-making and governance across the organisation.

12.4 REVISED INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF 67

This report seeks Council's approval of the S6 Instrument of Delegation to Members of Council Staff (Instrument).

12.5 INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND ENVIRONMENT ACT 1987 307

To appoint authorised officers under section 147(4) of the *Planning and Environment Act 1987* for the purposes and regulations made under that Act.

12.6 GRANT ATTRACTION 2025-2026 311

To provide Councillors with an overview of Council's 2025/26 grant attraction activity.

12.7 FUTURE AQUATIC AND LEISURE CENTRE - SHORTLISTED NAMES FOR COMMUNITY CONSULTATION 319

To present the proposed naming theme and shortlisted name for endorsement to undertake community consultation to name the new aquatic and leisure centre in Fraser Rise.

12.8 ANNUAL ASSESSMENT OF AUDIT AND RISK COMMITTEE PERFORMANCE 323

To present the results of the annual assessment of the Audit and Risk Committee performance, pursuant to section 54(4)(b) of the *Local Government Act 2020.*

12.9 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES 329

To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS 414

14. NOTICES OF MOTION 415

14.1 NOTICE OF MOTION 1004 (CR DR ZADA) - MIDDLE ROAD, TRUGANINA - SEALING AND UPGRADE OPTIONS 415

14.2 NOTICE OF MOTION 1005 (CR ABBOUSHI) - DATA CENTRES AND PROTECTION OF LOCAL COMMUNITY INTERESTS 416

14.3 NOTICE OF MOTION 1006 (CR SHANNON) - LETTER TO MINISTERS AND SHADOW MINISTERS ON NITROUS OXIDE CRACKDOWN 418

14.4 NOTICE OF MOTION 1009 (CR MORRIS) - ASSESSMENT OF TRAFFIC OPERATIONS AND ROAD SAFETY IMPROVEMENTS FOLLOWING THE LEVEL CROSSING REMOVAL PROJECT 419

15. URGENT BUSINESS 421

16. CONFIDENTIAL BUSINESS 422

16.1 COMMUNITY GRANTS ASSESSMENT PANEL - NOMINATION OF MEMBERS 423

To present to Council the minutes and recommendations of the Community Grants Assessment Panel Selection Meeting held on 17 August 2026.

16.2 CONTRACT NO. 2020/23 - PROVISION OF LANDFILL SERVICES - CONTRACT EXTENSION 430

To seek Council's approval to exercise the final two (2) year extension option of Contract No. 2020/23 - Provision of Landfill Services commencing 1 April 2027 to 31 March 2029.

16.3 CONTRACT NO. 22-031 – PROVISION OF LANDFILL SERVICES (ALTERNATE DISPOSAL OPTIONS) UPDATE 435

To provide Council an update on Contract No. 22-031 - Provision of Landfill Services (Alternate Disposal Options) for the provision of waste disposal services.

16.4 CONTRACT NO. 26-231 - DIGGERS REST CHILDREN'S AND COMMUNITY CENTRE - HEAD CONTRACTOR 441

To seek Council's approval for the award of Contract No. 26-231 – Diggers Rest Children's and Community Centre – Head Contractor.

17. CLOSE OF BUSINESS 456

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

'Almighty God we humbly beseech Thee to vouchsafe Thy blessing upon this Council, direct and prosper its deliberations to the advancement of Thy glory and the welfare of the people whom we serve – Amen.'

Reconciliation Statement

Melton City Council acknowledges that the land it now occupies has a history that began with the Indigenous occupants, the Kulin Nation. Council pays its respects to the Kulin Nation people and their Elders and descendants past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

The Chairperson will call for any apologies received from any Councillors who are unable to attend this meeting.

3. CHANGES TO THE ORDER OF BUSINESS

4. DEPUTATIONS

5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR

Pursuant to Part 6, Division 2 of the *Local Government Act 2020* and Council's Governance Rules, Councillors must declare any General Conflict of Interest or Material Conflict of Interest they have in any of the matters being considered at this meeting.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 27 July 2026 be confirmed as a true and correct record.

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS

- Monday 13 July 2026 Summary of Informal Meeting of Councillors
- Monday 27 July 2026 Summary of Informal Meeting of Councillors
- Monday 3 August 2026 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 13 July 2026, 27 July 2026, and 3 August 2026 provided as **Appendices 1 to 3** respectively to this report, be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - 13 July 2026
2. Summary of Informal Meeting of Councillors - 27 July 2026
3. Summary of Informal Meeting of Councillors - 3 August 2026

INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 13 July 2026	**Time Opened:**	5.05 pm
		Time Closed:	6.42 pm
Councillors present:	Cr L Carli (Mayor) Cr S Abboushi Cr K Majdlik (joined 5.06pm) Cr J Shannon Cr J Verdon		
Officers present:	R Wai – Chief Executive Officer L Rowland – Chief Financial Officer N Whiteside – Director City Delivery S Romaszko – Director City Futures T Scoble – Director City Life E Keogh – Head of Governance R Hodgson – Manager Governance A Biscan – Manager Recreation and Facility Activation (Item 1 & 2) S Prestney – Manager Healthy Connected Communities (Item 2)		
Guests	Nil		
Apologies	Cr Dr P Zada Cr B Morris (leave of absence) Cr S Ramsey Cr B Turner		
Matters discussed:	1. New Aquatic and Leisure Centre at Fraser Rise – Management and Operations Contract 2. Allocation of Community Facilities Policy 3. Mayoral Community Initiative Policy 4. Draft Reports 5. General Updates from Officers		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?	No		
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson, Manager Governance	**Date:**	Monday 13 July 2026

INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 27 July 2026	**Time Opened:**	5.24 pm
		Time Closed:	5.50 pm
Councillors present:	Cr L Carli (Mayor) Cr S Abboushi – joined 5.49pm Cr K Majdlik Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr J Verdon		
Officers present:	R Wai Chief Executive Officer L Rowland Chief Financial Officer N Whiteside Director City Delivery S Romaszko Director City Futures T Scoble Director City Life E Keogh Head of Governance R Hodgson Manager Governance		
Guests	Nil		
Apologies	Cr Dr P Zada (Deputy Mayor)		
Matters discussed:	1. Draft Reports 2. General Updates from Officers		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?		No	
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson, Manager Governance	**Date:**	Monday 27 July 2026

INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 3 August 2026	**Time Opened:**	5.13 pm
		Time Closed:	7.50 pm
Councillors present:	Cr L Carli (Mayor) Cr Dr P Zada (Deputy Mayor) Cr S Abboushi (online) Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr J Verdon		
Officers present:	R Wai – Chief Executive Officer L Rowland – Chief Financial Officer N Whiteside – Director City Delivery S Romaszko – Director City Futures T Scoble – Director City Life E Keogh – Head of Governance C Rantall – Coordinator Waste & Cleaning Operations (Item 1) S Prestney – Manager Healthy Connected Communities (Item 2 & 3) S Rainford – Senior Lawyer & Property Advisor (Item 4 & 5)		
Guests	Nil		
Apologies	Cr K Majdlik		
Matters discussed:	1. Landfill and Waste to Energy Contracts Update 2. New Grant Stream – Military Commemoration Fund 3. Response to NoM 986 (Cr Shannon) Venue Hire 4. Telecommunication Facility Update 5. Naming of aquatic facility in Fraser Rise 6. Sponsorships 7. Data Centres 8. General Updates from Officers		

CONFLICT OF INTEREST DISCLOSURES:		
Were there any conflict of interest disclosures by Councillors		No
Matter No.	**Councillor making disclosure**	**Councillor left meeting**
		N/A

REPORT PRODUCED BY:			
Officer name:	Emily Keogh, Head of Governance	**Date:**	Monday 3 August 2026

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR IN RESPONSE TO NOTICES OF MOTIONS

- Matthew Gault, Chief Executive Officer Victorian Infrastructure Delivery Authority – Response to Notice of Motion 999.
- Dr Jen Martin, Chief Environmental Scientist, Environmental Protection Authority Victoria (EPA) – Response to Notice of Motion 998

RECOMMENDATION:

That Council receive and note the following Departmental letters received by the Mayor in response to Notices of Motions, provided as **Appendix 1 and 2** to this report:

1. Matthew Gault, Chief Executive Officer Victorian Infrastructure Delivery Authority – Response to Notice of Motion 999.
2. Dr Jen Martin, Chief Environmental Scientist, EPA – Response to Notice of Motion 998.

LIST OF APPENDICES

1. Matthew Gault, Chief Executive Officer Victorian Infrastructure Delivery Authority dated 6 July 2026
2. Dr Jen Martin, Chief Environmental Scientist, EPA dated 29 July 2026

OFFICIAL

VIDA Rail

Ref: CORG-1-26-4186

Cr Lara Carli
Mayor
City of Melton
PO Box 21
MELTON VIC 3337
lara.carli@melton.vic.gov.au

Dear Lara

Thank you for your letter of 9 June 2026 about the recent closure of Hopkins Road, Truganina to complete level crossing removal works.

In May, we removed the Hopkins Road level crossing by building a road bridge over the rail line, boosting safety and easing congestion through the area. To minimise impacts to the local community, the new road bridge was built offline behind road barriers, which resulted in only one significant road closure during the entire 18-month construction period.

The closure was required to connect the new bridge to Hopkins Road and safely complete works on the bridge including asphalting, line marking, lighting, and to decommission the old road.

All road detours and traffic management arrangements are meticulously planned in conjunction with standards set by the Department of Transport and Planning (**DTP**), as the relevant road management authority. Traffic impacts associated with closures are modelled and submitted to DTP, along with the proposed traffic management plans, to acquire the necessary Memorandum of Authorisation.

In addition, the project team sent the Melton City Council traffic team the proposed traffic management plans, including details on the proposed detour route, for review and approval.

The project team met online with Council's traffic team to hear feedback about the proposal earlier this year. Council representatives have also been attending monthly traffic management liaison group meetings for this project, and as a key member of the group will be involved in a lessons learned process to inform future closures in the area.

Leakes Road functioned as an alternative route rather than the primary detour during the closure. An extensive digital signage strategy was employed with 42 Variable Message Signs erected at key locations, to actively encourage drivers to detour via Hopkins Road, Dohertys Road, Robinsons Road, and the Western Freeway. The estimated travel time delay on this route was up to 25 minutes, which corresponds broadly with delays experienced during the closure.

Level 9, 121 Exhibition Street, Melbourne Victoria 3000
GPO Box 2392 Melbourne VIC 3001
bigbuild.vic.gov.au
railprojects@bigbuild.vic.gov.au

OFFICIAL

VIDA Rail

Leakes Road was communicated as an additional detour route to support network resilience and was promoted primarily for southbound traffic movements only. It was not designated as a northbound detour route within the approved traffic management strategy.

During the closure, DTP and the project team were actively monitoring congestion, traffic flow on local roads, and reviewing signage and traffic management measures. The project team was also in regular communication with Council and made adjustments, as requested by DTP.

To mitigate delays at the Leakes Road and Greigs Road intersection during the closure, temporary traffic signals were installed to assist with traffic flow. A temporary traffic signal plan was developed, formally reviewed, and approved by both DTP and Council. However, temporary traffic lights could not be installed at certain locations due to site constraints, and for safety reasons.

The project was not made aware by the traffic management liaison group of the Leakes Road overpass lighting works being undertaken during the Hopkins Road closure. As such, this activity was not incorporated into the traffic management planning for the closure.

To ensure the community was informed early and comprehensively, an extensive communications and engagement plan was implemented four weeks in advance of the closure. As part of this, work notifications detailing key information including dates, times, and a map with detour routes were distributed to approximately 6,000 residential properties and businesses in the surrounding area.

The communications campaign also included local and geotargeted marketing and advertising, SMS and direct email reminders, and face to face information sessions at key locations including Caroline Springs and Rockbank stations, local shopping centres, and schools. All communications materials encouraged commuters to allow extra time for travel.

We have passed your feedback on to the Western Freeway Upgrade – Melton to Caroline Springs project team at VIDA Roads and recommend you contact Michael McClean, Program Director, Development, to discuss planning for this project.

Thank you for taking the time to write. I appreciate your interest in this vital infrastructure project. If you require further information, please contact VIDA Rail at railprojects@bigbuild.vic.gov.au.

Kind regards

Matthew Gault
Chief Executive Officer

06 / 07 / 2026

EPA ref: C4018

Cr Lara Carli
Mayor
City of Melton
PO Box 21
Melton VIC 3337

via email: lara.carli@melton.vic.gov.au

Dear Mayor,

Re: Letter on Safety Assessment of Crumb Rubber Infill on Synthetic Playing Surfaces

Thank you for your letter of 9 June 2026 regarding your residents' concerns regarding the use of crumb rubber infill on synthetic sporting fields, requesting further information from EPA.

I note your questions seeking advice on:

- Current evidence and research regarding the use of rubber infill, including safety, health and environmental considerations for installation, maintenance and ongoing use.
- Best practice standards for installation, maintenance and use of synthetic sports facilities with infill materials.
- Alternative infill options for other infill materials, including where other options may provide for safer or more sustainable alternative infill options.
- Future directions and key considerations for Councils in best practice synthetic sports facility provision, including any relevant guidelines and specifications.

Current evidence and research regarding the use of rubber infill

For most consumer products, Australia operates largely on a supplier responsibility model, meaning the manufacturer or importer must ensure the product is safe before it is sold and there may not be a government pre-market approval process. The regulatory framework that supports installation, maintenance and use falls under the purview of several government entities.

EPA Victorias role in the installation, maintenance and ongoing use of rubber infill is focused on minimising the risk of harm that may be posed to human health and the environment from pollution and waste generated from the use of this material. The responses below reflect this role and considerations for safety and broader health associated with the use of the product are best discussed with the relevant government entity.

epa.vic.gov.au
Environment Protection Authority Victoria
GPO Box 4395, Melbourne VIC 3001
1300 372 842

DX210082

Nonetheless, EPA notes that in 2022 the NSW Chief Scientist and Engineer published a review into synthetic turf in public places that may support the council in considering a broader range of issues that go beyond the scope of EPAs remit, including safety, soil health, urban heat island effects and more. The report is located here: CSE-Synthetic-Turf-Review-Final-Report.pdf

In 2024 the National Environmental Science Program also published the results of a review into synthetic turf, which is located here: **IP2.02.01 Report on Synthetic Turf microplastics Feb 2025.pdf**

Human health

The current weight of international evidence, drawn from assessments by:

- the US National Toxicology Program [1–3];
- the US EPA and CDC [4];
- the California Office of Environmental health- Hazard Assessment [5];
- the European Chemicals Agency [6];
- a recent Australian review of the epidemiological and toxicological literature [7];

consistently indicates that while rubber crumb infill contains chemicals with hazardous properties (including polycyclic aromatic hydrocarbons, volatile organic compounds, heavy metals, and plasticisers), exposure arising from typical recreational use of synthetic turf fields are low, and the associated health risks to users are assessed as low to negligible.

Studies simulating realistic dermal, ingestion, and inhalation exposure have estimated chemical concentrations below European toxicological guideline values [8], and biomonitoring data show no clinically significant elevation of chemical biomarkers in athletes following play on synthetic turf [9]. The epidemiological evidence base remains limited, particularly with respect to children and long-term exposure, and continued monitoring is prudent. **On the basis of current evidence, however, there is no strong indication that recreational use of rubber crumb-infilled synthetic turf poses a significant health risk to children or the broader community**.

Ecosystem health

The environmental evidence presents a more nuanced picture. The main ecological impacts are from leaching of contaminants into soil and water. Studies consistently document that rubber crumb infill releases chemicals, including 6-PPD quinone (a stabilising additive), Hexamethoxymethylmelamine (HMMM), a cross linking agent used in the production of rubber products, Polyaromatic hydrocarbons (PAHs), heavy metals such as zinc, and microplastic particles, into surrounding soil and waterways through leaching and stormwater runoff [10,11]. Ecotoxicological laboratory studies have demonstrated that rubber crumb leachate can be toxic to aquatic organisms at elevated concentrations, and zinc concentrations in leachate from synthetic turf have been reported to exceed Australian and New Zealand Environment and Conservation Council (ANZECC) water quality guideline values [7,12]. Further, synthetic turf surface

temperatures can contribute to heat island effects, elevating ambient temperatures and increasing the volatilisation from rubber crumb and leaching concerns [13].

The ecological risk in any given location is highly site-dependant, shaped by local hydrology, drainage design, and proximity to sensitive aquatic and terrestrial ecosystems. Stormwater management obligations would be key considerations for assessing ecological risk if a council were to install a field, particularly if there were a waterway nearby. It is these environmental concerns, primarily the release of non-biodegradable synthetic microplastic particles, rather than human health considerations, that have driven the European Union's 2023 decision to phase out rubber crumb infill in synthetic sport fields under its microplastics restriction regulation. ECHA estimates approximately 16,000 tonnes of microplastics are released from synthetic turf into the European environment annually.

Within Australia, the NSW Government has responded to environmental concerns by publishing planning guidelines for synthetic turf sport fields in public open space, including an addendum that requires proponents to undertake a formal review of environmental factors prior to new installations [14]. The NSW Government has estimated that synthetic turf fields without infill-loss reduction structures would discharge tens to hundreds of kilograms of infill per year into stormwater systems and waterways. This reflects a regulatory emphasis on site-specific ecological risk assessment rather than restrictions based on human health grounds. In Victoria, proponents of synthetic turf installations are encouraged to consider site-specific drainage pathways and proximity to sensitive receiving environments in the context of obligations under the *Environment Protection Act 2017*.

Best practice standards and alternative infill options

EPA does not currently have guidance specific to infill materials for synthetic sports surfaces.

EPA does not recommend specific products or materials, and we are unable to provide recommendations for alternate infill materials. However, anyone planning, installing, operating or managing a synthetic sports surface must consider their obligations under the Environment Protection Act 2017, including the General Environmental Duty, and take reasonable steps to minimise risks of harm to human health and the environment.

In considering new technologies, EPA considers best available techniques and technologies and associated best practice guidance that may be available through other jurisdictions. Council may wish to consult the NSW guidelines and other international jurisdictions such as the EU. Further information on best practice approaches may also be available through relevant industry standards and sector-specific organisations.

Future directions and key considerations

Microplastics are a growing area of concern in Australia and internationally due to their persistence in the environment and potential impacts on ecosystems. In Victoria, a range of

measures are in place to reduce plastic pollution, including bans on specified single-use plastic items. However, these do not extend to rubber crumb infill used in synthetic sports surfaces. Internationally, the European Union has introduced restrictions on intentionally added microplastics, including rubber crumb infill used in synthetic sports surfaces, reflecting growing global attention on reducing microplastic pollution. When planning future facilities, councils must consider their obligations under the general environmental duty. This includes for example considering potential risks associated with the release of synthetic turf infill materials to the environment over the life of the facility.

As outlined above, current evidence does not indicate significant human health risks from the use of crumb rubber infill under typical conditions of use; however, environmental considerations—particularly relating to the release of microplastics and contaminants—require careful, site-specific assessment.

In the absence of specific EPA guidance on infill materials, councils should apply the general environmental duty under the Environment Protection Act 2017, considering the full life cycle of the facility, including design, stormwater pathways, proximity to sensitive environments, and long-term management of infill loss.

EPA encourages councils to draw on available national and international guidance, and to adopt a risk-based approach when assessing design, management practices, and potential alternatives, to ensure risks of harm are minimised so far as reasonably practicable

If you would like any further information, please contact Caroline Martino, Acting Deputy Chief Environmental Scientist at caroline.martino@epa.vic.gov.au, or 0396952780.

Yours sincerely,



Dr Jen Martin
Chief Environmental Scientist

29 July 2026

References

1. National Toxicology Program (NTP). NTP Research Report on Synthetic Turf/Recycled Tire Crumb Rubber: Characterization of the Biological Activity of Crumb Rubber In Vitro. 12 https://ntp.niehs.nih.gov/go/rr12abs (2019) doi:10.22427/NTP-RR-12.
2. National Toxicology Program (NTP). NTP Research Report on Synthetic Turf/Recycled Tire Crumb Rubber: Feasibility Study in Support of Non-Inhalation In Vivo Exposures of Synthetic Turf/Recycled Tire Crumb Rubber. 13 https://ntp.niehs.nih.gov/go/rr13abs (2019) doi:10.22427/NTP-RR-13.
3. National Toxicology Program (NTP). NTP Research Report on Synthetic Turf/Recycled Tire Crumb Rubber: 14 Day Exposure Characterization Studies of Crumb Rubber in Female Mice Housed on Mixed Bedding or Dosed via Feed or Oral Gavage. 14 https://ntp.niehs.nih.gov/go/rr14abs (2019) doi:10.22427/NTP-RR-14.
4. U.S. EPA & CDC/ATSDR. Synthetic Turf Field Recycled Tire Crumb Rubber Research Under the Federal Research Action Plan Final Report: Part 2 - Exposure Characterization (Volumes 1 and 2). (2024).
5. Office of Environmental Health Hazard Assessment (OEHHA). Synthetic Turf Study: Assessment of Health Risks from Exposure to Chemicals in Crumb Rubber Infill. (2026).
6. European Chemicals Agency (ECHA). Annex XV Report. An evaluation of the possible health risks of recycled rubber granules used as infill in synthetic turf sports fields. (2017).
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9. Van Rooij, J. G. M. & Jongeneelen, F. J. Hydroxypyrene in urine of football players after playing on artificial sports field with tire crumb infill. Int. Arch. Occup. Environ. Health **83**, 105–110 (2010).
10. Bocca, B., Forte, G., Petrucci, F., Costantini, S. & Izzo, P. Metals contained and leached from rubber granulates used in synthetic turf areas. Sci. Total Environ. **407**, 2183–2190 (2009).
11. Celeiro, M. et al. Evaluation of chemicals of environmental concern in crumb rubber and water leachates from several types of synthetic turf football pitches. Chemosphere **270**, 128610 (2021).
12. Australian and New Zealand Environment and Conservation Council (ANZECC). ANZECC & ARMCANZ (2000) water quality guidelines. (2000).
13. Singh, G., Peterson, B., Jay, O. & Stevens, C. J. The effect of synthetic grass sports surfaces on the thermal environment: A systematic review. Int. J. Biometeorol. **68**, 1235–1252 (2024).
14. The Department of Planning, Housing and Infrastructure, NSW Government. Synthetic turf for sports fields. https://www.planning.nsw.gov.au/policy-and-legislation/open-space/synthetic-turf-for-sports-fields (2025).

9. PETITIONS AND JOINT LETTERS

The Chief Executive will table any petitions and/or joint letters received prior to this meeting.

10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 COUNCIL AND WELLBEING PLAN 2025-2029, ANNUAL ACTION PLAN 2025/26, YEAR-END REPORT

Author: Mitchell Nash - Corporate Planning and Peformance Specialist
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present to Council the Council and Wellbeing Annual Action Plan 2025/26 Year-end Report.

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2025-2029 Annual Action Plan Year-end Report (1 July 2025 – 30 June 2026) as presented at **Appendix 1**.

REPORT

1. Executive Summary

The 2025-2029 Melton City Council and Wellbeing Plan is prepared in accordance with the Local Government Act 2020. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year, Council produces an Annual Action Plan identifying the activities and initiatives that Council will work towards achieving, which respond to the strategic outcomes and strategies identified in the Council and Wellbeing Plan. This is aligned with the Council's annual budget development.

The progressive achievement of the Annual Action Plan is reported at the conclusion of each quarter of the financial year, with a final summary provided at the conclusion of each financial year, through the production of Council's Annual Report.

Appendix 1 provides detail on activity for the fourth quarter (1 July 2025 - 30 June 2026), in the progressive achievement of the 2025/26 Council and Wellbeing Annual Action Plan.

2. Background/Issues

The Council and Wellbeing Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to for its 4-year term of office. The Council and Wellbeing Plan contains objectives, strategies, and performance indicators.

Each year Council provides a range of services, activities, and initiatives for the community. These key strategic activities and new initiatives are included in the development of an Annual Action Plan.

The 2025/26 Council and Wellbeing Annual Action Plan provides 42 actions that Council has committed to deliver. Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

Appendix 1 provides a detailed summary on the status of each action in the 2025/26 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July 2025 - 30 June 2026. The areas with a stronger link to health and wellbeing are displayed with a heart icon. ♥

The following table provides summary of progress against actions.

Status	Description	Number of actions
Completed	The Action has been completed	39
On track	At least 90% of the action target has been achieved	3
Monitor	Between 75% and 90% of the action target has been achieved	0
Off Track	Less than 75% of the action target has been achieved	0
Total Actions		**42**

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025 - 2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making

4. Financial Considerations

Initiatives and activities delivered from the Action Plan are contained within the Council approved 2025/26 Budget.

5. Consultation/Public Submissions

The 2025-2029 Council and Wellbeing planning process was developed in response to the deliberative engagement requirements of the Local Government Act 2020. The process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry.

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the 2025-2029 Melton City Council and Wellbeing Plan. The 2025/26 Council and Wellbeing Annual Action Plan is prepared from internal consultation of Council staff and management.

6. Risk Analysis

Nil.

7. Options

That Council:

1. Note the report and appendix as provided; or
2. Request amendments be made and report be resubmitted to a future Council meeting.

LIST OF APPENDICES

1. Council & Wellbeing Plan 2025-2029, Council Annual Action Plan 2025-26, Year-end Progress Report

Council Annual Action Plan Progress Report - Quarter 4 2025/26


GREEN


AMBER


RED

At least 90% of action target achieved | Between 75% and 90% of action target achieved | Less than 75% of action target achieved

* Dates have been revised from the Original dates

1 A healthy and inclusive community

1.1 A connected community where people have equitable access to local activities, events, programs and services

1.1.1 Strengthen access, inclusion and safety for all ages, cultures, abilities, and genders for all Council services and events.

Action Title: 1.1.1.1 All Council delivered public events, programs and services to be reviewed against Council's Disability Audit Tool Checklist, ensuring 100% compliance

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Community Care and Active Living	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The Disability Audit Tool Checklist was reviewed and redesigned to ensure it is fit for purpose for use across a broad range of programs and services as well as public events being provided by Council in 2025/26. Council is continuing to review all major events to ensure compliance. The 2025 Djerriwarrh Festival and the 2025 Carols by Candlelight public events were reviewed against the Disability Audit Tool Checklist for compliance and requirements. The tool is now being referred to across other Council programs and services.

1.1.2 Support local community and cultural groups to deliver events that celebrate cultural diversity and strengthen social connection.

Action Title: 1.1.2.1 Provide 10 community event grants (up to $5,000 each) to local community cultural groups, to facilitate positive cultural inclusion

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: For the 2025/26 year, 10 community event grants were provided to local community groups to support event delivery. A total of $43,175 was provided.

1.2 A safe and inclusive community that celebrates and promotes its diversity, and where people are proud to live.

1.2.1 Implement improvements to enhance safety in our streets and public spaces.

Action Title: 1.2.1.1 Deliver Council's 2025/26 Street Lighting and Open Space Path Lighting Improvement Programs to enhance safety

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Capital Delivery	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: All open space lighting works planned for 2025/26 are complete.

Action Title: 1.2.1.2 Deliver the Rough Sleepers Partnership Initiative in partnership with other agencies with all notifications recorded and referred to the partnership within three business days

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Community Care & Active Living	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: During the period 1 July 2025 to 30 June 2026, a total of 107 notifications were received and referred to the partnership within (3) three business days.

1.2.2 Promote gender equality and the prevention of gender-based violence in all its forms impacting people of all ages.

Action Title: 1.2.2.1 Deliver and promote an annual 16 Days of Activism campaign across the City

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council hosted a Walk for Inclusion and Respect on 3 December 2025. Over 100 community members, Councillors, Council staff, emergency services, disability advocates, and local organisations participated in support of the prevention of violence against women. Council hosted a panel discussion at Melton Library and Learning Hub with Tarang Chawla, which focused on accountability and respectful behaviour.

Action Title: 1.2.2.2 Facilitate Council's Early Years Educators to deliver at least two professional development sessions promoting gender equity initiatives for 2025/26

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Two professional development sessions promoting gender equity have been delivered to local early childhood professionals in 2025/26, with topics including 'Responding to Resistance to Gender Equity' and 'Body Safety - Deepening the Conversation'. Council continues to build sector awareness and capacity to support intersectional gender equity practice in local child, family and youth services, and support opportunities for fathers to increase engagement and participation in parenting and social programs.

1.2.3 Facilitate the provision of diverse and affordable housing.

Action Title: 1.2.3.1 Develop a Council policy position for affordable housing in the City of Melton

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In progress	01-Jul-2025	30-Jun-2026	95%	100.00%	GREEN

Action Progress Comments: The Social and Affordable Housing Policy was considered at the August 2026 Policy Review Panel meeting and is recommended for adoption by Council at the August 2026 Council Meeting.

1.3 A City that invests in and promotes positive public health and wellbeing outcomes.

1.3.1 Support healthier eating and enhance food security in our City.

Action Title: 1.3.1.1 Establish the Social Investment Partnerships Stream of the Community grants program to support the partnering of Community organisations to deliver solutions to current and emerging social needs including food access services in the City

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The Social Investment Partnerships program launched in October 2025. It was established to support community organisations to achieve Council's objective to invest in positive public health and wellbeing outcomes. Organisations can apply for up to $25,000. Officers developed guidelines, an assessment process and promoted the program online. Three grants were awarded to City of Melton organisations to support food relief and social inclusion activities. A total of $62,320 was awarded for the 2025/26 financial year.

1.3.2 Grow awareness and understanding of mental health and wellbeing to address stigma and barriers.

Action Title: 1.3.2.1 Run six community mental health workshops in partnership with local health providers, targeting 300 participants

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Six mental heath workshops, codesinged in parternship with Headspace Melton, have been delivered with 155 particpants attending - an average of 26 people per session.

1.3.3 Increase active living and physical activity for all.

Action Title: 1.3.3.1 Deliver health and fitness opportunities across Council parks and community centres, engaging at least 500 participants

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation & Community Activation	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The following Health and Fitness Opportunities were provided for community participation throughout 2025/26. Health and wellbeing programs delivered across Community Centres, Neighbourhood Houses and Men's Sheds (1,567 participants), 2x 10-week Daughters of The West program with a weekly exercise component (84 participants), 1x 10-week Syriac Iraqi Daughters of The West program with a weekly exercise component (84 participants), 2x Family event at Atherstone Traffic School, supporting families to participate in safe active travel (270 attendees), Strength Training program hosted by Leisure Centres (15-20 participants each week), established Aintree Junior Parkrun on Saturday mornings (35 Participants each week), established OZ Tag group Come and Try Days over July and August (80 Participants), and a Women in Sport Breakfast hosted in December (90 attendees).

1.4 A community with access to local training, education and learning opportunities for all ages and abilities.

1.4.1 Advocate for the provision of all levels of education and training locally, including a university within the City.

Action Title: 1.4.1.1 Develop and implement a stakeholder engagement plan for a university in Cobblebank

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy and Government Relations	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council's refreshed advocacy priorities were adopted by Council at the October 2025 Council Meeting and announced in January 2026 with a university for Cobblebank included. Key stakeholders have been engaged to discuss the need for a university in Cobblebank with the Mayor meeting with local Federal Members for Gorton and Hawke, Federal Minister for Skills and Training and Victorian Minister for Skills and TAFE. Stakeholders have been provided with a prospectus that outlines the student demand and advantages of a university in Cobblebank. The insights from these meetings will inform the development of a strategic advocacy action plan for the establishment of a university campus, leveraging co location opportunities in the Cobblebank Precinct.

1.4.2 Create learning opportunities for all stages of life and abilities including early engagement with and support for children, young people and families.

Action Title: 1.4.2.1 Facilitate access for community to the Melton Learning Directory to provide up to 100 free and low-cost learning opportunities for all ages abilities and interests

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: For the 2025/26 financial year, community centres and Neighbourhood Houses delivered a total of 184 free and low-cost learning programs that were attended by 2650 participants.

1.5 A strong, diverse and future focused local economy that provides our community with varied local job opportunities.

1.5.1 Advocate and encourage investment in the City to support new businesses and local jobs.

Action Title: 1.5.1.1 Develop a targeted investment campaign to attract large businesses and government agencies into the City

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	Completed	01-Nov-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: An Investment Marketing Campaign has been developed to support the attraction of large businesses and government agencies into the City of Melton. The campaign has been development with further work to be undertaken in line with Strategy development in 2026/27. Direct engagement with Stakeholders has been completed, along with updates to the investment information on Council's website.

1.5.2 Advocate for new Precinct Structure Plans which are employment focussed to facilitate the creation of local jobs

Action Title: 1.5.2.1 Advocate to the Victorian State Government for the development of employment and industrial Precinct Structure Plans

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	Completed	01-Nov-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council officers are continuing to work with the Department of Transport and Planning (DTP) to advance the planning for the Derrimut Fields Precinct Structure Plan, which will be approximately 500 hectares of zoned industrial land once completed. In addition, officers are actively advocating for the commencement of planning for additional employment Precinct Structure Plans in our growth corridor to facilitate additional investment and jobs into our region.

1.5.3 Facilitate local partnerships which create and promote a variety of employment and other pathway opportunities.

Action Title: 1.5.3.1 Facilitate at least 15 placements for secondary school and tertiary based students to undertake work placements at the Melton City Libraries

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Throughout the delivery of this initiative, Council has supported 18 students to undertake work placements within Melton City Libraries. Five students undertook a secondary school work experience program, one tertiary student completed placement in purist of their degree, in addition to a number of students undertaking placements including the Duke of Edinburgh International Award. Students will continue their participation in the program for the remainder of the financial year.

Action Title: 1.5.3.2 In collaboration with partner organisations to support local students enrolled in tertiary education, deliver Year 1 of the Suburban University Study Hub at the Melton Library and Learning Hub

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The Suburban University Study Hub officially opened in September 2025 to support tertiary students to access campus-style study spaces, on-site administrative and academic support, and a range of student support services free of charge. Officers completed building works to fit out the space and instal new IT infrastructure. Specialist staff have been employed by our local partner, Djerriwarrh Community & Education Services, to activate the Hub. Since opening, 158 students have registered to use the Study Hub. Djerrirwarrh Community & Education Services report that there are 150 active student memberships for the Suburban University Study Hub.

1.6 A City that respects and celebrates Aboriginal and/or Torres Strait Islander cultures.

1.6.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture.

Action Title: 1.6.1.1 Deliver cultural celebration events in partnership with our First Nations Community for Council's Dates of Significance

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Healthy Connected Communities	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council partnered with Wurundjeri to deliver a Welcome to Country and Smoking ceremony as well as a First Nations workshop and didgeridoo performance at the Lakeside Alive event on 21 March 2026. An event to recognise National Reconciliation Week was held on 3 June 2026. The focus of the event was food and family. The program featured Welcome to Country, Smoking Ceremony and Didgeridoo performance followed by flag raising and speeches.

1.6.2 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places.

Action Title: 1.6.2.1 Form a Reconciliation Action Plan Working Group and commence development of Council's 'Reflect' Reconciliation Action Plan, ready for future endorsement by Reconciliation Australia

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
People and Safety	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The Reconciliation Action Plan Working Group was established in April 2026, with 10 members selected to represent each of the five organisational directorates. The draft 'Reflect' RAP was subsequently developed and submitted to Reconciliation Australia on 9 June 2026.

2 A thriving and well-designed City

2.1 A City that plans for and adapts to climate change.

2.1.3 Build collaborative partnerships to facilitate collective action to address climate change and its impacts on health.

Action Title: 2.1.3.1 Engage with stakeholders such as Greater Western Water, Melbourne Water, and relevant Victorian State Government departments and agencies to support collective action on climate change and its health impacts

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Stakeholders Greater Western Water (GWW), Melbourne Water (MW) and other agencies have been engaged with regularly, particularly in the Integrated Water management (IWM) areas. Council has contributed to shared advocacy, knowledge exchange, emission reduction initiavites such as the Victorian Energy Collaboration (a collective renewable electricity purchasing project), and regional climate change resilience work through its relationship with the Western Alliance for Greenhouse Action (WAGA).

2.2 A City that is clean, minimises waste and increases resource recovery through efficient, sustainable practices.

2.2.1 Increase community awareness and understanding of waste and resource recovery.

Action Title: 2.2.1.1 Deliver a total of 20 waste education sessions across at least 10 schools, to reach a minimum of 500 students, and two major community events to reach at least 1,000 community members to support behaviour change in waste minimisation and recycling behaviour

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Operations	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Throughout 2025/26, Council delivered waste and recycling education programs across 10 schools and early learning centres, reaching 523 students across 24 sessions. Council also attended Djerriwarrh Festival and Lakeside Alive (major community events) with a reach of 9,125 community members.

2.2.2 Implement the Victorian Government's kerbside waste reforms.

Action Title: 2.2.2.1 Development and implementation of a Communications Plan for the community roll-out of the mandated four-bin kerbside collection service

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Operations	Completed	01-Oct-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The kerbside collection service communications plan has been developed to ensure our community is aware of the new glass and universal food and garden organics bin collection services commencing on 1 July 2027. The first phase of implementation has focused on bin collection day or week changes for impacted properties, with the remaining messaging to commence in late 2026 prior to the new bins being delivered and collected.

2.3 A City that has well-designed and maintained places and spaces accessible to all.

2.3.1 Implement improvements in our streets and public spaces to keep them clean and reduce waste, litter and graffiti.

Action Title: 2.3.1.1 Deliver the graffiti rapid response program with 90% compliance for: response within 48 hours for offensive graffiti, and for response within 10 days for all other graffiti on Council assets

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Operations	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: In 2025/26, Council delivered the graffiti rapid response program including response to 741 graffiti removal requests with 95% completed within 10 days, and 136 offensive graffiti removal requests with 91% completed within 48 hours.

2.3.2 Increase multi-use and accessible open spaces.

Action Title: 2.3.2.1 Deliver a minimum of 20 new and upgraded parks and open spaces within the City

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council has successfully delivered over 20 park/open space upgrades in 2025/2026.

Seventeen Major and Minor Park Upgrades have been completed: Toolern Creek Regional Park, Fieldstone Way Reserve, Royal Crescent Reserve, Hillside Recreation Reserve Playspace, Barwon Street Reserve, Black Wood Drive Recreation Reserve, Sovereign Boulevard Reserve, The Parkway Reserve, The Grange Reserve Upgrade, Emil Court Reserve, Northgate Linear Reserve, Freemans Link Reserve, The Melton South Recreation Reserve Playspace, Punjel Drive Reserve, Warringah Reserve, St Georges Ave Reserve, Cypress Views Village Park, and Parkwood Green Reserve. The East Side Seniors Exercise Park and the West Side Seniors Exercise Parks have also been completed.
Three Minor Parks projects are under construction and nearing completion: Sugar Gum Reserve, West Melton Recreation Reserve, Springbank Park.
In addition to these major and minor projects, numerous upgrades have been completed under renewal programs.

2.4 A City that plans and delivers infrastructure that is evidence-based, fit for purpose and accessible, delivering value to the city and its people.

2.4.1 Maximise delivery of the annual Capital Works program.

Action Title: 2.4.1.1 Review the delivery model of Council's capital program to further maximise future delivery

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Capital Delivery	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The review of the delivery model for Council's capital program has been completed, which has seen implementation of a number of improvement opportunities including: Changes to the management of design phase with Capital Delivery Team leading the process (which have seen measurable improvements in both delivery, costs, quality and time), implementation of third party design review process in advance of progressing to construction phase, implementation of Scope and Dollar Variation Dashboard identifying key theme areas for improvement, implementation of Risk and Issues Dashboard identifying key theme and mitigation strategies, and Lessons Learnt Workshops managed by Council's Capital Delivery Team to ensure coordination across the organisation. Following on from this review, phase 2 will involve formal implementation of framework.

2.5 A well-planned, integrated and maintained transport network that enables people to move around.

2.5.1 Advocate for safe, sustainable, integrated, increased, and more connected public transport across the City of Melton.

Action Title: 2.5.1.1 Develop a 2026 advocacy campaign for the Victorian State Government Election incorporating improvements to public transport

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Grant Attraction & Partnerships	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The Victorian State Election Campaign was presented Council in April 2026.

2.5.2 Continue to invest in our local road network, and advocate for improvements in State and Federal roads.

Action Title: 2.5.2.1 Complete at least 90% of the 2025/26 planned local road improvements.

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Operations	Completed	01-Jan-2026	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Of the 142 planned local road improvement projects, 133 were completed in 2025/26, resulting in a 94% completion rate. Six remaining projects will be delivered in the July 2026 school holidays, with three further projects carried forward for delivery later in 2026/27.

Action Title: 2.5.2.2 Complete at least 90% of the 12.9 kilometres of 2025/26 planned road asphalt renewal.						
Responsible Department	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Operations	Completed	01-Jan-2026	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: 100% of the 61 planned asphalt renewal projects were completed in 2025/26, with 12.54 kilometres of asphalt renewed. This has included major locations such as the Road Resealing Program, Path Renewal Program and the Kerb & Channel Renewal Program.

2.5.3 Maintain and develop our cycling and walking networks.

Action Title: 2.5.3.1 Complete at least 90% of the 2025/26 planned cycling and walking path improvements						
Responsible Department	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Operations	Completed	01-Sep-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: All but one project under the planned Cycling and Walking Paths Program were completed in 2025/26, resulting in a 97% completion rate. These include projects in Taylors Hill, Caroline Springs, Melton South and Fraser Rise that covered several locations such as pram crossings and footpaths. The remaining project was delayed due to other authorities completing works in the area and is expected to be completed in early 2026/27.

2.6 A greener City that protects and enhances its natural environment.

2.6.2 Reduce the impacts of heatwaves on the community through increased tree canopy cover and urban design.

Action Title: 2.6.2.1 Plant more than 20,000 trees within our City

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: 20,034 trees have been planted in 2025/26. This includes 4,478 trees under Council's annual planting program, 11,116 trees, both advanced and tubestock, for external landscape works, 1,940 trees, both advanced and tubestock, under the More Trees for a Cooler, Greener West program, and approximately 2,500 development sector-delivered trees.

2.6.3 Advocate for Precinct Structure Plans that deliver sustainable, coordinated, infrastructure-ready and liveable communities.

Action Title: 2.6.3.1 Advocate to the Victorian State Government on improving growth area planning standards for new Precinct Structure Plans

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council officers are continuing to advocate for vastly improved growth area planning standards through various forums, including via the relevant growth area council forums and meeting with the Department of Transport and Planning (DTP) with industry experts to assist with improving Precinct Structure Plans (PSP) Guidelines and the associated PSP processes.

2.6.4 Protect and enhance biodiversity and the cultural and heritage values across our city.

Action Title: 2.6.4.1 Develop an action plan to support delivering outcomes that protect and enhance biodiversity in the City

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth and Development	Completed	01-Jul-2025	31-Mar-2026	100%	100.00%	GREEN

Action Progress Comments: The Biodiversity Action Plan 2026-29 was presented to councillors on 27 April 2026. Implementation of Year 1 actions will commence in 2026-27.

3 A progressive and trusted Council

3.1 An organisation that genuinely engages with community and is committed to excellence in customer experience.

3.1.1 Implement Council's Customer Experience Strategy.

Action Title: 3.1.1.1 Deliver a Customer Service Charter and all Year One actions in the Customer Experience Strategy to advance customer satisfaction ratings

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council's Customer Service Charter was updated and finalised in June, 2026 following a co-design deliberative engagement process undertaken with both staff and customers. Work continues to progress on the delivery of the CX Strategy, including finalising a Voice of Customer Framework, implementing a Quality Assurance program for the contact centre and supporting a range of ey organisational initiatives, including the website redesign, Technology Change Program design workshops, investigation of Genesys AI capabilities, development of customer service reporting frameworks, and enhancements to Rates communications. The team also continues to play a key role in supporting waste activities, and primarily the delivery of the Kerbside Reform program through customer communications, website content, process improvements, and customer service readiness activities.

3.1.2 Increase the use of deliberative engagement to support Council decision making.

Action Title: 3.1.2.1 In addition to Council's ongoing community engagement initiatives, develop an annual deliberative engagement program that outlines opportunities for community feedback into key projects and initiatives

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	Completed	01-Jan-2026	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Between 1 July 2025 and 30 June 2026, 53 community engagement projects were published on Council's engagement platform - with 52,000 people visiting the platform and making more than 3,600 contributions and feedback on Council projects, to help inform Council decision making. The has been a positive improvement and increase in Council's engagement, with the number of engagement projects increasing by 23%, visitors increasing by 6% and contributions increasing by 75% when compared to the previous financial year.

Council's deliberative engagement program was endorsed by the Executive Leadership Team in June 2026 - this program outlines Melton City Council's approach to deliberative engagement, with the aim of undertaking two deliberative engagement projects per financial year. Two projects have been provisionally identified for 2026/27, with scoping and project design commencing - this includes a participatory and deliberative engagement process as part of the next Council Plan and Budget planning cycle. Work also progressed on the review of Council's Engagement Policy and supporting guidelines, toolkits and resources. This project is expected to be completed by June 2027.

Action Title: 3.1.2.2 Engage specialist organisations in a review of Council's approach to hardship support

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Commercial Advisory	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Council's Hardship and Vulnerability Policy was adopted by Council on the 22 June 2026. Council has commenced implementation.

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

3.2.1 Implement initiatives to continue to advance Council's integrity maturity.

Action Title: 3.2.1.1 Develop an Integrity Framework to underpin the organisation's focus on integrity maturity

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Integrity	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: An Integrity Framework was developed incorporating the standards for measurement. The Framework will be implemented in 2026/27.

3.2.2 Develop a new Council website to improve the accessibility of information available online.

Action Title: 3.2.2.1 Undertake a scope, design and tender process for Council's new website, incorporating best practice accessibility standards and using technology to add to customer communication options and customer experience

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Communications	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The Website Redevelopment Project scope was endorsed by Executive on 5 September 2025 and year one actions have been completed, including content and information architecture development for feedback.

Year 2 actions will involve going to tender for a new website platform. This timing will allow for organisational requirements and dependencies to occur including: Technology Change Program (TCP), Digital Experience Platform (DXP), DXP Internal knowledge base, and online forms project.

3.3 An organisation that is proactive and effective in advocacy to support our rapidly growing City.

3.3.1 Develop and implement an annual strategic advocacy and government relations plan that is evidence based and community driven in its prioritisation.

Action Title: 3.3.1.1 Utilising an evidence-based approach, review, update and prioritise Council's advocacy initiatives, ensuring alignment with the Council and Wellbeing Plan, and Council and community feedback

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Grant Attraction & Partnerships	Completed	01-Jul-2025	30-Nov-2025	100%	100.00%	GREEN

Action Progress Comments: Council's advocacy priorities were reviewed and developed in the first quarter of the financial year, and endorsed by Council in October 2025. The Advocacy Priorities Booklet was developed and the refreshed priorities launched at a stakeholder event in January 2026. The advocacy priorities have informed the State election campaign and State and Federal Budget submissions.

3.3.2 Implement Council's investment strategy, the advancing of alternative revenue generation opportunities, and identification and implementation of efficiency improvements.

Action Title: 3.3.2.1 Realise a minimum of $10M in general operational efficiency savings to support ongoing financial sustainability

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Commercial Advisory	In Progress	01-Jul-2025	30-Jun-2026	90%	100.00%	GREEN

Action Progress Comments: Officers are continuing to implement operational efficiencies. Officers have identified $4.9m in operational efficiencies during the financial year, with further initiatives to be progressed. Progressive implementation of initiatives is underway. The target for the 2025/26 financial year was ambitious and has not been fully realised.

3.4 A future focused organisation where success is measured by outcomes, impact and continuous improvement.

3.4.2 Implement Council's Technology Change Program to uplift core technology systems to improve service delivery.

Action Title: 3.4.2.1 Complete the delivery of Phase One, of Council's approved Technology Change Program

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Information Services	Completed	01-Jan-2026	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Technology Change Program (TCP) Phase 1 has been completed, delivering key systems for finance, procurement, budgeting, payroll and human resources. The post-implementation support period is also complete, providing staff with improved tools to deliver services more efficiently and better support our growing community.

3.4.3 Continue a program of service reviews to ensure services are fit for purpose to meet community needs.

Action Title: 3.4.3.1 Develop a new Council Services Review schedule for 2026-2028 to have a rolling program of reviews of Council's core services

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Transformation	In Progress	01-Jul-2025	30-Jun-2026	90%	100.00%	GREEN

Action Progress Comments: Service reviews for 2025/26 have included Maternal and Child Health, Recreation and Facilities Activation, Child Families & Youth, and Healthy Connected Communities. The finalised draft forward plan of service reviews will be presented to Councillors in October 2026.

3.4.4 Develop and implement a property management framework that balances highest and best use of Council's property holdings whilst optimising community benefit.

Action Title: 3.4.4.1 Undertake a review of Council landholdings to identify highest and best use and document a plan to guide future management

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
Property	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: The Strategic Property Framework was endorsed by Executive on 1 June 2026.

3.5 A safe and respectful organisation that embraces diversity and actively supports inclusion.

3.5.1 Develop and implement a diversity and inclusion plan for the workplace, including delivery of a new Gender Equality

Action Title: 3.5.1.1 Complete a Workplace Gender Audit by December 2025 and submit Council's new Gender Equality Action Plan by May 2026, in accordance with statutory timeframes to the Commission for Gender Equality

Responsible Department	Status	Start Date	End Date	% Complete	Target	On Target %
People and Safety	Completed	01-Jul-2025	30-Jun-2026	100%	100.00%	GREEN

Action Progress Comments: Delivery of the new Gender Equity Action Plan (GEAP) has now commenced. A compliance outcome from the Commission is expected in October.

12.2 DATA CENTRES IN THE CITY OF MELTON

Author: Travis Conway - Manager City Strategy
Presenter: Sam Romaszko - Director City Futures

PURPOSE OF REPORT

To outline Council's position in relation to data centres within the City of Melton.

RECOMMENDATION:

That Council:

1. Note the increased community concern in relation to the development of data centres in the City of Melton.
2. Write to the Minister for Planning, the Minister for Water and the Minister for Energy and Resources to advocate for the urgent development of a coordinated framework in collaboration with all levels of government, to guide the assessment, approval and delivery of data centre development, which must include, at a minimum:
    a. early, formal and meaningful involvement of local councils in pre-application, planning and impact assessment processes, including sufficient notification periods and reasonable timeframes for Council to obtain technical advice, assess applications and provide a coordinated response where the Minister for Planning acts as the Responsible Authority;
    b. strategic planning for data centre precincts, including preferred locations, cumulative development impacts, protection of employment land, separation from sensitive uses and alignment with broader land use, transport and infrastructure planning;
    c. clear proponent and government investment requirements for enabling infrastructure, including electricity transmission and distribution, water, roads, drainage, telecommunications, emergency service access and any additional infrastructure needed to avoid unfunded impacts on Council and the community;
    d. greater transparency and mandatory disclosure of energy and water capacity, including renewable energy commitments, grid impacts, efficiency standards, greenhouse gas emissions, recycled water feasibility and long-term resource demand;
    e. a robust and meaningful community engagement process that clearly explains local impacts, community benefits, mitigation measures, emergency management arrangements and ongoing accountability mechanisms;
    f. consistent and enforceable design, built form, environmental performance, security, lighting, noise and amenity standards for data centre developments;
    g. emergency management, resilience and risk management requirements, including backup power, fire safety, hazardous materials, heat, operational continuity and emergency service access arrangements;
    h. local employment, training and procurement commitments that ensure investment translates into tangible and measurable benefits for the Melton community;
    i. mandatory information requirements on electricity demand, water demand, cooling technology, recycled water feasibility, renewable energy procurement, greenhouse gas emissions, backup generation, traffic, noise and cumulative infrastructure impacts; and

j. a requirement that major data centre proposals demonstrate a net community benefit, including how the proposal will manage local impacts, avoid unacceptable infrastructure burdens and contribute to Council's long-term economic, environmental and community objectives.

3. Pending the development of the abovementioned framework, call on the Victorian Government to pause determination of all planning permit applications for data centres in the City of Melton.

4. Receives a report to the Council, for all data centre approvals in the City of Melton, where Council is the Responsible Authority, notified of an application as the municipal council, or where Council is a referral authority.

REPORT

1. Executive Summary

Data centres are becoming increasingly important digital infrastructure that supports cloud computing, artificial intelligence, business continuity, banking, health, logistics, government services and everyday digital activity. Melton City Council recognises that data centres represent an important component of Victoria's future digital infrastructure and economic development.

The City of Melton is emerging as a location of interest for data centre development due to its strategic position in Melbourne's west, access to industrial land, major transport corridors and proximity to electricity and water infrastructure.

Whilst data centres can attract substantial capital investment and support the broader digital economy, they also raise local planning, infrastructure, environmental and community issues.

Council supports appropriately located and well-designed data centre developments that contribute to investment, innovation and employment while ensuring that impacts on neighbourhood amenity, infrastructure capacity, environmental sustainability and long-term planning outcomes are appropriately considered and managed.

Council will continue to advocate for planning processes that are transparent, evidence-based and provide meaningful opportunities for community engagement. Council also supports the development of clear planning policy at a Federal and State level, which should guide assessment of this emerging form of development and provide greater certainty for referral authorities, the community, industry and decision-makers.

This report establishes Council's strategic position when considering proposals for data centre development within the City of Melton, both as the responsible authority and when applications considered by the Minister for Planning are notified to Council as the municipal council.

2. Background/Issues

Demand for data centres is growing rapidly across Australia and Victoria, driven by cloud services, artificial intelligence, cybersecurity and the digitisation of business and government services.

The Victorian Government has identified data centres as critical infrastructure and has released a Sustainable Data Centre Action Plan (**the Plan**). The Plan focuses on five key areas when considering data centre development, being:

1. Access to land, energy, water, and transport infrastructure for businesses and potential investors.
2. Sustainable power generation for data centres, ensuring energy reliability and security.
3. Water demand management for data centres to support sustainable growth while safeguarding water security.
4. Skilled workforce development through partnerships with TAFEs and tertiary providers.
5. Economic benefits such as attracting investment, fostering innovation, and creating high-value jobs.

Following the announcement of the Plan, the demand and interest for flat, serviceable land in Melbourne's West which is proximate to utility infrastructure, and major transport corridors, has increased significantly. As a result, the City of Melton and other Council areas in Melbourne's West which possess these ideal land characteristics are fast becoming a location of interest for investment.

Planning Pathways

When applying for a planning permit for the use and development of land for a data centre, proponents may submit their application through one of two pathways.

a. Application made directly to the Council

The standard planning pathway to obtain a planning permit, is to apply directly through Council. Where this occurs, Council applies the provisions of the *Planning and Environment Act* the Melton Planning Scheme (**the Scheme**) and local planning policy in determining an application.

Data centres are defined as a "*utility installation*" within the Scheme and can be located in identified employment precincts in Precinct Structure Plans, in industrial zones and in the Green Wedge Zone, subject to approval.

In the City of Melton, the four zones which are most likely to be considered for data centre development, are:

- Industrial Zone
- Commercial Zone
- Urban Growth Zone
- Green Wedge Zone

The Scheme generally provides some overarching strategic guidance which may be relevant to the consideration of a data centre development. These include clause which address urban design (clause 15.01-1L), industrial urban design (clause 16.01.1-02), diversified economy (clause 17.01-1L), and integrated water management (clause 19.03.3L) and biodiversity considerations (clause 12.01.1L). Whilst these provisions are broadly applicable, the Scheme does not specifically contemplate or incorporate a framework which is specific to this type of modern and emerging infrastructure.

Where Council acts as the Responsible Authority, it plays an influential role in the security of sustainable measures including renewal energy, and to secure the delivery of other community infrastructure benefits through planning permit conditions and other mechanisms such as section 173 agreement.

b. Application to the Minister for Planning

Proponents may opt to make an application directly to the Minister for Planning, using the Victorian Government's Development Facilitation Program (the DFP) established by the Minister for Planning.

The DFP was developed with a view to expedite the consideration of planning applications which meet a specific criterion, for the benefit of the broader Victorian economy. Where an application is considered under the DFP, the Minister for Planning acts as the responsible authority in the consideration and determination of the application.

To be considered under the DFP, an application must be:

a. a project that will make a significant contribution to Victoria's economy and provide substantial public benefit, including by creating jobs for Victorians

b. significant residential development that includes affordable housing

c. redevelopment and renewal of public housing stock

d. residential development carried out by the State of Victoria or jointly or in partnership with the private sector

e. residential development that is of high-quality design, liveability and sustainability.

To be eligible for consideration under the DFP, the proposal must also have a construction cost of over $20 million in the City of Melton. Hyperscale data centres have a cost estimate which often exceeds $1 billion.

It is the responsibility of the Minister to determine if an application does or does not meet the criteria of the DFP and the planning provisions, though Council may provide pre application advice where sought, on this point.

Where the Minister for Planning acts as the responsible authority under the above provisions, they may:

- waive or vary mandatory planning scheme requirements relating to building height, setbacks and garden area
- waive or vary a condition opposite a use in Section 2 in a zone or a schedule to a zone for an application made under Clause 53.23
- waive any application requirement if it is determined irrelevant to the assessment of the application.

Where the Minister for Planning acts as the responsible authority in an application for a data centre, the decision of the Minister is not capable of being appealed to the Victorian Civil and Administrative Tribunal (VCAT) either by Council or by the community.

Where applications are considered through the DFP, Council's role is limited to advocacy, information sharing where practicable, and making a submission as the municipal council when notified of an application. This submission may include Council's position following technical assessment of any relevant planning consideration against the Scheme.

Council does not play a role as a decision maker, or as a determining referral authority. This means that Council's objection to a proposal, will not be considered a key determinative factor.

Planning Considerations

Whilst data centres may offer some strategic economic and digital infrastructure benefits, their development also presents a range of considerations which require technical assessment, clear policy position, and coordinated engagement with all levels of government. These considerations may include:

Energy Demand

Data centres require continuous, high-capacity electricity supply to operate. Hyper-scale facilities, may place pressure on grid capacity, local substations, transmission infrastructure and the timing of renewable energy connections, including where they exceed the electricity demand of other similar scaled industrial development. The existing electricity network and infrastructure for any proposal will need to be carefully considered, with consideration given to planned upgrades or upgrades which would be required to support the demands of a data centre.

In reducing reliance on existing supplies, there is opportunity for proponents to be required to support new renewable energy generation, battery storage and demand management initiatives that add capacity.

Water Demand

By their operational nature, data centres most often generate excessive heat and require the implementation of cooling systems to function. This means that water security, climate variability, recycled water and other utility infrastructure must considered and strategically located to support the development of a data centre.

In mitigating the water demand impacts options include accessing recycled water and demonstrating sustainable industrial water use to reduce reliance on drinking water for cooling.

Industrial land consumption

Data centres, particularly hyperscale data centres, require large parcels of strategically located industrial land with access to energy, water and road infrastructure. Compared to other industrial developments and land uses, data centres will often have less ongoing strategic benefits, including low employment in long term operations, high impact in construction phases, and potential substantial impacts on adjoining land uses, including the amenity of residential zoned areas.

Built form and amenity

The development of a data centre often involves large built form infrastructure, security fencing, separate power infrastructure, plant equipment and limited active frontages, which can affect streetscape quality and precinct amenity.

The construction and operation of data centres can result in significant lighting impacts, particularly where developments are delivered over extended construction periods or operate continuously on a 24-hour basis.

Excessive night-time lighting and light spill can adversely affect residential amenity through increased glare, reduced enjoyment of private open space and disruption to established neighbourhood character. Consideration should also be given to the potential impacts of artificial lighting on local biodiversity and wildlife.

Employment Density and Investment Attraction

Victoria's Digital Strategy 2021 – 2026 provides a policy basis for building a more inclusive, productive and resilient state economy. A key aim is to ensure Victoria is a digital-ready public sector and a thriving digital economy. Continued support for this agenda is likely to continue and will assist in attracting and retaining digital talent, improve business productivity and ensure that communities across the state can participate in the benefits of digital transformation.

Data centre construction creates demand across a wide range of occupations, from civil works and structural trades through to highly specialised mechanical, electrical and engineering controls roles. Data centres can strengthen the City of Melton's position as part of Melbourne's western economic corridor and attract complementary technology, engineering, construction and maintenance activity.

Whilst there can be several thousand jobs created via the construction and delivery process, there are limited on-site jobs once data centres are operational.

Once data centres are operational, the job densities on a site-by-site basis are comparatively low to other general or traditional industrial and commercial land uses. In effect, there could be thousands of jobs displaced due to the presence of data centres.

To maximise the long-term public value of data centre development, governments should encourage proponents to establish formal partnerships with local education and training providers. This would have the ability to create targeted pathways into electrical trades, mechanical services, cybersecurity, facilities management and digital infrastructure. It could also assist with genuinely diversifying our local workforce.

Community confidence and engagement

Council acknowledges that the community has concerns about environmental impacts, resource demands, noise, construction impacts, emergency management and whether sufficient benefits are to be realised by the community.

The level of community engagement of an application, largely depends on the planning pathway selected by the proponent.

Applications under the Melton Planning Scheme where Council acts as the responsible authority, and which are not exempt from public notification under the scheme, include a meaningful community engagement process, in consideration of the scale, complexity and local impact of applications such as that of a data centre. These timeframes permit the procurement of necessary technical reports and review to ensure Council and the community is enabled to provide an informed, evidence based and comprehensive submission.

For applications considered through the DFP, the Minister for Planning may undertake public consultation under section 52 of the *Planning and Environment Act 1987 (**the Act**)*. Where this occurs, Council and the community will be able to provide comment or lodge a submission in respect of the proposal. Where the Minister determines not to exhibit the application publicly where it is exempt under the Scheme, the community may have limited ability to make a formal submission.

Under section 52 of the Act, Council is only notified of the proposal as the municipal council and is not a determining referral authority. As a result, Council does not have the power to withhold its consent to prohibit the progression of the development.

Whilst the Minister may seek feedback or comment from Council, the accelerated nature of the DFP means response timeframes demanded of Council are often unreasonably short. The impact of the short timeframe is such that the opportunity to undertake the required technical assessment and provide a coordinated and informed response is limited. The timeframe also means that Officers cannot present the matter to a decision of Council using its standard meeting schedule.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.3 An organisation that is proactive and effective in advocacy to support our rapidly growing City.

4. Financial Considerations

The purpose of this report is to provide Council's open and transparent position in relation to data centre development. There are no inherent financial implications in the preparation of this report, and the financial implications of each proposal will be considered on a case-by-case basis.

5. Consultation/Public Submissions

No formal public consultation was undertaken in the preparation of this report. There has been a high level of public interest regarding data centres over the past several months, demonstrating a clear public interest and concern.

6. Risk Analysis

Data centre interest in the City of Melton is likely to continue.

Each proposal requires careful consideration of location, design, infrastructure planning and sustainability impacts. Council's role must support the positive contribution of development to Melton's long-term economic, environmental and community objectives rather than creating unfunded infrastructure burdens or displacing higher-employment land uses.

The current planning framework does not provide sufficient cross-government guidance for the assessment and delivery of major data centre developments. Without a coordinated approach, there is a risk that individual project decisions will create cumulative and long-term impacts for local communities, infrastructure networks and employment outcomes.

Council considers that a clear framework is needed to improve collaboration between state, federal and local government. There is a clear need to guide the strategic planning of data centre precincts, align investment in enabling infrastructure and ensure greater transparency around energy, water and community impacts.

The objective should be to support appropriate data centre investment while ensuring that Council is involved early, local communities are meaningfully engaged and that there are clear economic and local employment benefits and opportunities.

Should a clear objective with a coordinated approach to the planning and investment of data centres investment come to fruition, the following should be considered as part of any framework:

a. clear assessment pathways and decision-making responsibilities across all tiers of government;

b. early and formal involvement of local councils in the planning and impact assessment processes;

c. strategic planning for data centre precincts, including preferred locations, cumulative impacts and alignment with broader land use and infrastructure planning;

d. investment requirements for enabling infrastructure, including electricity transmission and distribution, water, roads, drainage, telecommunications and emergency service access;

e. greater transparency around energy and water capacity, including renewable energy expectations, grid impacts, efficiency standards and long-term resource demand;

f. a meaningful community engagement process that explains local impacts, benefits, mitigation measures and ongoing accountability arrangements;

g. consistent design, built form, environmental performance, security and amenity standards for data centre developments;

h. emergency management, resilience and risk management requirements, including backup power, fire safety, hazardous materials, heat and operational continuity;

i. local employment, training and procurement commitments that translate investment into tangible benefits for our local community.

This would provide a robust framework to guide all levels of government in managing ongoing planning challenges and directing investment to the right locations at the right time.

7. Options

Council has the option to:

1. Note the report as per the officer's recommendation; or
2. Request further clarification in relation to the report.

LIST OF APPENDICES

Nil

12.3 ADOPTION OF STRATEGIC RISKS AND RISK APPETITE STATEMENTS

Author: Katherine Noy - Manager Risk & Compliance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To seek Council's adoption of the strategic risks and risk appetite statements as key components of Council's Risk Management Framework and to support consistent strategic decision-making and governance across the organisation.

RECOMMENDATION:

That Council:

1. Adopt the risk appetite statements, as attached at **Appendix 1**.
2. Adopt the strategic risks, as attached at **Appendix 2**.
3. Note that the adopted strategic risks will be used to develop Council's strategic risk register and that the strategic risks and risk appetite statements will be reviewed at least annually, or earlier where there is a significant change to Council's strategic objectives or operating environment.

REPORT

1. Executive Summary

This report seeks Council's adoption of the proposed strategic risks and risk appetite statements, developed as part of the implementation of Council's Risk Management Framework.

The strategic risks identify the key enterprise-wide risks that may impact Council's ability to deliver the Council and Wellbeing Plan and achieve its long-term objectives. The risk appetite statements articulate the level of risk Council is willing to accept across key risk categories, providing clear guidance to support strategic decision-making, governance and resource allocation.

The proposed strategic risks and risk appetite statements have been developed through extensive consultation with the Executive Leadership Team (ELT), reviewed by the Audit and Risk Committee, and refined following a Councillor workshop held in July 2026. Feedback from the Councillor workshop resulted in minor amendments to the wording of the Technology, Data and Cyber and Environment and Sustainability risk appetite statements to better reflect Melton City's growth, operating environment and strategic priorities.

Adoption of these documents will establish a consistent strategic risk framework for Council and provide the foundation for the development of Council's strategic risk register. Together, they will strengthen governance, accountability and organisational resilience while supporting informed strategic decision-making.

2. Background/Issues

In May 2026, Council adopted a refreshed Risk Management Framework aligned with AS ISO 31000:2018 Risk Management Guidelines. The Framework recognises that risk management is a fundamental component of good governance, responsible stewardship of public resources and informed decision-making.

Effective risk management is not about avoiding risk. Every decision made by Council involves some degree of uncertainty. Risk management provides a structured approach to understanding that uncertainty, identifying what may affect Council's objectives and ensuring decisions are made with an appropriate understanding of both risks and opportunities.

As part of the implementation of the Risk Management Framework, Council is undertaking a review of its strategic risks and developing formal risk appetite statements.

In May 2026, a workshop was conducted with the ELT to identify and assess the key strategic risks that may impact Council's ability to achieve its objectives. This workshop resulted in the development of proposed strategic risks and preliminary risk appetite positions across a range of risk categories.

The draft strategic risks and proposed risk appetite positions were subsequently presented to the Audit and Risk Committee (“the Committee”) in late May 2026. The Committee reviewed the proposed approach and was comfortable that the draft strategic risks and proposed appetite positions provided an appropriate basis for further consultation and consideration by the Councillor group.

In July 2026, a workshop was held with the Councillor group to review the proposed strategic risks and risk appetite statements. The Councillor group provided feedback to further strengthen the wording of the Technology, Data and Cyber and Environment and Sustainability risk appetite statements to better reflect Melton City’s growing municipality and strategic priorities. These amendments have been incorporated into the final documents presented for adoption and do not alter the proposed risk appetite ratings.

Following adoption, the endorsed strategic risks will form the basis for the development of Council’s strategic risk register. The register will document the causes, consequences, existing controls, risk ratings, treatment plans, responsible executives and reporting arrangements for each strategic risk.

2.1 Strategic Risks

Strategic risks are the significant uncertainties that may affect Council's ability to achieve the objectives and outcomes set out in the Council Plan.

Unlike operational risks, which relate to the day-to-day delivery of services, strategic risks are broader in nature and generally affect the organisation as a whole. They focus on long-term outcomes, organisational sustainability and Council's ability to deliver on its strategic priorities.

Strategic risks are often influenced by factors outside Council's direct control, including changes in legislation, economic conditions, community expectations, population growth, technology, workforce availability, climate change and emergency events.

Strategic risks are important because they help Council focus its attention on the matters that have the greatest potential to affect achievement of the Council Plan. They support strategic planning, decision-making, resource allocation and organisational resilience.

2.2 Risk Appetite

Risk appetite describes the amount and type of risk Council is willing to accept in pursuit of its objectives.

In simple terms, risk appetite helps answer the question of how much risk Council is prepared to accept in order to achieve a particular outcome.

Different types of activities and decisions require different levels of risk tolerance. For example, Council may have a low appetite for risks that could result in harm to people, breaches of legislation, fraud or significant impacts on community trust.

Conversely, Council may be willing to accept a higher level of risk in areas such as innovation, service improvement, digital transformation or strategic partnerships where there is potential to improve outcomes for the community.

Risk appetite does not encourage Council to take unnecessary or unmanaged risks. Rather, it provides a framework for balancing risk, opportunity, cost and benefit when making decisions.

A clearly defined risk appetite supports:

- Better strategic decision-making
- Consistent governance and oversight
- Greater transparency and accountability
- Improved prioritisation of resources
- More effective management of risk
- A common understanding of Council's approach to risk.

Without a clearly defined risk appetite, different parts of the organisation may have different views regarding acceptable levels of risk, leading to inconsistent decision-making and uncertainty regarding governance expectations.

2.3 The importance of Councillor Engagement

Council's Risk Management Framework identifies Councillors as having responsibility for adopting Council's strategic risks and risk appetite statements. Councillors therefore play a critical role in determining the level of risk Council is willing to accept and ensuring strategic risks appropriately reflect Council's operating environment, priorities and community expectations.

While management is responsible for identifying, assessing and managing risks, it is the role of Councillors to provide strategic oversight and determine whether the proposed strategic risks and appetite settings appropriately support achievement of the Council Plan.

2.4 Next Steps

Subject to Council’s adoption of the strategic risks and risk appetite statements, the following implementation activities will be undertaken:

- Develop Council’s strategic risk register using the adopted strategic risks and risk appetite statements, including risk owners, controls, treatment plans and performance measures.
- Communicate the adopted strategic risks and risk appetite statements across the organisation to ensure awareness and understanding of Council’s approach to risk.
- Embed the risk appetite statements into Council’s governance, strategic planning and decision-making processes, including business case development, project governance and strategic reporting.
- Commence ongoing reporting to the Audit and Risk Committee on Council’s strategic risk profile, including emerging risks, treatment progress and any material changes in strategic risk exposure.
- Incorporate strategic risk reporting into ELT reporting and provide updates to Council where significant changes to the strategic risk profile occur.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

There are no direct financial implications arising from this paper.

However, effective strategic risk management supports sound financial stewardship, informed investment decisions, long-term financial sustainability and effective allocation of resources.

A clearly defined risk appetite assists Council to make more informed decisions regarding investment, service delivery, innovation, infrastructure and organisational priorities.

5. Consultation/Public Submissions

Targeted consultation has been undertaken to inform the development of the proposed risk appetite statements and strategic risks.

The draft strategic risks and risk appetite statements were initially developed through a workshop with the ELT before being presented to the Audit and Risk Committee for review. The Committee supported the proposed approach and provided feedback to inform further consultation. A subsequent workshop was undertaken with the Councillor Group to review and test the proposed position. Feedback from the ELT, Audit and Risk Committee and Councillor Group has been incorporated into the final documents to ensure they are practical, aligned to Council's strategic direction and capable of supporting informed decision-making across the organisation.

In addition, the development of this work has been informed by Council's key strategic documents, including the Council and Wellbeing Plan 2025-29, Financial Plan 2021-31, Asset Plan 2021-31, and broader long-term planning frameworks, to ensure alignment with Council's strategic direction and Vision 2041.

6. Risk Analysis

The key risks associated with proceeding with the proposed strategic risks and risk appetite statements are primarily related to implementation and early adoption. There is a risk that the risk appetite statements may be applied inconsistently across Council before they are fully embedded, resulting in some continued inconsistency in decision-making in the short term. In addition, the clear articulation of Council's strategic risks may highlight areas of heightened exposure or gaps in current controls. This may lead to increased scrutiny from governance bodies and the identification of additional work requirements for Business Units, requiring a coordinated management response.

These risks are considered manageable and are mitigated through a structured implementation approach. The Risk and Compliance Team will work closely with the ELT, the Councillor Group, and operational staff to ensure alignment and understanding of the proposed position. A phased training and communication approach has been developed to support both the immediate rollout of the refreshed framework and the longer-term embedding of risk management into organisational decision-making. In addition, the integration of strategic risks and risk appetite into risk reporting, assurance activities, and governance processes will support consistent application across the organisation.

Conversely, the risks of not proceeding are more significant. Without a clearly defined risk appetite, different areas of Council will apply varying levels of risk appetite, resulting in inefficient and potentially conflicting decisions. The absence of an agreed position on risk limits Council's ability to establish clear boundaries, increasing exposure to unmanaged or unintended risks**.**

Further, without clearly articulated strategic risks at an enterprise level, visibility and oversight by ELT, ARC, and Council is reduced. This limits Council's ability to proactively manage its most significant risks. In the absence of a Council-endorsed position, it also becomes more difficult to justify decisions involving trade-offs, increasing governance and reputational risk.

7. Options

Council may:

1. Adopt the proposed Strategic Risks and Risk Appetite Statements, or
2. Request further amendments to the proposed documents.

LIST OF APPENDICES

1. Proposed Risk Appetite Statements
2. Proposed Final Strategic Risks

Melton City Council Risk Appetite Statement

Introduction

Melton City Council (**Council**) is experiencing significant growth, increasing demand for infrastructure, services, and community outcomes. At the same time, we operate in an environment of evolving community expectations, regulatory obligations, financial pressures, and organisational change.

Vision 2041 sets a long-term direction for a progressive, inclusive, and connected City. Delivering this vision requires informed decision-making in a complex environment involving competing priorities, resource constraints, and strategic trade-offs.

Risk Appetite Statements support these decisions by defining the level of risk we are willing to accept in pursuit of our objectives and establishing clear boundaries for decision-making across key areas of the organisation.

These statements align with Council's strategic planning framework, including the Council and Wellbeing Plan, Financial Plan, Asset Plan, and other long-term strategies that guide growth, service delivery, and organisational priorities.

Purpose

The Risk Appetite Statements (**RAS**) define the level of risk we are willing to accept across key risk categories in pursuit of our strategic and operational objectives.

The statements establish boundaries for decision-making and support consistent consideration of risk across Council activities.

Application of Risk Appetite

The RAS guide decision-making across strategic, operational, financial, and project activities.

They support consistent and transparent consideration of risk and are applied through Council's Risk Management Framework, risk assessment processes, reporting, and assurance activities.

The statements assist in determining when risks are acceptable, when escalation is required, and when additional controls or mitigation measures are necessary.

Risk Appetite Scale

A three-level risk appetite scale is set as described below:

AVERSE	BALANCED	PROGRESSIVE
Low appetite for risk. Preference for safe options that may impact potential for reward.	Moderate appetite for risk. Willing to consider options that may incur risk where significant benefit is possible.	High appetite for risk. Willing to consider options offering potentially higher rewards despite elevated levels of risk.

Council's Overall Risk Appetite

We seek to balance good governance, accountability, and effective controls with a willingness to take informed and managed risks to support innovation, transformation, commercial initiatives, and long-term organisational outcomes.

We have an adverse appetite for risks that may compromise safety, financial sustainability, governance, compliance, environmental outcomes, or the security and reliability of systems. In these areas, we prioritise prevention, oversight, and compliance with legislative and regulatory obligations.

We accept a balanced level of risk in delivering services, managing our workforce, and maintaining infrastructure to support a growing community. In these areas, we balance community expectations, operational demands, and resource constraints.

We have a progressive appetite for risk in approved strategic, transformational, and organisational improvement initiatives where there is clear governance, accountability, and defined benefit.

Council's Risk Appetite Statements

Community & Service Delivery	Appetite: **BALANCED**
We accept a balanced level of risk in delivering services and community outcomes while balancing service expectations, demand, and available resources. We will not accept sustained service failure, inequitable access, or decisions that materially undermine community trust or inclusion.	
Financial Sustainability	Appetite: **AVERSE**
We have an adverse appetite for financial risk that compromises long-term sustainability. We will invest to support strategic priorities and service delivery but will not accept decisions that create structural deficits, unfunded commitments, or ongoing financial pressure without achievable mitigation measures.	
People & Capability	Appetite: **BALANCED**
We accept a balanced level of workforce risk inn supporting service delivery, growth, and organisational improvement. We will not accept sustained capability or capacity gaps that materially impact safety, service delivery, or achievement of strategic objectives.	
Health, Safety & Wellbeing	Appetite: **AVERSE**
We have minimal tolerance for risks that impact the health, safety, and wellbeing of employees, contractors, and the community. We will meet our obligations to eliminate or minimise risks so far as reasonably practicable and will not accept decisions that knowingly leave significant safety risks unmanaged.	
Governance, Legal & Compliance	Appetite: **AVERSE**
We have minimal tolerance for breaches of legislation, regulation, and governance standards. We will not accept systemic non-compliance or decisions that compromise integrity, transparency, accountability, or public trust.	
Assets, Infrastructure & Service Capacity	Appetite: **BALANCED**
We accept a balanced level of risk in planning, delivering, and maintaining assets and infrastructure to support community needs.	

We will not accept decisions that result in unsafe assets, critical infrastructure failure, or sustained inability to support liveability and service delivery.

Technology, Data & Cyber	Appetite: **AVERSE**

We have an adverse appetite for risks that compromise the security, reliability, or integrity of systems and data.

We recognise that digital transformation requires informed risk-taking. We are willing to implement emerging technologies where governance, security, privacy, and operational risks have been appropriately assessed and managed.

Environment & Sustainability	Appetite: **AVERSE**

We have minimal tolerance for environmental harm and environmental non-compliance.

We actively support sustainability and stewardship of the natural environment and will not accept avoidable environmental damage or failure to meet legislative and community requirements.

We recognise that environmental leadership and responsible growth require informed decision-making, investment, and innovation. We are willing to pursue new initiatives and technologies where environmental, operational, and financial risks are understood and appropriately managed.

We seek to balance environmental stewardship with community expectations, legislative obligations, financial sustainability, and the delivery of essential services.

Strategy, Planning & Transformation	Appetite: **PROGRESSIVE**

We accept a higher level of risk in approved strategic, transformational, and organisational improvement initiatives that support long-term sustainability, service improvement, innovation, and operational effectiveness.

We will not accept poorly governed or unmanaged change that lacks clear objectives, accountability, oversight, or defined benefit.

Council recognises that risk appetite may vary across activities and that some initiatives may involve multiple risk categories requiring balanced consideration and oversight.

Risk Appetite Dashboard

	AVERSE	BALANCED	PROGRESSIVE
Community & Service Delivery		▲	
Financial Sustainability	▲		
People & Capability		▲	
Health, Safety & Wellbeing	▲		
Governance, Legal & Compliance	▲		


Technology, Data & Cyber
Assets, Infrastructure & Service Capacity
Strategy, Planning & Transformation
Environment & Sustainability

Melton City Council Strategic Risks

Introduction

Melton City Council (**Council**) operates within a rapidly growing and evolving environment, where population growth, infrastructure demand, and community expectations continue to increase in scale and complexity. Delivering on Council's Vision 2041 requires a proactive and structured approach to identifying and managing the risks that may impact the achievement of strategic objectives.

Strategic Risks represent the most significant enterprise-level risks to Council. They are those risks that could materially affect Council's ability to deliver services, infrastructure, and long-term outcomes for the community, and therefore require visibility and oversight at the Executive Leadership Team (**ELT**) and Council level.

These risks are informed by, and aligned to, Council's key strategic documents, including the Council and Wellbeing Plan 2025-29, Financial Plan 2021-31, Asset Plan 2021-31, and broader long-term planning frameworks. Together, these documents define what Council is seeking to achieve, while Strategic Risks identify the key uncertainties and challenges that may impact that delivery.

In the context of Melton's growth and development, many of Council's most significant strategic risks are influenced by factors beyond its direct control. These include population growth, climate and environmental events, State and Federal planning decisions, technological change, and broader economic and global conditions. While Council may not control these drivers, it is responsible for anticipating their impacts and ensuring appropriate planning, controls, and response mechanisms are in place.

Importantly, Strategic Risks are not static. They will be regularly reviewed and refined to ensure they continue to reflect Council's operating environment, strategic priorities, and emerging risks.

Strategic Risks

Workforce	
Failure to have a suitable workforce to deliver on the objectives of the city and the organisation.	
Key Drivers • Competitive labour market for key roles • Population growth increasing service demand. • Workforce capability and retention challenges	**Potential Impacts** • Delays in service and project delivery • Increased reliance on contractors • Reduced service quality and community satisfaction
Climate & Disaster	
Inability to deliver services and infrastructure in response to an increase in the number and/or severity of climate influenced major disaster events.	
Key Drivers • Increasing frequency and severity of extreme weather events • Vulnerability of infrastructure and assets • Limited preparedness and recovery capability.	**Potential Impacts** • Disruption to essential services • Damage to infrastructure and assets • Safety risks to the community and staff • Financial impacts from response and recovery
Technology & Service Delivery	

Inability for Council to adapt its services and infrastructure in line with rapid technological advances, resulting in substandard customer service and delivery.	
Key Drivers • Rapid pace of technological change • Legacy systems and integration limitations • Increasing community expectations.	**Potential Impacts** • Poor customer experience • Inefficient service delivery • Increased operational costs. • Reduced ability to meet community expectations.
Cyber Security	
Inability to maintain a secure IT environment in response to increasingly sophisticated and frequent cyber-attacks.	
Key Drivers • Evolving cyber threats • System vulnerabilities • Human factors (e.g. phishing, access control).	**Potential Impacts** • System outages and disruption • Data breaches and privacy impacts • Loss of information integrity • Regulatory and reputational consequences.
Compliance	
Failure to meet legislative and regulatory requirements resulting in non-compliance.	
Key Drivers • Increasing regulatory complexity • Gaps in ownership and oversight • Increase in regulatory investigations and associated requirements. • System limitations in managing obligations.	**Potential Impacts** • Legal penalties and enforcement action • Increased regulatory scrutiny. • Operational disruption • Loss of stakeholder confidence.
Financial	
Failure to meet financial objectives to maintain long-term financial sustainability.	
Key Drivers • Rising costs (contracts, materials, fuel) • Funding constraints and rate capping • Growth-driven demand for services.	**Potential Impacts** • Budget deficits • Reduced service levels • Delayed or cancelled projects • Increased financial pressure on Council.
Growth & Planning	
Failure to develop and implement effective strategic and statutory planning for population growth, asset management, and development contributions.	
Key Drivers • Rapid population growth • Misalignment between planning and delivery • Funding and coordination challenges.	**Potential Impacts** • Infrastructure shortfalls • Increased pressure on services • Reduced liveability and amenity • Community dissatisfaction.
External Projects	
State/Federal major projects do not adequately factor in local amenity and connectivity needs, resulting in substandard outcomes for the community.	
Key Drivers • Limited Council influence over external decisions • Poor coordination across levels of government • Misalignment of priorities and timing.	**Potential Impacts** • Reduced community amenity • Infrastructure gaps • Increased service pressure • Negative community outcomes.
Global Events	
Global incidents (e.g. pandemic, fuel crisis) significantly impact Council operations as well as the community and local businesses.	

Key Drivers	Potential Impacts
• External systemic shocks • Supply chain disruptions. • Economic instability.	• Disruption to Council operations • Increased demand for services • Financial impacts • Broader impacts on the community and local economy.

12.4 REVISED INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

Author: Troy Delia - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

This report seeks Council's approval of the S6 Instrument of Delegation to Members of Council Staff (Instrument).

RECOMMENDATION:

That Council, in the exercise of the powers conferred by section 11 of the *Local Government Act 2020* and the other legislation referred to in the Instrument of Delegation provided as **Appendix 1**:

1. Delegates to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in **Appendix 1** to this report, the powers, duties and functions set out in that Instrument subject to the conditions and limitations specified in that Instrument and determines:
    a. The Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument.
    b. On the coming into force of the Instrument, the previous delegation to members of Council staff adopted 30 August 2021 is revoked.
    c. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

REPORT

1. Executive Summary

This report seeks Council approval of the updated Instrument of Delegation from Council to members of Council staff in accordance with section 11 of the *Local Government Act 2020* (the Act).

Instruments of Delegation represent the formal and authorised delegation for powers of Council under the Act and enable the business of Council to be carried out efficiently and in line with Council approved policies. This Instrument is essential to enable Council staff to effectively carry out operational duties, particularly in areas that involve enforcement, such as planning, local laws, environmental health, building enforcement, asset protection, animal management and parking control.

Powers are delegated to a role or position title rather than to a person or name. Where there are changes to organisational titles, roles or responsibilities, or applicable legislation, the delegations require review.

The proposed instrument at **Appendix 1** reflects changes to legislative provisions under the *Cemeteries and Crematoria Act 2003, Food Act 1984, Planning and Environment Act 1987, Road Management Act 2004, Cemeteries and Crematoria Regulations 2025 and Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024.* Other administrative changes to update the Instrument in line with Council's current organisational structure, are also proposed.

Council utilises the Maddocks Lawyers subscription service aimed at assisting councils in the effective allocation and control of decision-making powers via its delegations.

The service provides councils with template instruments of delegation to properly delegate their powers, functions, and duties under State legislation to members of council staff. The service covers a broad range of Victorian Acts and Regulations under which councils have powers and responsibilities which they can formally delegate.

2. Background/Issues

The delegation of powers, duties and functions is essential in enabling Council staff to effectively carry out operational duties and day to day management decisions particularly in areas that involve enforcement, such as planning, local laws, environmental health, building enforcement, asset protection, animal management and parking control. Delegations are conferred to a role or position title, rather than to a person or name, and are reviewed and updated pending legislative or organisational change.

Section 11 of the Act and the other legislation referred to in **Appendix 1** set out the Power of Delegation and that a Council may by Instrument of Delegation delegate any power, duty, or function under this Act or any other Act other than a power, duty or function specified.

This Instrument covers a range of powers, duties and functions under specific Acts and Regulations where, in Maddocks' opinion, the delegation must be from the Council direct to the position, rather than through a sub-delegation from the Chief Executive Officer. In Maddocks' view these delegations must be direct from Council as the legislation or provisions contained in this instrument do not allow for sub-delegation.

The proposed *Instrument of Delegation – Members of staff* is presented to Council at this meeting to take into account the new, changed and deleted legislative provisions as advised by Maddocks.

The key changes in this Instrument are the inclusion of new provisions relating to the following legislation and are detailed further in **Appendix 2**:

- *Cemeteries and Crematoria Act 2003*
- *Food Act 1984*
- *Planning and Environment Act 1987*
- *Road Management Act 2004*
- *Cemeteries and Crematoria Regulations 2025*
- *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*

The legislative provisions deleted since the last update are fully detailed in **Appendix 3**.

Other administrative changes have been made to the Instrument to reflect changes in the Council's current organisational structure and to correct any typographical errors.

The proposed Instrument of Delegation provided as **Appendix 1** aligns with the legislative changes which have occurred since Council last adopted this Instrument of Delegation.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

There are no financial implications as a result of the proposed update of the S6 Instrument of Delegation.

5. Consultation/Public Submissions

The Executive Leadership Team and relevant Council officers were consulted in the review and preparation of the Instrument.

6. Risk Analysis

The same risks apply in decision making by Officers as for decisions made by Council. Namely that the decision could be tainted by conflict of interest, be ultra vires and may be subject to administrative review by a Court or Tribunal.

7. Options

Council has the option to:

1. Adopt the Instrument of Delegation at **Appendix 1** (Council to members of Council staff) as presented; or
2. Adopt the Instrument of Delegation at **Appendix 1** (Council to members of Council staff) with amendments.

LIST OF APPENDICES

1. S6 Instrument of Delegation - Members of Staff - August 2026
2. New Provisions
3. Deleted Provisions

MELTON CITY COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

AUGUST 2026

Melton City Council

S6 Instrument of Delegation – Members of Staff

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:

Positions

Title
Asset Management & GIS Coordinator
Building Enforcement Officer
Chief Financial Officer
Civil Investigations Team Leader
Community Wellbeing & Inclusion Coordinator
Coordinator Accounting Services
Coordinator Amenity Protection
Coordinator Animal Management
Coordinator Civil Investigations
Coordinator Civil Operations
Coordinator Construction & Landscape
Coordinator Development Planning
Coordinator Environmental Health

Title
Coordinator Environmental Services
Coordinator Open Space Planning
Coordinator Planning Support Services
Coordinator Strategic Planning
Coordinator Strategic Transport Planning
Design and Investigations Coordinator
Development Contributions Coordinator
Development Engineer
Development Planner
Director City Delivery
Director City Futures
Director City Life
Head of City Development
Graduate Planner
Head of Governance
Infrastructure Planning Engineer
Lawyer
Major Projects & Development Engineer
Manager Advocacy and Government Relations

Title
Manager Capital Delivery
Manager Child, Families & Youth
Manager City Infrastructure Planning
Manager City Safety and Amenity
Manager City Strategy
Manager Community Care & Active Living
Manager Facilities and Asset Management
Manager Finance
Manager Governance
Manager Healthy Connected Communities
Manager Operations
Manager Roads and Traffic
Not Delegated
Planning Assistant
Planning Support Officer
Principal Development Planner
Procurement & Purchasing Coordinator
Property Advisor
Senior Coordinator Governance

Title
Senior Development Contributions Accountant
Senior Lawyer & Property Advisor
Senior Development Planner
Senior Major Projects Development Engineer
Senior Subdivisions Officer
Senior Traffic & Transport Engineer
Senior Transport Projects Engineer
Strategic Property Lead
Subdivision Support Officer
Team Leader Building Services
Technical Officer
Traffic & Transport Coordinator
Traffic & Transport Engineer
Traffic Engineer

Positions Groups

Positions Group	Positions
Coordinators Development Planning	Coordinator Development Planning, Coordinator Development Planning 3, Coordinator Development Planning 2

Positions Group	Positions
Development Contributions Accountant Group	Asset Accountant, Development Contributions Accountant
Development Planners	Development Planner 3, Development Planner, Development Planner 2
Environmental Health Officers	Environmental Health Officer, Environmental Health Officer 2, Environmental Health Officer 3, Senior Environmental Health Officer, Environmental Health Officer 4
Executive Leadership Team	Director City Life, Director City Futures, Head of Governance, Chief Financial Officer, Director City Delivery
Planning Enforcement Officers	Planning Enforcement Officer 2, Planning Enforcement Officer 1
Planning Support Officers Group	Planning Support Officer 2, Planning Support Officer 3, Planning Support Officer 4, Planning Support Officer 5, Planning Support Officer 6, Planning Support Officer
Senior Major Developments Planners	Senior Major Developments Planner, Senior Major Developments Planner 2, Senior Major Developments Planner 3, Senior Major Developments Planner 4, Senior Major Developments Planner 5
Senior Strategic Planners	Senior Strategic Planner 3, Senior Strategic Planner 1, Senior Strategic Planner 2, Senior Strategic Planner 4, Senior Strategic Planner 5
Strategic Planners	Strategic Planner 3, Strategic Planner 2, Strategic Planner 4, Strategic Planner

3. declares that:

   3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 24 August 2026; and

   3.2 the delegation:

      3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation

      3.2.2 remains in force until varied or revoked;

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

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

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

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

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

(a) policy; or

(b) strategy

adopted by Council;

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

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

The **Common Seal** of the)
Melton City Council)
was hereunto affixed)

..... Mayor

..... Chief Executive Officer

Dated …….

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Manager Advocacy and Government Relations, Head of Governance	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Manager Advocacy and Government Relations, Head of Governance	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	Manager Advocacy and Government Relations, Head of Governance	Where Council is a Class B cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	Manager Advocacy and Government Relations, Head of Governance	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 15(4)	Duty to keep records of delegations	Manager Advocacy and Government Relations, Head of Governance	
s 17(1)	Power to employ any persons necessary	Manager Advocacy and Government Relations, Head of Governance	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	Manager Advocacy and Government Relations, Head of Governance	
s 17(3)	Power to determine the terms and conditions of employment or engagement	Manager Advocacy and Government Relations, Head of Governance	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19	Power to carry out or permit the carrying out of works	Manager Advocacy and Government Relations, Head of Governance	
s 20(1)	Duty to set aside areas for the interment of human remains	Manager Advocacy and Government Relations, Head of Governance	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	Head of Governance	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	Manager Advocacy and Government Relations, Head of Governance	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Head of Governance	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Head of Governance	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	Manager Advocacy and Government Relations, Head of Governance	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Head of Governance	Provided the street was constructed pursuant to the Local Government Act 1989
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Manager Advocacy and Government Relations, Head of Governance	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	Manager Advocacy and Government Relations, Head of Governance	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	Manager Advocacy and Government Relations, Head of Governance	
s 60(2)	Power to charge fees for providing information	Manager Advocacy and Government Relations, Head of Governance	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 64B(d)	Power to permit interments at a reopened cemetery	Manager Advocacy and Government Relations, Head of Governance	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Head of Governance	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	Head of Governance	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	Manager Advocacy and Government Relations, Head of Governance	
s 70(2)	Duty to make plans of existing place of interment available to the public	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	Manager Advocacy and Government Relations, Head of Governance	
s 71(2)	Power to dispose of any memorial or other structure removed	Manager Advocacy and Government Relations, Head of Governance	
s 72(2)	Duty to comply with request received under s 72	Manager Advocacy and Government Relations, Head of Governance	
s 73(1)	Power to grant a right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 73(2)	Power to impose conditions on the right of interment	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 74(3)	Duty to offer a perpetual right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	Manager Advocacy and Government Relations, Head of Governance	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	Manager Advocacy and Government Relations, Head of Governance	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	Manager Advocacy and Government Relations, Head of Governance	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 80(2)	Function of recording transfer of right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	Manager Advocacy and Government Relations, Head of Governance	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 84I(4)	Power to exercise the rights of a holder of a right of internment	Manager Advocacy and Government Relations, Head of Governance	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 84I(6)(a)	Power to remove any memorial on the place of interment	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 84I(6)(b)	Power to grant right of interment under s 73	Manager Advocacy and Government Relations, Head of Governance	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	Manager Advocacy and Government Relations, Head of Governance	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	Manager Advocacy and Government Relations, Head of Governance	Does not apply where right of interment relates to remains of a deceased veteran.
s 85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	Manager Advocacy and Government Relations, Head of Governance	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	Manager Advocacy and Government Relations, Head of Governance	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	Manager Advocacy and Government Relations, Head of Governance	
s.86(4)	Power to take action under s.86(4) relating to removing and re-interring cremated human remains	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s.86(5)	Duty to provide notification before taking action under s.86(4)	Manager Advocacy and Government Relations, Head of Governance	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	Manager Advocacy and Government Relations, Head of Governance	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	Manager Advocacy and Government Relations, Head of Governance	
s 91(1)	Power to cancel a right of interment in accordance with s 91	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 91(3)	Duty to publish notice of intention to cancel right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	Manager Advocacy and Government Relations, Head of Governance	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	Manager Advocacy and Government Relations, Head of Governance	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	Manager Advocacy and Government Relations, Head of Governance	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 100(1)	Power to require a person to remove memorials or places of interment	Manager Advocacy and Government Relations, Head of Governance	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	Manager Advocacy and Government Relations, Head of Governance	
s 100(3)	Power to recover costs of taking action under s 100(2)	Manager Advocacy and Government Relations, Head of Governance, Senior Lawyer & Property Advisor	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	Manager Advocacy and Government Relations, Head of Governance	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	Manager Advocacy and Government Relations, Head of Governance	
s 103(1)	Power to require a person to remove a building for ceremonies	Manager Advocacy and Government Relations, Head of Governance	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	Manager Advocacy and Government Relations, Head of Governance, Senior Lawyer & Property Advisor	
s 103(3)	Power to recover costs of taking action under s 103(2)	Manager Advocacy and Government Relations, Head of Governance,	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Senior Lawyer & Property Advisor	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	Manager Advocacy and Government Relations, Head of Governance	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	Manager Advocacy and Government Relations, Head of Governance	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	Manager Advocacy and Government Relations, Head of Governance	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	Manager Advocacy and Government Relations, Head of Governance	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	Manager Advocacy and Government Relations, Head of Governance	
s 108	Power to recover costs and expenses	Manager Advocacy and Government Relations, Head of Governance, Senior Lawyer & Property Advisor	
s 109(1)(a)	Power to open, examine and repair a place of interment	Manager Advocacy and Government Relations, Head of Governance	Where the holder of right of interment or responsible person cannot be found

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	Manager Advocacy and Government Relations, Head of Governance	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	Manager Advocacy and Government Relations, Head of Governance	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Manager Advocacy and Government Relations, Head of Governance	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	Manager Advocacy and Government Relations, Head of Governance	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	Manager Advocacy and Government Relations, Head of Governance	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	Manager Advocacy and Government Relations, Head of Governance	
s 112	Power to sell and supply memorials	Manager Advocacy and Government Relations, Head of Governance	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	Manager Advocacy and Government Relations, Head of Governance	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	Manager Advocacy and Government Relations, Head of Governance	
s 119	Power to set terms and conditions for interment authorisations	Manager Advocacy and Government Relations, Head of Governance	
s 131	Function of receiving an application for cremation authorisation	Manager Advocacy and Government Relations, Head of Governance	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	Manager Advocacy and Government Relations, Head of Governance	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 146	Power to dispose of bodily remains by a method other than interment or cremation	Manager Advocacy and Government Relations, Head of Governance	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	Manager Advocacy and Government Relations, Head of Governance	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	Manager Advocacy and Government Relations, Head of Governance	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	Manager Advocacy and Government Relations, Head of Governance	
s 151	Function of receiving applications to inter or cremate body parts	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	Manager Advocacy and Government Relations, Head of Governance	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Manager Advocacy and Government Relations, Head of Governance	
sch 1 cl 8(8)	Power to regulate own proceedings	Manager Advocacy and Government Relations, Head of Governance	Subject to cl 8
sch 1A cl 8(8)	Power to regulate own proceedings	Manager Advocacy and Government Relations, Head of Governance	Where Council is a Class A cemetery trust Subject to cl 8

S6 Instrument of Delegation – Members of Staff

Domestic Animals Act 1994			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 41A(1)	Power to declare a dog to be a menacing dog	Manager City Safety & Amenity, Coordinator Animal Management, Coordinator Amenity Protection, Team Leader Ranger Services	Council may delegate this power to a Council authorised officer

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

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process		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, and (ii) inform the public by notice in a published newspaper or otherwise	Coordinator Environmental Health Services, Senior Environmental Health Officer	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Coordinator Environmental Health Services, Senior Environmental Health Officer	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Coordinator Environmental Health Services, Senior Environmental Health Officer	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Coordinator Environmental Health Services, Senior Environmental Health Officer	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
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	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Coordinator Environmental Health, Senior Environmental Health Officer	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Coordinator Environmental Health, Senior Environmental Health Officer	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Coordinator Environmental Health, Senior Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
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)	Not Delegated	Where Council is the registration authority Must be ratified by Council or Chief Executive Officer
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)	Not Delegated	Where Council is the registration authority Must be ratified by Council or Chief Executive Officer

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Coordinator Environmental Health, Senior Environmental Health Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Coordinator Environmental Health, Senior Environmental	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Health Officer, Environmental Health Officer	
s 19NA(1)	Power to request food safety audit reports	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Environmental Health Services, Senior Environmental Health Officer	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Environmental Health Services, Senior Environmental Health Officer	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
	Power to register, renew or transfer registration	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority Refusal to grant/renew/transfer registration 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	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 36B	Duty to pay the charge for use of online portal	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officers	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Coordinator Environmental Health Services, Senior Environmental Health Officer	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Coordinator Environmental Health Services, Senior	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

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

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 38D(3)	Power to request copies of any audit reports	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority Not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	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	Coordinator Environmental Health Services, Senior	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Environmental Health Officer, Environmental Health Officer	
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	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	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	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	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 39A (6)	Duty to comply with a direction of the Secretary	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 40D(1)	Power to suspend or revoke the registration of food premises	Coordinator Environmental Health Services, Environmental Health Officers	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
s 40F	Power to cancel registration of food premises	Coordinator Environmental Health Services, Senior Environmental Health Officer, Environmental Health Officer	Where Council is the registration authority
s 43	Duty to maintain records of registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	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	Coordinator Environmental Health Services, Senior	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Environmental Health Officer, Environmental Health Officer	
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coordinator Environmental Health Services, Environmental Health Officers	Where Council is the registration authority
s 45AC	Power to bring proceedings	Coordinator Environmental Health, Senior Environmental Health Officer, Senior Lawyer and Property Advisor, Lawyer	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coordinator Environmental Health Services, Environmental Health Officers	Where Council is the registration authority

S6 Instrument of Delegation – Members of Staff

Heritage Act 2017			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Director City Futures, Head of City Development, Manager City Strategy	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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Major Developments Planner, Senior Strategic Planners, Strategic Planners, Development Planners	
s 4I	Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Coordinator Environmental Services, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Strategic Planners, Strategic Planners	
s 12B(1)	Duty to review planning scheme	Director City Futures, Head of City Development, Manager City Strategy	
s 12B(2)	Duty to review planning scheme at direction of Minister	Director City Futures, Head of City Development, Manager City Strategy	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Director City Futures, Head of City Development, Manager City Strategy	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Major Developments Planner, Senior Strategic Planners, Graduate Planners, Development Planners , Coordinator Planning Support Services, Planning Enforcement Officers	
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.	Director City Futures, Manager City Strategy	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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.	Director City Futures, Manager City Strategy	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Director City Futures, Manager City Strategy	
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.	Director City Futures, Manager City Strategy	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Director City Futures, Manager City Strategy	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K	Director City Futures, Manager City Strategy	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.
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.	Director City Futures, Manager City Strategy	
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.	Director City Futures	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 17(1)	Duty of giving copy amendment to the planning scheme	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Developments Planner, Graduate Planner, Senior Strategic Planners, Strategic Planners	
s 17(2)	Duty of giving copy s 173 agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Developments Planner, Graduate Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Senior Lawyer and Property Advisor, Strategic Property Lead, Lawyer	.

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planner, Senior Strategic Planners, Strategic Planners, Graduate Planner	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Developments Planner, Graduate Planner Senior Strategic Planners, Strategic Planners	Until the proposed amendment is approved or lapsed

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planner, Graduate Planner, Senior Strategic Planners, Strategic Planners	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Director City Futures, Head of City Development, Manager City Strategy	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	Where Council is a planning authority

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners Group, Development Planners. Graduate Planner	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planner	
s 22	Duty to consider all submissions	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City	Except submissions which request a change to the items in s 22(5)(a) and (b)

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Director City Futures, Manager City Strategy	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Strategic Planners, Strategic Planners	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
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.	Director City Futures	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Coordinator Strategic Planning Senior Development Planner, Senior Lawyer & Property Advisor, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Strategic Planners, Strategic Planners	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Strategic Planners, Strategic Planners	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	Note: the power to make a decision to abandon an amendment cannot be delegated

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 28(2)	Duty to publish notice of the decision on Internet site	Director City Futures, Head of City Development, Manager Capital Delivery, Manager City Strategy, Coordinator Development Planning, Coordinator Strategic Planning	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Director City Futures, Head of City Development, Manager Capital Delivery, Manager City Strategy, Coordinator Development Planning, Coordinator Strategic Planning	
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Director City Futures, Manager City Strategy	
s 30(4)(a)	Duty to say if amendment has lapsed	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 30(4)(b)	Duty to provide information in writing upon request	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Strategic Planners, Strategic Planners	
s 32(2)	Duty to give more notice if required	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners Graduate Planners	
s 33(1)	Duty to give more notice of changes to an amendment	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Planners, Development Planners, Graduate Planners	
s 36(2)	Duty to give notice of approval of amendment	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
s 38(5)	Duty to give notice of revocation of an amendment	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
s 40(1)	Function of lodging copy of approved amendment	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
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	Principal Development Planner, Director City Futures, Head of City Development, Manager Capital Delivery, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Development Planners, Graduate Planners	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Planning Assistant, Principal Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, PPO, Senior Development Planner, Senior Strategic Planners, Strategic	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Planners, Development Planners, Graduate Planners	
s 46AW	Function of being consulted by the Minister	Director City Futures, Manager City Strategy, Head of City Development Coordinator Strategic Planning	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Director City Futures, Manager City Strategy, Head of City Development Coordinator Strategic Planning	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Director City Futures, Head of City Development Manager City Strategy	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Director City Futures, Head of City Development Manager City Strategy, Head of Governance, Senior Lawyer & Property Advisor	Where Council is a responsible public entity

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Strategic Planners, Strategic Planners, Development Contributions Coordinator	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	
s 46GP	Function of receiving a notice under s 46GO	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	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	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Strategic Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
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	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
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	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	Power to specify the manner in which the payment is to be made		
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency
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	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	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	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	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	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZ(2)(b)	Function of receiving the monetary component	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Director City Futures, Head of City, Manager City Strategy, Development Contributions Coordinator	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Director City Futures, Head of City Strategy, Development Contributions Coordinator	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZA(1)	Duty to keep proper and separate accounts and records	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	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

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	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)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	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)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	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	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator, Head of Governance	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the development agency under an approved infrastructure contributions plan

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZF(3)	Function of receiving proceeds of sale	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Coordinator Development Planning, Director City Futures, Head of City Development, Manager Capital Delivery, Manager City Strategy, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46Q(1)	Duty to keep proper accounts of levies paid	Coordinator Development Planning, Subdivision Support Officer, Senior Development Contributions Accountant, Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Coordinator Accounting Services, Senior Subdivisions Officer , Development Contributions Coordinator, Development Contributions Accountant Group	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	
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	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Coordinator Development Planning, Director City Futures, Head City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Development Contributions Coordinator	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	With the consent of, and in the manner approved by, the Minister

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46QC	Power to recover any amount of levy payable under Part 3B	Director City Futures, Head of City Development, Manager Finance, Manager City Strategy, Development Contributions Coordinator	
s 46QD	Duty to prepare report and give a report to the Minister	Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan)	Director City Futures, Manager City Strategy	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period		
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Director City Futures, Manager City Strategy, Coordinator Strategic Planning	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	Director City Futures, Manager City Strategy Coordinator Strategic Planning	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Director City Futures, Head of City Development, Manager City Strategy	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy,	
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or	Director City Futures, Manager City Strategy, Coordinator Strategic	Where Council is the responsible authority

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Planning, Head of City Development, Coordinator Development Planning	
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Director City Futures, Manager City Strategy, Coordinator Strategic Planning Head of City Development, Coordinator Development Planning	Where Council is the responsible authority
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Planning Assistant, Principal Development Planner, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 50(4)	Duty to amend application	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Procurement & Purchasing Coordinator, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 50(5)	Power to refuse to amend application	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 50(6)	Duty to make note of amendment to application in register	Planning Assistant, Principal Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planner, Senior Strategic Planners, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 50A(1)	Power to make amendment to application	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners. Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 50A(4)	Duty to note amendment to application in register	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planner, Senior Strategic Planners, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Major Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 52(3)	Power to give any further notice of an application where appropriate	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 54(1)	Power to require the applicant to provide more information	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 54(1B)	Duty to specify the lapse date for an application	Planning Assistant, Principal Development Planner, Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Manager City Strategy, Coordinator Strategic Planning, Senior Developments Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Graduate Planners, Senior Strategic Planners, Development Planners Group, Development Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Senior Development Planner, Major Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services.	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 57A(5)	Power to refuse to amend application	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 57A(6)	Duty to note amendments to application in register	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 57B(1)	Duty to determine whether and to whom notice should be given	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Major Developments Planner, Senior Strategic Planners, Major Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 57C(1)	Duty to give copy of amended application to referral authority	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 58	Duty to consider every application for a permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 58A	Power to request advice from the Planning Application Committee	Director City Futures, Head of City Development, Manager City Strategy	
s 60	Duty to consider certain matters	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners	
s 60(1A)	Duty to consider certain matters	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Planners Group, Development Planners, Graduate Planners	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planner, Senior Strategic Planners, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 • When deciding to grant a permit or grant a permit with conditions, where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme. • Power to refuse an application if the application is not consistent with the Melton Planning Scheme.
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	
s 62(2)	Power to include other conditions	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planners, Development Planners, Graduate Planners	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Major Development Planners Group, Development Planners, Graduate Planners	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners. Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Head of City Development, Manager Capital Delivery, Manager City Strategy, Development Planners Group, Development Planners, Graduate Planners	
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)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners. Graduate Planners	This provision applies also to a decision to grant an amendment to a permit - see s 75

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 64(3)	Duty not to issue a permit until after the specified period	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners. Graduate Planners	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners. Graduate Planners	This provision applies also to a decision to grant an amendment to a permit - see s 75

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners. Graduate Planners	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners. Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	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

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	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
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners	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
s 69(1)	Function of receiving application for extension of time of permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 69(1A)	Function of receiving application for extension of time to complete development	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 69(2)	Power to extend time	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Development Planners, Development Planners, Graduate Planners	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Service	
s 71(1)	Power to correct certain mistakes	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planners, Development Planners, Graduate Planners	
s 71(2)	Duty to note corrections in register	Principal Development Planner, Director City Futures, Head City	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Development Planners Group, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 73	Power to decide to grant amendment subject to conditions	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy,	* Where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme.
s 74	Duty to issue amended permit to applicant if no objectors	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Coordinator Planning Support Services	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	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

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	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
s 76D	Duty to comply with direction of Minister to issue amended permit	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 83	Function of being respondent to an appeal	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 83B	Duty to give or publish notice of application for review	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy	If time does not permit determination by Council.
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 84AB	Power to agree to confining a review by the Tribunal	Director City Futures, Head of City Development, Manager City Strategy	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Senior Lawyer & Property Advisor	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Senior Development Planner, Senior Lawyer & Property Advisor, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 91(2)	Duty to comply with the directions of VCAT	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Coordinator Environmental Services, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Coordinator Open Space Planning, Development Planners, Graduate Planners	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 93(2)	Duty to give notice of VCAT order to stop development	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 95(3)	Function of referring certain applications to the Minister	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 95(4)	Duty to comply with an order or direction	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Major Development Planners, Graduate Planners	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Director City Futures, Head of City Development, Manager City Strategy, Senior Lawyer and Property Advisor	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	
s 96F	Duty to consider the panel's report under s 96E	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 96H(3)	Power to give notice in compliance with Minister's direction	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners	
s 96J	Duty to issue permit as directed by the Minister	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Director City Futures, Head of City Development, Manager City Strategy	
s 97C	Power to request Minister to decide the application	Director City Futures, Head of City Development, Manager City Strategy	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners Group, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Development Planners, Planning Support Officers Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Director City Futures, Head of City Development, Manager City Strategy	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Major Development Planners, Graduate Planners, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Team Leader Building Services, Senior Development Planner, Senior Lawyer & Property Advisor, Development Planners, Graduate Planners, Coordinator Planning Support Services	
s 97Q(4)	Duty to comply with directions of VCAT	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Planning Support Officers Group, Coordinator Planning Support Services	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Coordinator Open Space Planning, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Coordinator Open Space Planning, Development Planners, Graduate Planners	
s 101	Function of receiving claim for expenses in conjunction with claim	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Coordinator Open Space Planning, Development Planners, Graduate Planners	
s 103	Power to reject a claim for compensation in certain circumstances	Director City Futures, Head of City Development, Manager City Strategy	
s.107(1)	Function of receiving claim for compensation	Principal Development Planner, Coordinator Development Planning,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planners, Graduate Planners	
s 107(3)	Power to agree to extend time for making claim	Director City Futures, Head of City Development, Manager City Strategy	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Director City Futures, Senior Lawyer and Property Advisor, Strategic Property Lead	
s 114(1)	Power to apply to the VCAT for an enforcement order	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Senior Lawyer & Property Advisor, Planning Enforcement Officers, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Senior Lawyer & Property Advisor, Senior Development Planners Development Planners, Graduate Planners, Planning Enforcement Officers, Coordinator Planning Support Services	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Senior Lawyer & Property Advisor, Coordinator Planning Support Services	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Director City Futures, Head of City Development, Senior Lawyer and Property Advisor, Lawyer	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s 129	Function of recovering penalties	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Planning Enforcement Officers, Coordinator Planning Support Services	
s 130(5)	Power to allow person served with an infringement notice further time	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Planning Enforcement Officers, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 149A(1)	Power to refer a matter to the VCAT for determination	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services	
s 149B	Power to apply to the Tribunal for a declaration.	Director City Futures, Head of City Development, Senior Lawyer and Property Advisor, Lawyer	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Director City Futures, Head of City Development, Manager City Strategy,	Where Council is the relevant planning authority

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 149B	Power to apply to the Tribunal for a declaration.	Director City Futures, Head of City Development	
s 158F	Power to make submissions in response to a directions panel	Director City Futures, Manager City Strategy, Coordinator Strategic Planning, Senior Lawyer and Property Advisor, Lawyer	
s 171(2)(f)	Power to carry out studies and commission reports	Director City Futures, Head of City Development, Manager City Strategy	
s 171(2)(g)	Power to grant and reserve easements	Director City Futures, Head of City Development, Manager City Strategy	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Director City Futures, Head of City Development, Manager City Strategy	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Director City Futures, Head of City Development, Manager City Strategy	Where Council is a collecting agency specified in an approved infrastructure contributions plan

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Director City Futures, Head of City Development, Manager City Strategy	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	Director City Futures, Head of City Development, Manager City Strategy	
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	Director City Futures, Head of City Development, Manager City Strategy	Where Council is the relevant responsible authority
	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	Principal Development Planner, Coordinator Development Planning, Coordinator Environmental Services, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Coordinator Planning Support Services, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Coordinator Development Planning, Coordinator Environmental Services, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Coordinator Planning Support Services, Development Contributions Coordinator	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 178A(1)	Function of receiving application to amend or end an agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Coordinator Planning Support Services, Development Contributions Coordinator	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Developments Planner, Development Planners, Graduate Planners	
s 178A(5)	Power to propose to amend or end an agreement	Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
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	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 178C(4)	Function of determining how to give notice under s 178C(2)	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	If no objections are made under s 178D Must consider matters in s 178B

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 178E(2)(c)	Power to refuse to amend or end the agreement	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Coordinator Development Planning, Director City Futures, Head of City	After considering objections, submissions and matters in s.178B

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	
s 178E(3)(d)	Power to refuse to amend or end the agreement	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Principal Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Development Planner, Development Planners, Graduate Planners	
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	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	
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	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Development Planners, Graduate Planners	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Principal Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Principal Development Planner, Director City Futures, Head of City Development, Manager City Strategy, Development Contributions Coordinator, Senior Development Planners, Development Planners, Coordinator Development Planning, Graduate Planners, Development Contributions Accountant Group, Coordinator Planning Support Services	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 181	Duty to apply to the Registrar of Titles to record the agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Coordinator Planning Support Services, Development Contributions Coordinator	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Senior Development Planner, Senior Lawyer & Property Advisor, Development Planners, Graduate Planners, Coordinator Planning Support, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners, Coordinator Planning Services, Development Contributions Coordinator	
s 182	Power to enforce an agreement	Director City Futures, Head of City Development, Manager City Strategy, Head of Governance, Coordinator Development Planning, Principal Development Planner, Senior Development Planner, Senior Lawyer & Property Advisor, Planning Enforcement Officers, Coordinator Planning Support Services	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Senior Development Planners, Development Planners, Graduate Planners, Coordinator Planning Support Services, Development Contributions Coordinator	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Planning Support Services, Development Contributions Coordinator	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	an application is made for the review of its failure to end or amend the agreement	Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
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	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 184G(2)	Duty to comply with a direction of the Tribunal	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 184G(3)	Duty to give notice as directed by the Tribunal	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Senior Development Planner, Development Planners, Graduate Planners	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Director City Futures, Manager City Strategy, Coordinator Strategic Planning, Head of City Development, Coordinator Development Planning, Senior Lawyer and Property Advisor, Lawyer	
s 198(1)	Function to receive application for planning certificate	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Coordinator Planning Support Services	
s 199(1)	Duty to give planning certificate to applicant	Principal Development Planner, Coordinator Development Planning,	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Director City Futures, Head of City Development, Coordinator Planning Support Services	
s 201(1)	Function of receiving application for declaration of underlying zoning	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Coordinator Planning Support Services	
s 201(3)	Duty to make declaration	Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Coordinator Planning Support Services	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Director City Futures, Manager City Strategy, Coordinator Strategic Planning, Head of City Development, Coordinator Development Planning	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Director City Futures, Manager City Strategy, Coordinator Strategic Planning, Head of City Development, Coordinator Development Planning	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Principal Development Planner, Coordinator Development Planning, Development Engineer, Senior Major Projects Development Engineer, Major Projects & Development Engineer, Infrastructure Planning Engineer, Director City Futures, Head of City Development, Manager Engineering and Asset Services, Manager City Strategy, Coordinator Strategic Planning, Manager City Infrastructure Planning, Coordinator Strategic Transport Planning, Coordinator Planning Support Services, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
-	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	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Coordinator Planning Support Services, Development Contributions Coordinator	Where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme. In relation to a referral, where the proposal is inconsistent with the Melton Planning Scheme.
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Coordinator Planning Support Services, Development Contributions Coordinator	Where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme.

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
-	Power to give written authorisation in accordance with a provision of a planning scheme	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Coordinator Planning Support Services, Development Contributions Coordinator	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Principal Development Planner, Coordinator Development Planning, Subdivision Support Officer, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Subdivisions Officer, Subdivisions Officer, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners, Coordinator Planning Support Services, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Principal Development Planner, Coordinator Development Planning, Subdivision Support Officer, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Subdivisions Officer, Subdivisions Officer, Senior Developments Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners, Coordinator Planning Support Services, Development Contributions Coordinator	

S6 Instrument of Delegation – Members of Staff

Residential Tenancies Act 1997			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Manager Operations, Coordinator Environmental Health Services, Team Leader Building Services, Building Enforcement Officer, Senior Environmental Health Officer, Environmental Health Officers, Planning Enforcement Officers, Coordinator Planning Support Services, Head of City Development	
s 522(1)	Power to give a compliance notice to a person	Executive Leadership Team, Manager Operations, Manager City Safety & Amenity, Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer, Team Leader Building Services, Building Enforcement Officer, Planning Enforcement Officers, Senior Lawyer and Property Advisor	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Executive Leadership Team	
s 525(4)	Duty to issue identity card to authorised officers	Executive Leadership Team, Manager Governance, Senior Coordinator Governance, Manager City Safety & Amenity,	

S6 Instrument of Delegation – Members of Staff

Residential Tenancies Act 1997			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 526(5)	Duty to keep record of entry by authorised officer under s 526	Executive Leadership Team, Manager Operations, Manager City Safety & Amenity, Coordinator Environmental Health Services, Team Leader Building Services, Building Enforcement Officer, Planning Enforcement Officers, Coordinator Planning Support Services, Head of City Development	
s 526A(3)	Function of receiving report of inspection	Director City Life, Manager Operations, Manager City Safety & Amenity, Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer, Team Leader Building Services, Building Enforcement Officer, Planning Enforcement Officers, Coordinator Planning Support Services, Head of City Development, Senior Lawyer and Property Advisor	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Director City Life, Head of Governance, Manager City Safety & Amenity, Coordinator Environmental Health, Senior Environmental Health Officer, Senior Lawyer & Property Advisor	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor, Strategic Property Lead	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor, Strategic Property Lead	
s 11(9)(b)	Duty to advise Registrar	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor, Strategic Property Lead	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 12(10)	Duty to notify of decision made	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor	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
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor, Strategic Property Lead	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Director City Futures, Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Director City Futures, Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Director City Futures, Director City Delivery, Manager Roads and Traffic	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Director City Futures, Director City Delivery, Manager Roads and Traffic, Head of Governance, Senior Lawyer and Property Advisor	
s 15(2)	Duty to include details of arrangement in public roads register	Director City Futures, Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 16(7)	Power to enter into an arrangement under s 15	Director City Delivery, Manager Roads and Traffic	
s 16(8)	Duty to enter details of determination in public roads register	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 17(2)	Duty to register public road in public roads register	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Management, Asset Management and GIS Coordinator	
s 18(1)	Power to designate ancillary area	Director City Delivery, Manager Roads and Traffic	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 19(4)	Duty to specify details of discontinuance in public roads register	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19(5)	Duty to ensure public roads register is available for public inspection	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 21	Function of replying to request for information or advice	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Director City Futures, Director City Delivery, Manager Roads and Traffic	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Director City Delivery, Manager Roads and Traffic, Head of Governance, Senior Lawyer & Property Advisor	
s 22(5)	Duty to give effect to a direction under s 22	Director City Futures, Director City Delivery, Manager Roads and Traffic,	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Operations, Coordinator Civil Operations	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Operations	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Development Engineer, Senior Major Projects Development Engineer, Major Projects & Development Engineer, Infrastructure Planning Engineer, Manager Operations, Manager Roads and Traffic, Manager City Infrastructure Planning, Asset & GIS Coordinator, Design and Investigations Coordinator, Coordinator Strategic Transport Planning	
s 42(1)	Power to declare a public road as a controlled access road	Director City Delivery, Manager Roads and Traffic, Head of Governance, Senior Coordinator Governance, Lawyer, Senior Lawyer & Property Advisor	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Director City Delivery, Manager Roads and Traffic, Head of Governance, Lawyer, Senior Lawyer & Property Advisor	Power of coordinating road authority and sch 2 also applies

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Director City Futures, Director City Delivery, Manager Roads and Traffic,	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Director City Delivery, Manager Roads and Traffic, Traffic and Transport Coordinator, Strategic Transport Planning Coordinator	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
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Operations, Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 49	Power to develop and publish a road management plan	Director City Futures, Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 51	Power to determine standards by incorporating the standards in a road management plan	Director City Futures, Director City Delivery, Manager Roads and Traffic, Asset Management and GIS Coordinator, Design and Investigations Coordinator	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management	
s 54(2)	Duty to give notice of proposal to make a road management plan	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 54(6)	Power to amend road management plan	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 54(7)	Duty to incorporate the amendments into the road management plan	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Director City Delivery, Manager Roads and Traffic, Manager Facilities and Asset Management, Asset Management and GIS Coordinator	
s 63(1)	Power to consent to conduct of works on road	Technical Officer, Manager Operations, Manager Roads and Traffic, Design and	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Investigations Coordinator, Civil Investigations Team Leader	
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Operations Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Director City Delivery, Manager Operations, Manager Roads and Traffic, Manager Capital Delivery	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer, Environmental Health Officers	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer, Coordinator Amenity Protection, Planning Enforcement Officers	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 67(3)	Power to request information	Technical Officer, Manager Roads and Traffic, Head of Governance, Design and Investigations Coordinator, Coordinator Amenity Protection, Senior Lawyer & Property Advisor, Planning Enforcement Officers, Civil Investigations Team Leader	Where Council is the coordinating road authority
s 68(2)	Power to request information	Technical Officer, Manager Roads and Traffic, Head of Governance, Design and Investigations Coordinator, Coordinator Amenity Protection, Senior Lawyer & Property Advisor, Planning Enforcement Officers, Civil Investigations Team Leader	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Not Delegated	
s 72	Duty to issue an identity card to each authorised officer	Head of Governance, Manager Governance, Senior Coordinator Governance	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 85	Function of receiving report from authorised officer	Director City Futures, Director City Delivery, Manager Operations, Manager Roads and Traffic	
s 86	Duty to keep register re s 85 matters	Director City Futures, Director City Delivery, Manager Operations, Manager Roads and Traffic	
s 87(1)	Function of receiving complaints	Director City Futures, Director City Delivery, Manager Operations, Manager Roads and Traffic	
s 87(2)	Duty to investigate complaint and provide report	Director City Futures, Director City Delivery, Manager Operations, Manager Roads and Traffic	
s 112(2)	Power to recover damages in court	Manager Operations, Manager Roads and Traffic, Head of Governance, Senior Lawyer & Property Advisor	
s 116	Power to cause or carry out inspection	Traffic & Transport Coordinator, Traffic & Transport Engineer, Traffic Engineer,	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Senior Transport & Traffic Engineer, Manager Operations, Coordinator Civil Operations, Manager Roads and Traffic	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Director City Delivery, Manager Roads and Traffic	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Roads and Traffic, Design and Investigations Coordinator, Traffic and Transport Coordinator	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager Roads and Traffic, Design and Investigations Coordinator, Traffic and Transport Coordinator	
s 121(1)	Power to enter into an agreement in respect of works	Manager Operations, Manager Roads and Traffic	
s 122(1)	Power to charge and recover fees	Manager Operations, Manager Roads and Traffic	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 123(1)	Power to charge for any service	Manager Operations, Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Technical Officer, Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Manager Roads and Traffic, Strategic Transport Planning Coordinator	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Manager Roads and Traffic, Strategic Transport Planning Coordinator	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Roads and Traffic, Strategic Transport Planning Coordinator	

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
sch 2 cl 5	Duty to publish notice of declaration	Director City Delivery, Manager Roads and Traffic	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Development Engineer, Senior Major Projects Development Engineer, Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader	Where Council is the infrastructure manager or works manager
sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Technical Officer, Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Capital Delivery, Manager Roads and Traffic, Traffic and Transport Coordinator	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Coordinator Construction & Landscape Supervisor, Manager Operations, Manager City Infrastructure Planning, Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Coordinator Construction & Landscape Supervisor, Manager Operations, Manager City Infrastructure Planning, Manager Roads and Traffic, Design and	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Coordinator Construction & Landscape Supervisor, Manager Operations, Manager City Infrastructure Planning, Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Director City Delivery, Manager Operations	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Director City Delivery, Manager Operations	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Director City Delivery, Manager Operations	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Director City Delivery, Manager Operations	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Technical Officer, Manager Roads and Traffic, Manager City Infrastructure Planning, Design and Investigations Coordinator, Coordinator Strategic Transport Planning, Civil Investigations Team Leader	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Technical Officer, Manager Roads and Traffic, Manager City Infrastructure Planning, Design and Investigations Coordinator, Coordinator Strategic Transport Planning	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Technical Officer, Manager Roads and Traffic, Manager City Infrastructure Planning, Design and Investigations Coordinator, Coordinator Strategic Transport Planning, Traffic and Transport Coordinator, Senior Traffic and Transport Engineer, Senior Transport Projects	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Engineer, Traffic and Transport Engineer, Civil Investigations Team Leader	
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	Manager Roads and Traffic, Manager City Infrastructure Planning, Design and Investigations Coordinator, Coordinator Strategic Transport Planning	Where Council is the coordinating road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
sch7 cl 19(1)	Power to give notice requiring rectification of works	Manager Operations, Manager Roads and Traffic, Manager City Infrastructure Planning	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Operations, Manager Roads and Traffic	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	Director City Delivery, Manager Roads and Traffic	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Roads and Traffic, Design and Investigations Coordinator, Civil Investigations Team Leader, Technical Officer	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Director City Delivery, Manager Roads and Traffic	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Director City Delivery, Manager Roads and Traffic	Where Council is the responsible road authority

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Director City Delivery, Manager Roads and Traffic	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 24	Duty to ensure that cemetery complies with depth of burial requirements	Manager Advocacy and Government Relations, Head of Governance	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Manager Advocacy and Government Relations, Head of Governance	
r 30(2)	Power to release cremated human remains to certain persons	Manager Advocacy and Government Relations, Head of Governance	Subject to any order of a court
r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Manager Advocacy and Government Relations, Head of Governance	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled.	Manager Advocacy and Government Relations, Head of Governance	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Manager Advocacy and Government Relations, Head of Governance	
r 47(3)	Power to approve the use of fire in a public cemetery	Manager Advocacy and Government Relations, Head of Governance	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	Manager Advocacy and Government Relations, Head of Governance	
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	Manager Advocacy and Government Relations, Head of Governance	
r 51	Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 52	Power to approval the arrangement or conduct of a funeral	Manager Advocacy and Government Relations, Head of Governance	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	Manager Advocacy and Government Relations, Head of Governance	
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of internment and memorials	Manager Advocacy and Government Relations, Head of Governance	
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	Manager Advocacy and Government Relations, Head of Governance	
r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate	Manager Advocacy and Government Relations, Head of Governance	

S6 Instrument of Delegation – Members of Staff

Cemeteries and Crematoria Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 59	Duty to display the hours during which the public can access the cemetery	Manager Advocacy and Government Relations, Head of Governance	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules		
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning,	where Council is not the planning authority and the amendment affects land within Council's municipal district; or

S6 Instrument of Delegation – Members of Staff

Planning and Environment Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Senior Development Planner, Development Planners, Graduate Planners	where the amendment will amend the planning scheme to designate Council as an acquiring authority.
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	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Senior Strategic Planners, Strategic Planners, Development Planners, Graduate Planners	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planners, Graduate Planners	where Council is the responsible authority

S6 Instrument of Delegation – Members of Staff

Planning and Environment Regulations 2015			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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 for inspection free of charge	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planners, Graduate Planners	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Planning Assistant, Principal Development Planner, Coordinator Development Planning, Director City Futures, Head of City Development, Manager City Strategy, Coordinator Strategic Planning, Senior Development Planner, Development Planners, Graduate Planners	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.

S6 Instrument of Delegation – Members of Staff

Planning and Environment (Fees) Regulations 2016			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Director City Futures, Head of City Development, Manager City Strategy	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Director City Futures, Head of City Development, Manager City Strategy	
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	Director City Futures, Head of City Development, Manager City Strategy	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 7	Power to enter into a written agreement with a caravan park owner	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	

S6 Instrument of Delegation – Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 10	Function of receiving application for registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 11	Function of receiving application for renewal of registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	Coordinator Environmental Health, Senior Environmental Health Officer	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Coordinator Environmental Health, Senior Environmental Health Officer	

S6 Instrument of Delegation – Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 14(1)	Function of receiving notice of transfer of ownership.	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 12(4) & (5)	Duty to issue certificate of registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 14(3)	Power to determine where notice of transfer is displayed	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 15(1)	Duty to transfer registration to new caravan park owner	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 15(2)	Duty to issue a certificate of transfer of registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	

S6 Instrument of Delegation – Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 17	Duty to keep register of caravan parks	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 21(2)	Duty to consult with relevant emergency services agencies	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 24(2)	Power to consult with relevant floodplain management authority	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	

S6 Instrument of Delegation – Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 39(3)	Function of receiving installation certificate	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Coordinator Environmental Health, Senior Environmental Health Officer, Environmental Health Officer	

S6 Instrument of Delegation – Members of Staff

Road Management (General) Regulations 2016			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 8(1)	Duty to conduct reviews of road management plan	Manager Roads and Traffic, Asset Management and GIS Coordinator	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Roads and Traffic, Asset Management and GIS Coordinator	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Manager Roads and Traffic	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Manager Roads and Traffic, Asset Management and GIS Coordinator	
r 13(1)	Duty to publish notice of amendments to road management plan	Manager Roads and Traffic, Asset Management and GIS Coordinator	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Manager Roads and Traffic, Asset Management and GIS Coordinator	

S6 Instrument of Delegation – Members of Staff

Road Management (General) Regulations 2016			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 16(3)	Power to issue permit	Technical Officer, Manager Operations, Manager Roads and Traffic, Design and Investigations Coordinator	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Traffic & Transport Coordinator, Traffic & Transport Engineer, Traffic Engineer, Senior Transport & Traffic Engineer, Manager Roads and Traffic, Design and Investigations Coordinator, Coordinator Strategic Transport Planning	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Manager Roads and Traffic, Head of Governance, Senior Lawyer & Property Advisor	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Director City Delivery, Manager Roads and Traffic	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Manager Operations, Manager City Safety & Amenity, Coordinator Amenity Protection, Team Leader Local Laws and Parking	Where Council is the responsible road authority

S6 Instrument of Delegation – Members of Staff

Road Management (General) Regulations 2016			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)	Manager Operations, Manager City Safety & Amenity, Coordinator Amenity Protection, Team Leader Local Laws and Parking	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Manager Operations, Manager City Safety & Amenity, Coordinator Amenity Protection, Team Leader Local Laws and Parking	

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

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

NEW PROVISIONS

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
Cemeteries and Crematoria Act 2003	s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery
Cemeteries and Crematoria Act 2003	s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)
Cemeteries and Crematoria Act 2003	s 84H(4)	Power to exercise the rights of a holder of a right of interment
Cemeteries and Crematoria Act 2003	s 84I(4)	Power to exercise the rights of a holder of a right of internment
Cemeteries and Crematoria Act 2003	s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment
Cemeteries and Crematoria Act 2003	s 84I(6)(a)	Power to remove any memorial on the place of interment
Cemeteries and Crematoria Act 2003	s 84I(6)(b)	Power to grant right of interment under s 73

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
Cemeteries and Crematoria Act 2003	s 74(3)	Duty to offer a perpetual right of interment
Cemeteries and Crematoria Act 2003	s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary
Cemeteries and Crematoria Regulations 2025	r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)
Cemeteries and Crematoria Regulations 2025	r 39(2)	Duty to ensure that coffin, container or receptacle is labelled.
Cemeteries and Crematoria Regulations 2025	r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)
Cemeteries and Crematoria Regulations 2025	r 50	Duty to provide statement that alternative vendors or supplier of memorials exist
Cemeteries and Crematoria Regulations 2025	r 51	Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies
Delegation Source	Provision	Item Delegated
Cemeteries and Crematoria Regulations 2025	r 52	Power to approval the arrangement or conduct of a funeral

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
Cemeteries and Crematoria Regulations 2025	r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted
Cemeteries and Crematoria Regulations 2025	r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of internment and memorials
Cemeteries and Crematoria Regulations 2025	r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial
Cemeteries and Crematoria Regulations 2025	r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate
Cemeteries and Crematoria Regulations 2025	r 59	Duty to display the hours during which the public can access the cemetery
Food Act 1984	s 19EA(3)	Function of receiving copy of revised food safety program
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

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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)
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)
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)
Food Act 1984	s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.
Food Act 1984	s 19IA(2)	Duty to give written notice to the proprietor of the premises
Food Act 1984	s 19N(2)	Function of receiving notice from the auditor
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

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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
Food Act 1984	s 39A (6)	Duty to comply with a direction of the Secretary
Food Act 1984	s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration
Food Act 1984	s 40E	Duty to comply with direction of the Secretary
Food Act 1984	s 43	Duty to maintain records of registration
Food Act 1984	s 45AC	Power to bring proceedings
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.

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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.
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.
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.
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
Planning and Environment Act 1987	s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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.
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.
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
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.
Planning and Environment Act 1987	s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
Planning and Environment Act 1987	s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period
Planning and Environment Act 1987	s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it
Planning and Environment Act 1987	s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements
Planning and Environment Act 1987	s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).
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)
Planning and Environment Act 1987	s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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.
Planning and Environment Act 1987	s 149B	Power to apply to the Tribunal for a declaration.
Planning and Environment Act 1987	s 158F	Power to make submissions in response to a directions panel
Planning and Environment Act 1987	s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice
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
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

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 10	Function of receiving application for registration
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 11	Function of receiving application for renewal of registration
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
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
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations
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

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(1)	Function of receiving notice of transfer of ownership.
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(4) & (5)	Duty to issue certificate of registration
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(3)	Power to determine where notice of transfer is displayed
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(1)	Duty to transfer registration to new caravan park owner
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(2)	Duty to issue a certificate of transfer of registration
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(3)	Power to determine where certificate of transfer of registration is displayed

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
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
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 17	Duty to keep register of caravan parks
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
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 21(2)	Duty to consult with relevant emergency services agencies
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
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
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 24(2)	Power to consult with relevant floodplain management authority

S6 Instrument of Delegation – Council to Staff

New Provisions Requiring Delegates

Delegation Source	Provision	Item Delegated
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling
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
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
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 39(3)	Function of receiving installation certificate
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person
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

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

DELETED PROVISIONS

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Planning and Environment Act 1987	s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Director City Futures, Manager City Growth & Development, Manager City Strategy, Coordinator Strategic Planning	
Planning and Environment Act 1987	s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Director City Futures, Manager City Growth & Development, Manager City Strategy, Coordinator Strategic Planning	
Planning and Environment Act 1987	s 8A(5)	Function of receiving notice of the Minister's decision	Director City Futures, Manager City Growth & Development, Manager City Strategy, Coordinator Strategic Planning	
Planning and Environment Act 1987	s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Director City Futures, Manager City Growth & Development, Manager City Strategy, Coordinator Strategic Planning	
Planning and Environment Act 1987	s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Director City Futures, Manager City Growth & Development, Manager City Strategy	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Planning and Environment Act 1987	s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	Director City Futures, Manager City Growth & Development, Manager City Strategy, Coordinator Strategic Planning	
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Principal Planner, Coordinator Development Planning, Development Planner, Director City Futures, Manager City Growth & Development, Manager City Strategy, Coordinator Development Planning 3, Coordinator Strategic Planning , Senior Major Developments Planner, Major Developments Planner, Senior Strategic Planners	
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	Principal Planner, Coordinator Development Planning, Director City Futures, Manager City Growth & Development, Manager City Strategy, Coordinator Development Planning 3, Senior Major Developments Planner, Major Development Planners Group	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Planning and Environment Act 1987	s.171(2)(g)	power to grant and reserve easements	Director City Futures, Manager City Growth & Development, Manager City Strategy	
Residential Tenancies Act 1997	s 91ZU(1)	Power to give a renter a notice to vacate rented premises	Community Wellbeing & Inclusion Coordinator, Director City Life , Head of Governance, Manager Community Care & Active Living , Senior Lawyer & Property Advisor	Where Council is a public statutory authority engaged in the provision of housing
Residential Tenancies Act 1997	s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	Community Wellbeing & Inclusion Coordinator, Director City Life , Head of Governance, Manager Community Care & Active Living , Senior Lawyer & Property Advisor	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
Residential Tenancies Act 1997	s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	Community Wellbeing & Inclusion Coordinator, Director City Life , Head of Governance, Manager Community Care & Active Living , Senior Lawyer & Property Advisor	Where Council is a public statutory authority engaged in the provision of housing
Residential Tenancies Act 1997	s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	Community Wellbeing & Inclusion Coordinator, Director City Life , Head of Governance, Manager Community Care &	Where Council is a public statutory authority engaged in the provision of housing

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			Active Living , Senior Lawyer & Property Advisor	
Residential Tenancies Act 1997	s 142D	Function of receiving notice regarding an unregistered rooming house	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies Act 1997	s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies Act 1997	s 142G(2)	Power to enter certain information in the Rooming House Register	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies Act 1997	s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning	

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			Enforcement Officers	
Residential Tenancies Act 1997	s 206AZA(2)	Function of receiving written notification	Community Wellbeing & Inclusion Coordinator, Director City Life , Head of Governance, Manager Community Care & Active Living , Senior Lawyer & Property Advisor	
Residential Tenancies Act 1997	s 207ZE(2)	Function of receiving written notification	Community Wellbeing & Inclusion Coordinator, Director City Life , Head of Governance, Manager Community Care & Active Living , Senior Lawyer & Property Advisor	
Residential Tenancies Act 1997	s 311A(2)	Function of receiving written notification	Not Delegated	
Residential Tenancies Act 1997	s 317ZDA(2)	Function of receiving written notification	Not Delegated	
Road Management Act 2004	s 12(2)	Power to discontinue road or part of a road	Manager Engineering and Asset Services, Head of Governance, Senior Coordinator Governance, Lawyer, Senior Lawyer & Property Advisor	Where Council is the coordinating road authority

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Road Management Act 2004	s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Manager Engineering and Asset Services, Head of Governance, Senior Coordinator Governance, Lawyer, Senior Lawyer & Property Advisor	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
Road Management Act 2004	s 12(5)	Duty to consider written submissions received within 28 days of notice	Manager Engineering and Asset Services, Head of Governance, Senior Coordinator Governance, Lawyer, Senior Lawyer & Property Advisor	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
Road Management Act 2004	s 12(6)	Function of hearing a person in support of their written submission	Manager Engineering and Asset Services, Head of Governance, Senior Coordinator Governance, Lawyer, Senior Lawyer & Property Advisor	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
Road Management Act 2004	s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Manager Engineering and Asset Services, Head of Governance, Senior Coordinator Governance, Lawyer, Senior Lawyer & Property Advisor	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
Cemeteries and Crematoria Regulations 2015	r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Manager Advocacy and Government Relations, Head of Governance	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Cemeteries and Crematoria Regulations 2015	r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	r 40	Power to approve a person to play sport within a public cemetery	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	r 41(1)	Power to approve fishing and bathing within a public cemetery	Manager Advocacy and Government Relations, Head of Governance	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Cemeteries and Crematoria Regulations 2015	r 42(1)	Power to approve hunting within a public cemetery	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	r 43	Power to approve camping within a public cemetery	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	r 45(1)	Power to approve the removal of plants within a public cemetery	Manager Advocacy and Government Relations, Head of Governance	
Cemeteries and Crematoria Regulations 2015	sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria	sch 2 cl	Power to give directions regarding	Manager Advocacy and Government	See note above regarding model

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Regulations 2015	7(1)	the dressing of places of interment and memorials	Relations, Head of Governance	rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 8	Power to approve certain mementos on a memorial	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 16(1)	Power to approve construction and building within a cemetery	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Cemeteries and Crematoria Regulations 2015	sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Cemeteries and Crematoria Regulations 2015	sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	Manager Advocacy and Government Relations, Head of Governance	See note above regarding model rules
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 7	Function of entering into a written agreement with a caravan park owner	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 10	Function of receiving application for registration	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 11	Function of receiving application for renewal of registration	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan	r 12(3)	Duty to have regard to matters in	Coordinator Environmental Health	

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Parks and Movable Dwellings Registration and Standards) Regulations 2020		determining an application for registration or an application for renewal of registration	Services, Team Leader Building Services, Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(4) & (5)	Duty to issue certificate of registration	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 14(1)	Function of receiving notice of transfer of ownership	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 14(3)	Power to determine where notice of transfer is displayed	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards)	r 15(1)	Duty to transfer registration to new caravan park owner	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer,	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Regulations 2020			Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 15(2)	Duty to issue a certificate of transfer of registration	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 17	Duty to keep register of caravan parks	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 18(4)	Power to determine where the emergency contact person's details are displayed	Coordinator Environmental Health Services, Team Leader Building Services Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 18(6)	Power to determine where certain information is displayed	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 22(2)	Duty to consult with relevant emergency services agencies	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan	r 23	Power to determine places in	Coordinator Environmental Health	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Parks and Movable Dwellings Registration and Standards) Regulations 2020		which caravan park owner must display a copy of emergency procedures	Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Manager Operations, Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 25(3)	Duty to consult with relevant floodplain management authority	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 26	Duty to have regard to any report of the relevant fire authority	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings	r 28(c)	Power to approve system for the collection, removal and disposal of	Coordinator Environmental Health Services, Team Leader Building Services	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Registration and Standards) Regulations 2020		sewage and waste water from a movable dwelling	, Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 41(4)	Function of receiving installation certificate	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Environmental Health Officers, Planning Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards)	r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Planning	

City of Melton

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Regulations 2020			Enforcement Officers	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Coordinator Environmental Health Services, Team Leader Building Services , Building Enforcement Officer, Planning Enforcement Officers	
Residential Tenancies Regulations 2021	sch 4 cl 3(a)(iii)	Power to approve any other toilet system	Community Wellbeing & Inclusion Coordinator, Director City Life , Head of Governance, Manager Community Care & Active Living , Senior Lawyer & Property Advisor	

12.5 INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND ENVIRONMENT ACT 1987

Author: Emma Middlebrook - Governance Officer
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To appoint authorised officers under section 147(4) of the *Planning and Environment Act 1987* for the purposes and regulations made under that Act.

RECOMMENDATION:

In the exercise of the powers conferred by 147(4) of the *Planning and Environment Act 1987* and the other legislation referred to in the attached Instrument of Appointment and Authorisation (the Instrument), Melton City Council resolves that:

1. The Instrument authorised by Council on 15 December 2025 remains in force until 30 August 2026 and be revoked effective 31 August 2026.
2. The members of Council staff referred to in the Instrument in **Appendix 1** be appointed and authorised as set out in the Instrument.
3. The Instrument in **Appendix 1** comes into force 31 August 2026 and remains in force until Council determines to vary or revoke it.
4. The Instrument be sealed.

REPORT

1. Executive Summary

Council has responsibilities for, and acts under, various pieces of legislation. In order to carry out some specific duties, functions and responsibilities authorised officers are required to be appointed. This report seeks Council approval for the appointment of authorised officers under section 147(4) of the *Planning and Environment Act 1987* for the purposes and regulations made under that Act.

2. Background/Issues

Most legislation under which the Council acts contain powers of sub-delegation. This enables the Chief Executive Officer to issue an Instrument of Sub-delegation to Staff given that the Council has beforehand resolved to issue an Instrument of Delegation to the CEO. Similarly, the CEO can directly appoint 'authorised officers' under most legislation.

The *Planning and Environment Act 1987,* however, does not contain an express power of sub-delegation. Accordingly, delegations under that Act are made by the Council directly to staff. Similarly, the appointment of authorised officers for the purposes and regulations made under that Act require a Council resolution.

The attached Instrument reflects the necessary appointment of staff who carry out authorised officer responsibilities under the *Planning and Environment Act 1987*. The changes reflect staff movements and the inclusion of Head of City Development.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

There are no direct financial implications in making appointments as authorised officers.

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

The Council requires duly appointed authorised officers to carry out a range of duties, functions and responsibilities under the *Planning and Environment Act 1987*. Without these appointments, these matters, including a range of enforcement, recovery, and legal proceedings, cannot be properly carried out under law.

7. Options

Council has the option to:

1. Adopt the Officers' recommendation.
2. Not adopt the Officers' recommendation and maintain the current appointments of authorised officers, authorised by Council under the *Planning and Environment Act 1987* on 15 December 2025.

LIST OF APPENDICES

1. Instrument of Appointment and Authorisation (Planning and Environment Act 1987 only)

CITY OF Melton

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "**officers**" means -

James McNulty	Head of City Development
Dijana Sarac	Coordinator Planning Support Services
John Letchford	Planning Enforcement Officer
Paul Spencer	Planning Enforcement Officer
Steve Finlay	Coordinator Development Planning
Tejas Deshmukh	Coordinator Strategic Planning

By this instrument of appointment and authorisation Melton City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and

2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force 31 August 2026;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Melton City Council 24 August 2026.

The **Common Seal** of the)
Melton City Council)
was hereunto affixed in the presence of:)

..... Mayor (Cr Lara Carli)

..... Chief Executive Officer (Roslyn Wai)

..... Date

12.6 GRANT ATTRACTION 2025-2026

Author: Sean McManus - Manager, Advocacy & Government Relations
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To provide Councillors with an overview of Council's 2025/26 grant attraction activity.

RECOMMENDATION:

That Council note the overview provided in relation to Council's 2025/26 grant attraction activity, as provided in **Appendix 1** to this report.

REPORT

1. Executive Summary

Council centralised its grant attraction function in April 2025 to strengthen coordination, visibility and management of grant attraction with a focus on maximising external funding to support Council programs, services and capital delivery. This report provides a consolidated overview of Council's grant attraction activity for the 2025/26 financial year.

2. Background/Issues

The centralised approach to grant attraction has enabled a more coordinated and proactive grant ready approach for Council to seek external funding from other levels of government to contribute to the total cost of programs and projects. In 2025/26 Council's total active grant income was $117,507,888. This includes funding secured during previous financial years and reflects the value of Council's total active grant program. New grants secured during 2025/26 represent $28,255,101 in additional income to Council. This revenue represents outcomes against competitive based grants that contributes to the total cost of project and program delivery.

Council also has grant applications pending assessment that represent a total value of $5.7 million and a further $37.8 million of grant opportunities currently being considered and scoped for potential applications. This figure is subject to change following internal review and scoping of potential projects that will form the basis of submissions.

Council's coordinated approach to grant attraction has achieved a 73 percent success rate for all applications lodged.

Highlights include:

- $4.3 million in Victorian Government funding to support Active Transport connections.
- $9 million in Victorian Government Building Blocks funding to contribute to construction of the Deanside Children's and Community Centre.
- $9 million in Victorian Government Building Blocks funding to contribute to construction of the Diggers Rest Children's and Community Centre.
- The ongoing support of $15 million from the Federal Government's Thriving Suburbs Program contributing to the cost of construction of the Cobblebank Community Hub.

- The ongoing support of $15 million from the Federal Government's Thriving Suburbs Program contributing to construction of the aquatic and leisure centre in Fraser Rise.

Grant income is recognised as an important funding stream to support Council's delivery of services, programs and community facilities and infrastructure.

A full overview of Council's grant activity is provided in **Appendix 1**.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

Grant income is an important funding stream for Melton City Council as one of Australia's fastest growing local government areas. Every dollar of grant income received means revenue generated from other income including rates can be redirected to other priorities.

Council's grant outcome of $28 million for 2025/26 enables $28 million of Council revenue to be redirected to other priorities. Grant income does not represent the total value of project and program delivery. Grant funding is a contribution toward the total cost of project and program delivery, with Council in most instances funding most of the cost projects and services.

5. Consultation/Public Submissions

No public consultation was undertaken in the preparation of this report.

6. Risk Analysis

Risk: The outcome of the State election may result in changes to government policy, budget priorities and funding program design. This may impact the availability and competitiveness of grant opportunities relevant to Council's programs and capital delivery priorities. **Mitigation:** The centralised grant attraction program will continue to monitor the external funding environment, engage with funding agencies where appropriate, and work with service areas to maintain a pipeline of projects that aligned to emerging grant opportunities.

Risk: Council's capacity to attract external funding may be constrained where priority projects are not sufficiently developed to meet grant program requirements or application timeframes. This may reduce Council's ability to leverage external funding for strategic priorities, service improvements and capital works. **Mitigation:** Through the centralised grant attraction program, Council will continue to monitor funding opportunities, work with service areas to identify project readiness gaps, and support early planning for projects likely to align with future grant programs.

7. Options

Council has the option to:

1. Note the report
2. Request further clarification in relation to the report.

LIST OF APPENDICES

1. Grant Attraction Report Financial Year 2025/26

Financial Year 2025/26 - Grant Funding Report

Reporting Period: Financial Year 2025/26 Grants Summary

Grants in most instances provide a partial contribution toward a project, program or service with the remainder of the cost funded by Council.

Metric	Amount	Notes
Total Portfolio Value		
Total Active Grant Portfolio Value as of 30 June 2026.	$117,507,888.34	Total Grant Portfolio Value reflects the total awarded value of all active grant-funded projects and programs being managed by Council during FY2025-26. This includes funding secured in the current and previous financial years through competitive and non-competitive funding programs. The portfolio excludes recurring operational service funding provided to support Council's ongoing service delivery responsibilities, such as Financial Assistance Grants and Maternal and Child Health service funding.
Pipeline		
Total value of applications currently in market (as at 30.6.26)	$5,711,119.50	All applications in market.
Indicative Pipeline Value	$37,867,269	Opportunities under development. This includes all opportunities currently being assessed, scoped or prepared for potential submission. Values are indicative and subject to confirmation.
Performance		
Success rate	73%	Based on successful outcomes notified vs total lodged.
Financials		
Total New Grants Secured FY2526	$28,255,101.75	Reflects the value of new grants awarded, confirmed or executed during Financial Year 2025/26.
Total Grant Income received YTD	$16,278,974	Actual grant income received by Council in the financial year to date across all grants funded projects including income from both existing active grants and newly secured grants.

Successful Grants (Financial Year 2025/26)

Level of Government	Grant Management Classification	Funder and Grant	Project Name	Grant Value
STATE	Capex Competitive Tied Non recurrent	Transport Victoria (Department of Transport and Planning) Grant: Community Road Safety Grants Program Variable Messaging Signs (VMS)	*Variable Messaging Signs* *Funding towards hire of signs*	$9,982.75

Financial Year 2025/26 - Grant Funding Report

Level of Government	Grant Management Classification	Funder and Grant	Project Name	Grant Value
FEDERAL	Capex Competitive Tied Non recurrent	Department of Infrastructure, Transport, Regional Development, Communications and the Arts Grant: Australian Black Spot Program 26/27	*Project 1: Station Road and Barries Road* *Install safety barriers, raised safety platforms and other supporting treatments.*	$326,800
FEDERAL	Capex Competitive Tied Non recurrent	Department of Infrastructure, Transport, Regional Development, Communications and the Arts Grant: Australian Black Spot Program 26/27	*Project 2: Taylors Rd, Tenterfield Drive and Watervale Boulevard Taylors Hill* *Install raised safety platforms on Taylors Road approaches and other supporting treatments.*	$137,750
STATE	Capex Non- competitive Tied Non recurrent	Department of Transport and Planning (DTP) Grant: DTP Council Grant	*Melton Active Transport, Improvements and Extensions.* *City of Melton to develop and deliver up to 4.3km of safer and better-connected cycling paths on Station Road and Exford Road.*	$4,300,000
STATE	Capex Competitive Tied Non recurrent	Transport Accident Commission (TAC) Grant: Local Government Grant Program	*Pedestrian and Cyclist Improvement – Frontier Avenue.* *Design and construct four raised safety platforms in Frontier Road, Aintree*	$100,000
FEDERAL	Capex Non- competitive Tied Non recurrent	Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts Grant: Major and Local Community Infrastructure Program (Election Commitment)	*Caroline Springs Recreation Reserve Upgrades* *Lighting upgrades Oval 1 and Oval 2 + Scoreboard and Storage Shed. In partnership with Caroline Springs Football and Netball club*	$186,000
STATE	Capex Competitive Tied Non recurrent	Sport and Recreation Victoria Grant: Local Sports Infrastructure Fund – Community Facility	*Bridge Road New Hockey Pitch Development* *Design and construction a new Hockey pitch at Bridge Road Recreation Reserve*	$500,000

Financial Year 2025/26 - Grant Funding Report

Level of Government	Grant Management Classification	Funder and Grant	Project Name	Grant Value
STATE	Capex Competitive Tied Non recurrent	Sport and Recreation Victoria Grant: Local Sports Infrastructure Fund- Sport Lighting	*Brookside Oval Lighting Upgrade* *The upgrade of oval lighting at the Brookside Recreation Reserve in Caroline Springs.*	$144,474
STATE	Capex Non- competitive Tied Non recurrent	Sport and Recreation Victoria Grant: Community Sport and Recreation Grants initiative (Election Commitment)	*Ian Cowie Recreation Reserve* *Refurbishment of the pavilion, including umpire common area, social space and storage.*	$2,000,000
STATE	Opex Non competitive Tied Non recurrent	Department of Jobs, Skills, Industry and Regions Grant: Business Approvals Incentive Scheme	*Business Approval Incentive Scheme Pilot* *Dedicated Business Concierge Officer and Business Planner to streamline and accelerate the approvals process for local businesses seeking planning and related permits.*	$313,500
FEDERAL	Capex Non- competitive Tied Non recurrent	Department of Industry, Science and Resources. Grant: Strengthening Community Safety Program (Election commitment)	*Park Safety Program* *The Park Safety Program will deliver targeted infrastructure upgrades across 22 reserves and shared paths in the City of Melton to improve safety, accessibility and community confidence in public spaces.*	$1,000,000
STATE	Capex Non- competitive Tied Non recurrent	Melbourne Water Grant: Discretionary Funding Grant (Spillway)	*Navan Park Off Lead Dog Park* *Upgrade and reinstatement of the Navan Park Off Lead Dog Park*	$200,000
STATE	Opex Competitive Tied Non recurrent	Safe and Equal and Respect Victoria Grant: Safe and Equal and Respect Victoria – 16 Days of Activism Grassroots Funding	*Speaker event at Melton Library*	$1,500
STATE	Opex Competitive Tied Non recurrent	Sport and Recreation Victoria Grant: Kids Active Travel 2025-2027	*Kids Active Travel Program* *Encourage students (prioritising grades 3 to 6) and families from up to 4 primary schools in the Melton region to increase their active travel to and from school.*	$127,295

Financial Year 2025/26 - Grant Funding Report

Level of Government	Grant Management Classification	Funder and Grant	Project Name	Grant Value
STATE	Capex Non- competitive Tied Non recurrent	Victorian School Building Authority Grant: Building Blocks - Planning Stream	*Rockbank East Children's and Community Centre* *Supporting pre-construction for the agreed Building Blocks Partnership (BBP) Rockbank East Children's and Community Centre project.*	$150,000
STATE	Capex Competitive Tied Non recurrent	Victorian School Building Authority Grant: Building Blocks - Planning Stream	*Diggers Rest Children's and Community Centre* *Supporting pre-construction for the agreed Building Blocks Partnership (BBP) Diggers Rest Children's and Community Centre project.*	$150,000
STATE	Capex Competitive Tied Non recurrent	Victorian School Building Authority Grant: Building Blocks - Inclusion Grant	*Kingsway Kindergarten outdoor playspace upgrade* *Redevelopment of Kingsway Kindergarten outdoor play space.*	$200,000
STATE	Capex Non- competitive Tied Non recurrent	Victorian School Building Authority Grant: Building Blocks – Partnership	*Deanside Children's and Community Centre* *Construction of Deanside Children's and Community Centre.*	$9,000,000
STATE	Capex Non- competitive Tied Non recurrent	Victorian School Building Authority Grant: Building Blocks – Partnership	*Diggers Rest Community and Children's Centre* *Construction of the Diggers Rest Children's and Community Centre.*	$9,000,000
STATE	Opex Competitive Tied Non recurrent	Department Family, Fairness and Housing Grant: Victorian Youth Fest Grants Program 2026	*Support delivery of the Brilliant and Beyond Youth Celebration*	$2,000
FEDERAL	Opex Non-competitive Tied Non recurrent	Australian Government Grant: Youth Crime Prevention Program (YCPP)	*Support the Youth Crime Prevention Program (YCPP)*	$135,800
STATE	Opex Competitive Tied Non recurrent	Families, Fairness and Housing Grant: Engage! 2025-2027	*Engage! 2025-2027* *Support Council to undertake community engagement and help young people reach their full potential by supporting*	$120,000

Financial Year 2025/26 - Grant Funding Report

Level of Government	Grant Management Classification	Funder and Grant	Project Name	Grant Value
			access to opportunities and career pathways in the music, arts and culture industry.	
STATE	Opex Non-competitive Tied Non recurrent	Local Government Emergency Grant: Municipal Emergency Resourcing Program (MERP)	*Melton City Council Municipal Emergency Resourcing Program (MERP)* *Supports Council to deliver on emergency management responsibilities established in legislation, state plans and policies including the State Emergency Management Plan (SEMP) and the Vulnerable People in Emergencies Program.*	$150,000
			TOTAL	**$28,255,101.75**

In Market / Applications Lodged (ALL grants out in market):

Level of Government	Funder and Grant	Project	Value	Expected Outcome Date
STATE	Engage Vic (DTP) Grant: Pick My Park	Four projects submitted subject to a public voting process: • Diggers Rest Recreation Reserve Off Leash Dog Park • Scarlet Oak Reserve • Springlake Village Park Taylors Hills Sports Park	$800,000	October 2026
FEDERAL	Safer Local Roads and Infrastructure Program – Tranche 5	Exford Rd and Greig's Rd bridges upgrade and new roundabout, Weir Views	$4,911,119.5	September 2026
		Total	**$5,711,119.5**	

Grants in pipeline For Financial Year 2026/27 – First half

Level of Government	Funder	Grant	Estimated Amount	Project
STATE	Traffic Accident Commission	TAC Local Government Grant Program	$100,000	Hume Drive & City Vista Court Traffic & Pedestrian Improvement
STATE	Victorian Schools Building Authority	VSBA Building Blocks – Partnership	$9,000,000	Rockbank Community and Children's Centre
FEDERAL	Australian Government	Thriving Suburbs Program Round 2	$10m indicative estimate	Currently shortlisting projects.

Financial Year 2025/26 - Grant Funding Report

Level of Government	Funder	Grant	Estimated Amount	Project
FEDERAL	Australian Government	Housing Support Program – Local Infrastructure Fund	$5m indicative estimate	Currently shortlisting projects. No indicative cap for funding. $5m has been used as a conservative planning assumption for pipeline reporting and is subject to refinement once scope and funding guidance are confirmed.
FEDERAL	Australian Government	Active Transport Fund – Tranche 2	$3,859,269	Two projects shortlisted
STATE	Sports Recreation Victoria	2026-27 Community Sport and Recreation Projects	$100,000	Bridge Road Recreation Reserve Hockey Shelters – election commitment
STATE	Sports Recreation Victoria	2026-27 Community Sport and Recreation Projects	$100,000	Hillside Recreation Reserve Scoreboard– election commitment
FEDERAL	Australian Government	Game On Teaming up for Climate Round 2	$1m indicative estimate	Currently shortlisting projects.
STATE	Sports Recreation Victoria	Local Sports Infrastructure Fund 2026-2027 – Community Facilities	$500,000	Thornhill Park Active Open Space Stage 1
STATE	Sports Recreation Victoria	Local Sports Infrastructure Fund 2026-2027- Sports Lighting	$182,800	Bridge Road Recreation Reserve Athletics Track lighting upgrade.
STATE	Melbourne Water	Liveable Communities, Liveable Waterways, Melbourne Water	$15,000	Revegetation Program – Kororoit Creek, Caroline Springs
FEDERAL	Australian Government	Australia Day Grant	$10,000	Funding to support Australia Day event
FEDERAL	Australian Government	SLRIP Tranche 6	$5m indicative estimate	Currently shortlisting projects.
FEDERAL	Australian Government	Black Spot Funding 2027-28	$3M max	Currently shortlisting projects.
		Total	**$37,867,069**	

12.7 FUTURE AQUATIC AND LEISURE CENTRE - SHORTLISTED NAMES FOR COMMUNITY CONSULTATION

Author: Sian Rainford - Senior Lawyer and Property Advisor
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the proposed naming theme and shortlisted name for endorsement to undertake community consultation to name the new aquatic and leisure centre in Fraser Rise.

RECOMMENDATION:

That Council:

1. Resolve that the Naming Theme for the new aquatic and leisure centre will be “Linking the name to a place”
2. Resolve that the shortlisted name for community consultation, is “Tides Fraser Rise”
3. Publish a public notice for a period of no less than thirty (30 days) advising that:
    a. Council is naming the Building using the Naming Theme “Linking the name to a place”
    b. The community is invited to make a submission on the shortlisted name in the above point 2;
    c. That following closing of the consultation period, Council will consider all submissions and a report will be presented to a future meeting of Council where a final decision will be made on the name.
4. Note the public notice referred to in the above point 3 will be published on:
    a. Council’s Conversations Page;
    b. Council’s website; and
    c. The Melton and Moorabool Star Weekly and the Brimbank and North West Star Weekly.
5. Authorises Council’s Chief Executive Officer to take such steps as are necessary to give effect to this resolution.

REPORT

1. Executive Summary

Council is currently delivering an aquatic centre on Beattys Road in Fraser Rise (**the Aquatic Centre**), which is intended to provide:

- State-of-the-art aquatic and leisure centre;
- Australia’s first-ever aquatic sensory pool;
- Prestigious 5-Star Green Star sustainability certification;
- Recreational aquatic and fitness areas.

The Aquatic Centre is expected to be operational in early 2028, and Council must undertake a process to name the Aquatic Centre to ensure Council provides clear identification to support a well-planned City, ease of reference for emergency services, and promotes the delivery of services. Council should seek to finalise the ultimate name, as soon as practicable, so appropriate signage and advertising processes can occur in advance of the official opening.

2. Background/Issues

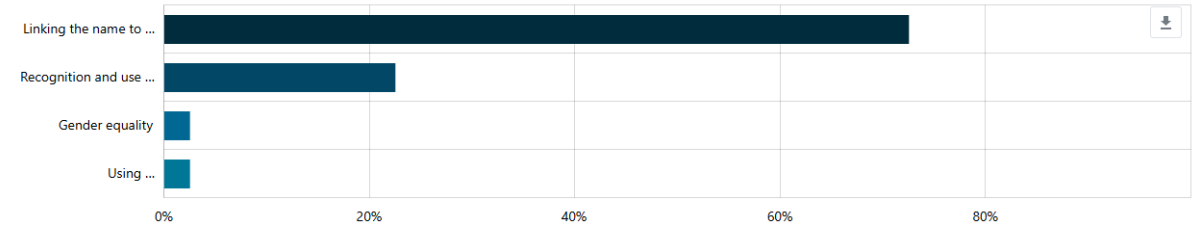
Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020,* schedule 10 part 5 of the *Local Government Act 1989* and section 11 of the *Road Management* Act 1998. As a naming authority, Council may initiate or receive requests from the community and other stakeholders to name publicly owned features, roads and localities.

The interim name of '*Plumpton Aquatic and Leisure* Centre' has been used to date, for ease of reference in project planning. As the location of the Aquatic Centre is not in Plumpton, the interim name was likely based on the Precinct Structure Plan. Using Plumpton in the name will be non-compliant with the naming rules and therefore unlikely to be approved by Geographic Names Victoria.

On 23 February 2026, Council resolved to commence the community engagement process in accordance with Council's Place Naming Policy to name the new Aquatic and Leisure Centre in Fraser Rise. Community engagement opened on 24 February 2026, and closed on Friday 27 March 2026. A public notice was published in the Melton & Moorabool Star Weekly, and the Brimbank and North West Star on 10 March 2026. The engagement was also published on Council's social media.

During that time, the engagement page received 568 unique visitors, with 40 votes for the Naming Theme and 56 naming suggestions.

Below is a summary of the engagement for the Naming Theme. The highest voted theme is "Linking the name to place", receiving over 72.50% of the vote.



Hide contribution data

Answer Choices	Percent	Count
Linking the name to a place	72.50%	29
Recognition and use of Traditional Owner languages	22.50%	9
Gender equality	2.50%	1
Using commemorative names	2.50%	1
Total	100.00%	40

Given the overwhelming figures, it is clear the community's preference is to ensure the name of the Building has a direct link to place. Pursuant to the naming rules, examples of names which link to place include local flora and fauna, Australian war contributions, past exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

In addition to voting on the theme, there were 66 naming suggestions (excluding duplicates) from both the community and internal Council suggestions. Of the suggested names, 32 were compliant name that are capable of being considered further.

Non-compliant means the suggestion was either:

a. non-compliant with the Naming Rules; or

b. non-compliant with the Policy. This includes where someone has suggested a name which seeks to use Traditional Owner Language, or where the naming suggestion is not in accordance with the highest voted naming theme. In accordance with the Policy, if the preferred naming theme is Recognition and use of traditional owner language, Council will seek the name/s from the Traditional Owner Groups directly.

The short-listed name represents the multi-disciplinary nature of the Building, which is more than only an aquatic centre – which is why the traditional 'Aquatic Centre' options have not been short-listed. The shortlisted name appropriately links to the place but is not limiting to only an aquatic and leisure centre.

The shortlisted name has been supported in principle by Geographic Names Victoria as a compliant name, that appropriately links the name to place.

In line with Council Policy, it is now recommended that the name be published for a further round of community consultation, where the community will be invited to vote for or against the name. Consultees will also be able to make a submission for or against the name.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

There are no substantial financial implications as a result of this recommendation. The costs associated with the public notice is an operational cost and will be absorbed by the operating Legal and Property budget.

5. Consultation/Public Submissions

The Naming Rules provide guidance on who should be consulted, being either:

a. The immediate community, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal.

b. The extended community, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (for example neighbouring councils) or non-government organisations with an interest in or who service the area, including Traditional Owner group(s), RAP's, local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; Emergency Services Telecommunications Authority (ESTA) and Emergency Service Organisations (ESO).

Officers propose to complete a letter drop to residents and businesses within a 250 metre radius of the Building location and publish notices on Council's website, social media, in the Melton and Moorabool Star Weekly, the Brimbank and North West Star Weekly, and on notice boards in Council's Civic Centres and Libraries, advising of the vote and directing the community to Council's Conversations Page.

No specific notice to surrounding businesses or residences is required, as the naming proposal will not impact the current address of any person or business.

A summary of the consultation and any submissions received, will be presented back to a future meeting of Council to make a final decision on the name.

6. Risk Analysis

The risk of not proceeding with a second round of community consultation and undertaking a vote on the preferred name, is that Council will be non-compliant with its Place Naming Policy and will not be upholding the principles of engagement by involving the community in decision making, where practicable.

Naming of Significant Features is an important step in ensuring the community are involved in the way this Building will be recognised as an important element of the City of Melton.

7. Options

Council may:

1. Resolve in line with the recommendations set out in this report and undertake a second round of community consultation to vote for or against the naming suggestion;
2. Not resolve in line with the recommendations set out in this report.

LIST OF APPENDICES

Nil

12.8 ANNUAL ASSESSMENT OF AUDIT AND RISK COMMITTEE PERFORMANCE

Author: Troy Delia - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the results of the annual assessment of the Audit and Risk Committee performance, pursuant to section 54(4)(b) of the *Local Government Act 2020.*

RECOMMENDATION:

That Council note the results of the annual assessment of the Audit and Risk Committee performance survey undertaken by the Audit and Risk Committee members and regular management attendees at Audit and Risk Committee meetings, set out at **Appendix 1**, as to the Audit and Risk Committee's performance over the past 12 months.

REPORT

1. Executive Summary

A performance review was undertaken by Audit and Risk Committee members and regular management attendees at Audit and Risk Committee meetings, as required under Council's Audit and Risk Committee Charter adopted by Council on 16 December 2024 and pursuant to section 54(4)(a) of the *Local Government Act 2020*.

The performance survey was sent to all 5 members of the Audit and Risk Committee and all 6 members of the Executive Leadership Team, with 100% survey completion rate achieved, noting that responses were informed by respondent's varying lengths of appointment to the Committee and tenure with Council.

2. Background/Issues

Section 54(4)(a) of the *Local Government Act 2020* and Section 6 of Council's Audit and Risk Committee Charter requires the Audit and Risk Committee to evaluate their own performance collectively against the Charter.

The Audit and Risk Committee's performance assessment survey was completed using the same template utilised in 2024, which was initially developed by Local Government Victoria, with amendments made based on the Municipal Association of Victoria's and covers the following components:

- Audit and Risk Committee Charter
- Skills and Experience
- Understanding the Business
- Meeting Administration and Conduct
- Communications with Council
- Management Commitment and Support
- Financial Management

- Risk
- Internal Audit
- External Audit

A copy of the results of the Audit and Risk Committee annual assessment performance survey from Audit and Risk Committee members and regular management attendees is attached as **Appendix 1**.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making

4. Financial Considerations

There are no financial considerations associated with the Audit and Risk Committee Performance Assessment.

5. Consultation/Public Submissions

Performance feedback was sought from Audit and Risk Committee members and regular management attendees at Audit and Risk Committee meetings as part of this assessment.

6. Risk Analysis

There is a risk, as with any self-assessment, that the questions are not answered in a fair and reasonable manner.

This risk is somewhat mitigated by the fact that management who regularly attend the meetings were also invited to complete the questionnaire. Additionally, responses provided are anonymous, which increases validity and reliability of the results of the survey.

7. Options

Council may:

1. Accept the self-assessment results based on the model currently being undertaken; or
2. Recommend Officers engage an external contractor to conduct an independent assessment of the Audit and Risk Committee's performance and amend the Committee's Charter accordingly.

LIST OF APPENDICES

1. Audit and Risk Committee Self Assessment Survey Results 2026

Audit and Risk Committee Survey Results 2026

Summary: Overall, scored results of both the committee members and management representatives are similar and favorable. The written comments provided are positive indicate that the Audit and Risk Committee has a positive impact on the organisation and is effective in its role.

The sample of 11 is too small to conduct statistical testing for the significance of results; therefore, these results should be considered indicative only.

	Committee member					Management representative				
	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
Section One: Processes and procedures										
ARC has an annual calendar of meetings (quarterly meetings plus a special meeting to consider the draft financial statements) that dedicates appropriate time and resources to execute its responsibilities.	80%	20%	-	-	-	83.3%	16.7%	-	-	-
The Charter clearly articulates the Committee's roles and responsibilities and provides it with the necessary authority to discharge them.	80%	20%	-	-	-	83.3%	16.7%	-	-	-
ARC periodically reviews the Charter to ascertain its currency, and if it needs to be updated, makes an appropriate recommendation to Council.	80%	20%	-	-	-	83.3%	16.7%	-	-	-
During the past year, the Committee has adequately addressed all of its responsibilities as detailed in the Charter.	80%	20%	-	-	-	66.7%	33.3%	-	-	-
Meeting agendas and supporting papers are well structured and well written, relevant, and concise and circulated in advance of meetings to allow members sufficient time to study and understand the contents.	80%	20%	-	-	-	100%	-	-	-	-
The agenda has a standing item dealing with actions outstanding from previous meetings.	80%	20%	-	-	-	100%	-	-	-	-
Adequate minutes of meetings are kept (draft and confirmed).	80%	20%	-	-	-	100%	-	-	-	-
ARC minutes are provided to Council after each meeting.	80%	20%	-	-	-	100%	-	-	-	-
Management provides resources necessary and appropriate to enable the ARC to discharge its responsibilities.	80%	20%	-	-	-	100%	-	-	-	-

	Committee member					Management representative				
	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
There is a clear process that Committee members can follow to access advice and /or training to improve their skills and knowledge.	20%	40%	40%	-	-	50%	50%	-	-	-
The Committee has the desired mix of skills to allow it to effectively discharge its responsibilities.	80%	20%	-	-	-	83.3%	16.7%	-	-	-
The Committee has responded appropriately where significant risks and/or control breakdowns have been brought to its attention.	80%	20%	-	-	-	100%	-	-	-	-
The Committee has been sufficiently probing and challenging in its deliberations.	80%	20%	-	-	-	100%	-	-	-	-
Section Two: Effectiveness of the ARC										
Members come to the meetings well prepared and make a positive contribution at meetings	80%	20%	-	-	-	100%	-	-	-	-
Members attend meetings on a regular basis.	80%	20%	-	-	-	100%	-	-	-	-
Meetings are conducted to allow for open, frank and robust discussion, allowing full participation by all members, and allowing members to raise issues they believe relevant.	80%	20%	-	-	-	100%	-	-	-	-
Matters are dealt with in a timely way.	40%	60%	-	-	-	66.7%	33.3%	-	-	-
The ARC submits a biannual report to Council and the Council accepts the report	80%	20%	-	-	-	83.3%	16.7%	-	-	-
The ARC regularly reviews its performance and addresses any issues of concern to members	80%	20%	-	-	-	66.7%	16.7%	16.7%	-	-
The Committee analyses and critically evaluates the information presented to it by management and the auditors	80%	20%	-	-	-	83.3%	16.7%	-	-	-
Internal controls and compliance over significant areas of risk, including non-financial management control systems	80%	20%	-	-	-	83.3%	16.7%	-	-	-
Internal controls over revenue, expenditure, assets, and liability processes.	80%	20%	-	-	-	83.3%	16.7%	-	-	-

	Committee member					Management representative				
	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
Section Three: Internal Audit										
Key procedures and controls associated with all aspects of the procurement, conflict of interest and fraud and corruption.	80%	20%	-	-	-	83.3%	16.7%	-	-	-
The efficiency and effectiveness of significant Council functions.	20%	80%	-	-	-	66.7%	33.3%	-	-	-
Compliance with regulations, policies, best practice guidelines, instructions, and contractual arrangements	60%	40%	-	-	-	66.7%	33.3%	-	-	-
The Committee considered the adequacy of internal audit resources.	80%	20%	-	-	-	50%	50%	-	-	-
The Committee critically analysed, reviewed and responded to internal audit report recommendations relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference, and reviewed management's response to, and progress of actions taken in response to internal audit recommendations.	80%	20%	-	-	-	83.3%	16.7%	-	-	-
Section Four: Risk										
The Committee reviewed and assessed internal processes and documentation for determining, monitoring, and assessing key risk areas, in particular:										
Compliance with laws, regulations, standards, and best practice guidelines.	60%	40%	-	-	-	66.7%	16.7%	16.7%	-	-
Important judgments and accounting estimates.	80%	20%	-	-	-	66.7%	33.3%	-	-	-
Litigation and claims.	60%	40%	-	-	-	66.7%	16.7%	16.7%	-	-
Fraud and theft.	80%	20%	-	-	-	66.7%	16.7%	16.7%	-	-
Any other business risks that are not dealt with by a specific committee.	20%	60%	20%	-	-	66.7%	33.3%	-	-	-
The Committee conduct regular reviews of risk management activities, Council risk reporting and reviewed all risk policy and related documentation for Council approval.	80%	-	20%	-	-	83.3%	16.7%	-	-	-
The Committee monitored the progress of any major lawsuits facing Council.*	60%	20%	20%	-	-	80%	-	20%	-	-
Section Five: Financial Management										
The Committee reviewed the proposed Council budget parameters and draft budget.	60%	20%	20%	-	-	100%	-	-	-	-

	Committee member					Management representative				
	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
The Committee reviewed Council's draft annual financial report, focusing on:										
The appropriateness of Council's accounting policies and principles and any significant changes therein.	80%	20%	-	-	-	50%	50%	-	-	-
Any significant estimates and provisioning in financial reports.	80%	20%	-	-	-	50%	50%	-	-	-
The processes used by management to monitor and ensure compliance with laws, regulations and other requirements relating to external reporting by Council of financial and non-financial information	60%	40%	-	-	-	66.7%	33.3%	-	-	-
Significant adjustments to the financial report (if any) arising from the audit process*	60%	40%	-	-	-	100%	-	-	-	-
Whether or not to recommend to Council that the financial and non-financial statements should be signed.*	60%	40%	-	-	-	83.3%	16.7%	-	-	-
Section Six: External Audit										
The Committee received the external audit plan	80%	20%	-	-	-	83.3%	16.7%	-	-	-
The Committee reviewed external audit reports and management letters and monitored management responses to findings and recommendations made by external audit	80%	20%	-	-	-	83.3%	16.7%	-	-	-
The Committee provided feedback on the performance of external audit.	80%	20%	-	-	-	83.3%	-	16.7%	-	-

12.9 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Manager Governance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 3** of this report, and adopt the recommendations arising within the Minutes:

1. Youth Advisory Committee – 4 February 2026
2. Intercultural Advisory Committee – 3 June 2026
3. Policy Review Panel – 6 August 2026

REPORT

1. Executive Summary

Whilst not mentioned in the *Local Government Act 2020* (the Act), Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the Act.

The minutes of the Advisory Committees attached to this report form the written record of the committee meetings, including any matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council for its consideration.

2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the Act.

All Advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's specific role. Committee membership will generally comprise a Councillor(s), council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2025/26 municipal year was approved by Council at its Scheduled Meetings on 6 and 24 November 2025.

The minutes of the following Advisory Committees, attached to this report, form the written record of the committee meetings detailing matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council.

Appendix	Advisory Committee	Meeting Date
1.	Youth Advisory Committee	4 February 2026
2.	Intercultural Advisory Committee	3 June 2026
3.	Policy Review Panel	6 August 2026

The minutes of the Youth Advisory Committee meeting from 4 February 2026 were confirmed by the Youth Advisory Committee at its 5 August meeting. They are being included in this report for presentation to Council, being the next available Council Meeting following confirmation.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making

4. Financial Considerations

Advisory Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

5. Consultation/Public Submissions

Advisory Committees are one method of Council consulting and communicating with the community. Such a committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

6. Risk Analysis

With a mandatory responsibility to report to Council and being restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

It is prudent for Council to carefully consider any and all recommendations arising from Advisory Committee minutes, as Advisory Committees may canvass significant issues and significant expenditure in their deliberations.

7. Options

Advisory Committees are a Committee of Council, therefore Council has the discretion to accept, reject, amend, or seek further information on the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Youth Advisory Committee Minutes - 4 February 2026
2. Intercultural Advisory Committee Minutes - 3 June 2026
3. Policy Review Panel Minutes - 6 August 2026

MINUTES

Youth Advisory Committee Meeting

held on 4 February 2026 in Melton Youth Centre, Barries Road, Melton

Present:	Cr B. Turner	Councillor
	Cr S. Abboushi	Councillor
	Cr J. Verdon	Councillor
	Cr P. Zada	Deputy Mayor
	A. Furtado	Community Representative
	A. Tiauli	Community Representative (online)
	A. Morris	Community Representative
	A. Sahu	Community Representative (online)
	C. Avila	Community Representative
	J. Alqas Toma	Community Representative (online)
	J. Azzopardi	Community Representative
	L. Power	Community Representative
	N. Singh	Organisational Representative
In Attendance:	M. Welsh	Manager Child Families & Youth
	N. Martin	Coordinator Young Communities
	K. Papanastasiou	Team Leader Engagement & Activation
	D. Roberts	Executive Assistant
Guests:	NIL	
Quorum:	A quorum must be achieved for a meeting to commence. A quorum consists of 2 Councillors, and 8 community representatives must be present.	
Chairperson:	Cr S. Abboushi	Councillor
Minute Taker:	D. Roberts	Executive Assistant

1. Welcome

The Chairperson opened the meeting at 5.12pm and welcomed the Committee members and attendees.

2. Acknowledgment of Country

The Chairperson gave an Acknowledgment of Country.

3. Apologies

Cr A Vandenberg	Councillor
A. Collins	Community Representative
A. Diing	Community Representative
B. Sauvao	Community Representative
C. Henwood	Community Representative
C. Yeung	Community Representative
H. Meenakshisundaram	Community Representative
P. Poundak	Community Representative
T. Scoble	Director City Life

4. Declaration of Interest and/or Conflict of Interest

Nil.

MINUTES

5. Confirmation of Minutes of Previous Meeting

The Youth Advisory Committee confirmed the Minutes of the Youth Advisory Committee Meeting held on 7 October 2025.

6. Business Arising from Previous Minutes

6.1 Visit by the Hon. Natalie Suleyman, Minister for Youth

Officers provided an update on investigating a new date for YAC members to participate in a roundtable discussion at parliament.

6.2 Youth led priorities for 2025/26

The Chair provided an update on recent transport matters raised with the Hon Natalie Hutchins with confirmation of bus routes including the extension of the 463 service from Watergardens to caroline Springs provided to the committee.

6.3 Process of Youth Advisory Committee

Officers confirmed that Youth Advisory Committee Meetings have been scheduled for 2026.

6.4 Youth Events and Consultation

Officers to provide an update to the Commtiee at the next meeting, addressed in item 7.2 of this agenda.

6.5 Leadership Training

The committee reflected on their particpation in Leadership Training held on 13 January 2026. Members shared positive experiences and outlined key learnings, particulary in the areas of public speaking, communicaton, body language, strengths and weaknesses. Overall, the committee found the training was a highly positve and beneficial experience.

7. Standing Agenda Items

7.1 Youth led priorities for 2025/26 and 6.2 Youth events and Consultation for 2026

The committee provided an update on the themes proposed for discussions in 2026.

8. General Business

8.1 Youth Advisory Committee Meetings in 2026

Meetings have been scheduled for 2026.

Officers to investgate the use of Caroline Springs Library as a proposed venue to provide ease of access for Young People.

8.2 Review of themes to be presented at roundtable discussion at parliament

The committee reviewed key themes and discussion points to support the development and planning of the presentation for an upcoming parliament visit. It was noted that the date originally scheduled for November last year has been postponed, with a new date - to be confirmed. The Committee also noted that a minimum of ten young people are required for the visit to proceed. Officers confirmed that transport for participating young people will be provided.

MINUTES

9. Next Meeting

The next meeting is to be held on 8 April 2026 commencing at 5.00pm in Taylors Hill Youth and Community Centre, 121 Calder Park Drive, Taylors Hill.

10. Close of Business

The meeting closed at 5.59pm

MINUTES

Intercultural Advisory Committee Meeting

held on Wednesday 3 June 2026 in Fraser Rise Children's and Community Centre, Training Room 1, 46 City Vista Court Fraser Rise

Present:	Cr Bob Turner	Councillor
	Cr Julie Shannon	Councillor
	Elena Raso	Organisational representative (Online)
	Aderajew (Andy) Asayhe	Community representative (Online)
	Andrew Makumbe	Community representative
	Dongling Ye	Community representative (Online)
	Gurpreet Verma (Gary)	Community representative (Online)
	Karuna Malik	Community representative (Online)
	Kulvinder Singh Bhatia	Community representative
	Kriti Kapoor	Community representative (Online)
	Mukhles Habash	Community representative (Online)
	Patrick Kariuki	Community representative (Online)
In Attendance:	Susie Prestney	Manager Healthy Connected Communities
	Essan Dileri	Senior Diversity & Intercultural Advisor
	Carolina Lobos	Executive Assistant
Guests:	Hirindu Herath	Victoria University
Quorum:	A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present. 2 Councillors, 7 community representatives and 1 organisational representative.	
Chairperson:	Cr Bob Turner	Councillor
Minute Taker:	Carolina Lobos	Executive Assistant

1. Welcome

The Chairperson opened the meeting at 3.38pm and welcomed the Committee members and attendees.

2. Acknowledgement of Country

The Chairperson gave an Acknowledgement of Country.

3. Apologies

Cr Ashley Vandenberg	Councillor
Cr Dr Philip Zada	Councillor
Lian Tu	Organisational representative
Kubir Khanal	Community representative
Louden Lam	Community representative
Syed Asad Ali Taqvi	Community representative
Victor Namutwe	Community representative
Jodie Turner	Ex-officio - Coordinator Community Capacity
Mario Peucker	Guest - Victoria University

MINUTES

4. Declaration of Interest and/or Conflict of Interest

Nil.

5. Confirmation of Minutes of Previous Meeting

The Intercultural Advisory Committee ratified the out-of-session confirmation of the Minutes of the Intercultural Advisory Committee Meeting held on 3 December 2025 and received by Council at the Scheduled Meeting held 23 February 2026.

Mover: Gary Verma

Seconder: Patrick Kariuki

6. Business Arising from Previous Minutes

6.1 Cancer Council Victoria presentation on Liver Cancer and Hepatitis B

The presentation will be forwarded to members ***(Actioned)***.

6.2 Tradeswomen Australia Presentation

Council Officers to forward Tradeswomen Australia's presentation to committee members and connect information with Council's Young Communities team. ***(Actioned)***.

6.3 Council Officers will discuss with the Chair opportunities to invite Migrant Worker Centre for a future presentation to the Committee ***(Actioned)***.

6.4 Circulate information from members for sharing ***(Actioned)***.

7. Standing Agenda Items

Nil.

8. General Business

8.1 Victoria University Presentation on anti-racism work

A presentation on *Anti-Racism Support Training* was provided to the committee by Hirindu Herath, from Victoria University.

Action: The *Anti-Racism Support Training* presentation will be provided to committee members.

8.2 African Communities Working Group Meeting,

Council Officers provided an update on the last meeting which was held on 12 May 2026

- Key topics:
  - Victoria University: presentation on Institutional Racism.
  - African Cultural Celebration Event:

    Action: Members to be advised of date once confirmed.

8.3 Priority focus areas for the IAC in 2026

The Chair facilitated a discussion to identify priority focus areas for the Committee in 2026. Previous suggestions included:

- Anti-racism initiatives.
- Supported pathways to higher education for Melton residents (including TAFE access and recognition of overseas qualifications).

MINUTES

Discussion:

- Consideration was given to inviting guest participants to attend meetings of the Intercultural Advisory Committee meetings as observers.

  Action: Officers to confirm governance requirements regarding guest participation at meetings and discuss with the Chair.

- Members raised challenges relating to administrative requirements ("red tape") for hosting cultural events. Members advised that:
  - Dedicated Council staff are available to provide one-on-one support with event applications and permit processes.
  - Information and application processes are accessible via the Council website Grant opportunities were also raised.

  Action: Officers to provide the Committee with contact details for Events and Grants, and links to Council webpages.

- Anti-racism was identified as a proposed priority area, including opportunities for Committee members to build knowledge and support their communities.
- Meeting accessibility:
  - Members noted difficulty attending meetings during business hours.
  - Proposal to schedule meetings after 5:30 pm on Tuesdays per the Chair's availability.

  Action: Members to be provided with proposed meeting times for member vote.

- Upcoming event: **A Million Stories: Journeys of Strength, Belonging and Community.**
  - Refugee Week event to be held at Melton Community Hall on 17 June, 11:00 am – 1:00 pm. All members invited to attend.
- Community engagement: **Future Impact Community Leadership Program**
  - Opportunity highlighted for community members to participate in this partnership program, noting that applications close on 29 June 2026.

  Action: Information will be distributed on partnership program.

8.4 Updates from members

Nil.

9. Next Meeting

The next meeting is to be held on 2 September 2026 commencing at 3.30pm in Melton Central Community Centre, Community Room 3, 239 Station Road Melton.

10. Close of Business

The meeting closed at 5.08pm.

CITY OF Melton

Policy Review Panel

6 August 2026

Minutes of the Policy Review Panel
Meeting of Melton City Council

TABLE OF CONTENTS

1. WELCOME 3

2. APOLOGIES 3

3. DECLARATION OF INTEREST AND/OR CONFLICT OF INTEREST 3

4. MINUTES OF PREVIOUS MEETING 3

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING 3

6. PRESENTATION OF STAFF REPORTS 4

6.1 ALLOCATION OF COMMUNITY FACILITIES POLICY 4

6.2 COMMUNITY GARDEN POLICY 27

6.3 AFFORDABLE AND SOCIAL HOUSING POLICY 52

6.4 DEVELOPER INTERACTION POLICY 60

6.5 MAYORAL COMMUNITY INITIATIVE POLICY 66

7. GENERAL BUSINESS 77

8. NEXT MEETING 77

9. CLOSE OF BUSINESS 77

MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE MELTON CITY COUNCIL HELD VIA MICROSOFT TEAMS ON 6 AUGUST 2026 AT 9:30 AM

Present:	Cr Lara Carli, Mayor (Chair)	
	Cr Julie Shannon	
	Cr Sophie Ramsey	
	Cr Brandi Morris	
In Attendance:	Roslyn Wai	Chief Executive Officer
	Troy Scoble	Director City Life
	Emily Keogh	Head of Governance
	Renee Hodgson	Manager Governance
	Aaron Biscan	Manager Recreation and Facility Activation
	Susie Prestney	Manager Healthy Connected Communities
	Travis Conway	Manager City Strategy

1. WELCOME

The Chair, Cr Carli, opened the meeting at 9.34am and welcomed the Panel Members.

2. APOLOGIES

Cr Kathy Majdlik.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

The Policy Review Panel noted the Minutes of the Policy Review Panel held on 2 July 2026 and adopted by Council at the Scheduled Meeting held on 27 July 2026.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

6. PRESENTATION OF STAFF REPORTS

6.1 ALLOCATION OF COMMUNITY FACILITIES POLICY

Responsible Officer: **Troy Scoble - Director City Life**

Document Author: **Aaron Biscan - Manager Recreation and Facility Activation**

Recommendation:

That the Policy Review Panel recommend Council:

1. Approve the Allocation of Community Facilities Policy provided as **Appendix 1** to this report.
2. Revoke the existing Allocation of Sport and Recreation Facilities Policy provided as **Appendix 2** and the Communities Facilities Access Policy provided as **Appendix 3,** to this report.

Motion

Crs Shannon/Ramsey.

That the Policy Review Panel recommend Council:

1. Approve the Allocation of Community Facilities Policy provided as **Appendix 1** to this report with changes made by the Panel highlighted in yellow.
2. Revoke the existing Allocation of Sport and Recreation Facilities Policy provided as **Appendix 2** and the Communities Facilities Access Policy provided as **Appendix 3,** to this report.

CARRIED

1. Background

1.1 The Policy

The Allocation of Community Facilities Policy (Policy) attached as **Appendix 1** to this report has been developed to guide and support decision making by Council and its officers in relation to the fair access to and use of community facilities in the City of Melton.

Council has responsibility for over 60 community facilities comprising community centres and halls, libraries, indoor stadiums and sports and recreation facilities. These facilities are regularly used by community groups, individuals and commercial entities for a diverse range of pursuits.

Currently, decisions are made in relation to the allocation and use of community facilities in the City of Melton using two separate policies, the Allocation of Sport and Recreation Facilities Policy (**Appendix 2**) expired 16 March 2026 and the Communities Facilities Access Policy expired 1 July 2026 (**Appendix 3**).

The Allocation of Community Facilities Policy once adopted will consolidate these two policies under one policy framework providing a consistent approach to the allocation of all of Council's community facilities.

1.2 Sources/benchmarking

Existing Community Facilities Access Policy Issues

The Internal Audit of Facilities Management 2024 identified that there are limited policy and procedures in place to support facility operations and recommended a review of the existing Community Facilities Access Policy. The review found that:

- Significant changes to the overall structure and content of the Community Facilities Access Policy are required to ensure it is easier to understand and implement
- The policy includes procedures that are outdated and difficult to implement
- Procedures and facility management plans should be developed to support policy implementation
- The principles underpinning the policy require consistency with the current Council health and wellbeing priorities
- The policy does not align well with other Council policies and procedures relevant to the hire of Council's community facilities including the Lease and Licence Policy and Allocation of Sport and Recreation Facilities Policy
- Special consideration and support for new groups, activities and services should be removed from the policy. These are best considered as part of future fees and charges review and policy development
- Amending the policy to align with a Council-wide approach to the allocation of all community facilities was supported.

All these findings have been considered as part of developing the new policy.

Existing Allocation of Sport and Recreation Facilities Policy

The Allocation of Sport and Recreation Facilities Policy was adopted at the Meeting of Council on 16 September 2024. A review of the Allocation of Sport and Recreation Facilities Policy has been completed to inform this process also. In adopting the policy Council noted that the policy will be reviewed within 18 months and that this will include a community engagement process to review the implementation of the policy. Feedback on the implementation of the policy was sought via a survey on Council's 'Conversations' webpage from 8 to 22 May 2026.

The review found that:

- The Allocation of Sport and Recreation Facilities Policy is working well and only minor amendments to align with the updated Lease and Licence Policy are required
- Amending the policy to align with a Council-wide approach to the allocation of all community facilities was supported
- The Fair Access in Sport Action Plan (**Appendix 4**) is not required as an attachment to policy. This should be retained as part of related procedures that support the Policy.

There was limited feedback relevant to the implementation of the policy. Most responses indicated a need for more sport and recreation facilities availability for hire particularly in high growth areas.

1.3 Consultation

Officers across relevant business units have been engaged in reviews of the Community Facilities Access Policy and Allocation of Sport and Recreation Facilities Policy to inform the development of the Policy and ensure alignment with relevant strategies, plans and policies.

Feedback on the implementation of the Allocation of Sport and Recreation Facilities Policy was sought via a survey on Council's 'Conversations' webpage from 8 to 22 May 2026.

The Guiding Principles, Eligibility Criteria and Allocation Framework were provided for discussion and feedback at the 13 July 2026 Briefing of Councillors. The feedback has been considered and informed the development of the Policy.

1.4 Communication and Implementation

The Policy once adopted will be uploaded on the Council website and intranet for community awareness, and it will be socialised with community groups including sporting clubs.

The Policy will be implemented to ensure consistency with Council's Lease and Licence Policy, Group Fitness and Personal Training – Use of Public Open Space Policy and other Melton City Council policies and procedures relevant to the hire of Council owned and managed community facilities. It is proposed that a 3-year review be undertaken.

Procedures and facility management plans will be developed to further support policy implementation and facility operations.

1.5 Compliance

The Internal Audit of Facilities Management, presented to the Audit and Risk Committee in February 2024, identified that there are limited policy and procedures in place to support facility operations. The Policy provides a framework to guide and support decision making in relation to the fair access to and use of community facilities in the City of Melton.

The Policy will ensure consistency with Council's Lease and License Policy, Group Fitness and Personal Training – Use of Public Open Space Policy and other Melton City Council policies and procedures relevant to the hire of Council owned and managed community facilities.

A Gender Impact Assessment (GIA) was completed to ensure compliance with the Gender Equality Act 2020 and the Equality and Respect 2030 Strategy.

1.6 Measures of Success

There are fees and charges associated with the use of community facilities by external hirers and the Policy will help maximise facility utilisation and return on investment in these spaces. For example, the Policy needs to support the right balance in prioritising access to programs and services that align with Council's Health and Wellbeing Plan and strategic priorities for a facility. This would replace the current approach that prioritises access to all internally run programs and services. This approach will provide greater access to community facilities to our community and external hirers.

LIST OF APPENDICES

1. Allocation of Community Facilities Policy - Draft with changes recommended by the Policy Review Panel
2. Allocation of Sport and Recreation Facilities Policy - September 2024
3. Community Facilities Access Policy - July 2022
4. Fair Access in Sport and Recreation Action Plan 2024

Allocation of Community Facilities Policy

Date adopted	<insert date>
Adopted by	Council
Review due	3 years from Date adopted
Responsible officer	Manager Recreation and Facility Activation
Records reference	<insert reference>

1. Purpose

The purpose of the Allocation of Community Facilities Policy (**this Policy**) is to guide and support decision making by Council and its officers in relation to the fair access to and use of community facilities in the City of Melton.

2. Application and Scope

This Policy applies to Council owned and managed community facilities including community centres, libraries, sport and recreation facilities and indoor stadiums. This policy does not apply to other types of facilities including aquatic centres and commercial / industrial facilities.

This policy should be read in conjunction with the Lease and Licence Policy, Group Fitness and Personal Training – Use of Public Open Space Policy and other Melton City Council policies and procedures.

3. General Provisions

Council aims to create a welcoming and livable City that provides equitable access to a diverse range of community facilities to address community needs and support Council's health and wellbeing priorities.

This policy has been developed to achieve the following objectives:

- To **prioritise local use** of Council's community facilities.
- To maximize the **community benefit** of Council's community facilities by prioritising programs and services that align with Council's Health and Wellbeing Plan.
- To provide **fair and equitable access** to Council's community facilities.
- To provide a **consistent and transparent** approach to decision making regarding the allocation and use of Council's community facilities.
- To provide clarity regarding **responsibilities** for the allocation and use of Council's community facilities.

Draft

3.1 Facility Type

Table 1 provides an overview of the type of community facilities dealt with under this policy.

Table 1 – Type of Facility

Type of Facility	Description
Community Centres	May include children and community centres and halls. These facilities have spaces such as function rooms, meeting rooms, consulting rooms, offices and multipurpose rooms available for ongoing and casual hire.
Indoor Stadiums	Facilities that are primarily designed to cater for indoor sports such as basketball netball, badminton, volleyball, table tennis and futsal. These facilities have spaces including courts, meeting rooms, offices and multipurpose rooms available for ongoing and casual hire.
Libraries	Council facilities that provide and deliver library services and include designated hire spaces.
Sport and Recreation	Includes community pavilions, sportsgrounds, tennis and netball courts, floodlighting, cricket nets and other related infrastructure used primarily by clubs to support formal and informal sport and recreation. These facilities may be available for informal public access.

3.2 Occupancy Agreements

- Council will enter into occupancy agreements for the use of all community facilities.
- Hire agreements apply to casual and ongoing bookings that do not require a lease or licence. Council's Lease and Licence Policy sets out the approach to leasing and licensing community facilities.
- Hire agreements define the terms and conditions of hire including usage, payment terms, liability for damage and insurance responsibilities. Council approval is required to hire a community facility, and the terms and conditions of hire must be acknowledged and accepted before access to a community facility is granted.
- Council will manage occupancy agreements to ensure all parties are aware and undertaking their roles and responsibilities (the terms and conditions) associated with usage.
- Fees for hiring community facilities will be determined as part of Council's annual budget process and specified in Council's Annual Fees and Charges Schedule.

3.3 Category of Occupant

Council will allocate access to community facilities under the four categories identified in Table 3. Where an Occupant may be considered to fall within more than one of the above categories, the proper determination for the purpose of this Policy will be determined by the Responsible Officer.

Table 3 – Category of Occupants

Category	Description
Clubs and associations	A community group or association that operates primarily for sport and recreation purposes.
Community groups	Local not-for-profit organisations offering social, cultural, recreational or interest-based programs and services. Does not distribute profits to members, directors or shareholders.
Commercial	A person or organisation who conducts activities primarily for profit.
Private Hirer	An individual

3.4 Eligibility Criteria

To be eligible to hire a Council owned and managed community facility, groups applying for hire must:

- Be a registered legal entity such as an Incorporated Association or a Proprietary Company, and;
- Carry the level of public liability insurance cover specified in an occupancy agreement.

Private hirers are not eligible to hire sport and recreation facilities.

Priorities for the allocation of community facilities to eligible groups will be determined in accordance with the Allocation Framework described in this Policy.

3.5 Allocation Framework

- Requests for use of Council's community facilities must be submitted through a formal application process. Applicants must provide Council with all information requested to consider the application.
- Council will invite groups to apply for access to community facilities on an ongoing basis via an Expression of Interest process. The Expression of Interest periods will be conducted by facility type and advertised on Council's website.
- Casual bookings will open once allocations for ongoing hire are completed.
- Allocations describe the days and times a group or individual may occupy a community facility and the permitted use.
- Council will consider all issues associated with a request to access a community facility including the availability, suitability, capacity and condition of the facility for the intended use.

Draft

3.5.1 Community Centres and Libraries

Requests for access to community centres and libraries will be prioritised as follows:

- Priority 1 – Programs and services that align with Council's Health and Wellbeing Plan and strategic priorities for a particular facility.
- Priority 2 – Community groups based in the City of Melton
- Priority 3 – Community groups primarily servicing City of Melton residents
- Priority 4 – All other use including commercial and private hirers and other community groups.

Where more than one application is received for a particular facility, priority access will be provided to groups that:

- deliver programs and services to underrepresented groups; and
- can demonstrate that they have a higher proportion of participants that live in the City of Melton than other applicants.

In determining priorities, Council will limit the number of bookings per organisation per venue to ensure no one group monopolises the use of a facility. Limits may also be placed on the types of activities that can be carried out in Council facilities on certain days to ensure mixed use and co-sharing.

3.5.2 Sport and Recreation Facilities and Indoor Stadiums

This policy will support the implementation of the Victorian Government Fair Access Policy Roadmap which aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

Community sporting clubs and associations identified as home clubs and associations at a specific facility will be invited by Council to submit an Expression of Interest for the ongoing hire of sport and recreation facilities and indoor stadiums prior to the commencement of the forthcoming sporting season. The Expression of Interest period will be advertised on Council's website. Bookings for all other groups will open once allocations are completed for existing home clubs and associations.

Requests for access to sport and recreation facilities and indoor stadiums will be prioritised as follows:

- Priority 1 - Seasonal / annual allocations. Priority access will be given to home club/s and associations at a facility. Competition use will be prioritised over training.
- Priority 2 - Pre-season training / matches for home clubs and associations. In-season use will be prioritised over pre-season use..
- Priority 3 – Other City of Melton based community groups and schools.
- Priority 4 – Remaining spaces for all other use including commercial activities such as group fitness and personal training, coaching academies and non-City of Melton based community groups, clubs and schools.

In implementing the above prioritised allocation criteria, where more than one application is received for a particular facility, priority access will be provided to clubs and groups that:

- deliver programs and services that align with Council's Health and Wellbeing Plan and strategic priorities for a particular facility;
- can best demonstrate alignment with the Fair Access Policy Roadmap;
- are affiliated with the relevant State Sporting Association;
- can demonstrate that they are inclusive by ensuring people living with disability can fully participate as a player, coach, administrator, official, volunteer and spectator; and
- can demonstrate that they have a higher proportion of players that live in the City of Melton than other applicants.

3.5.3 New Club Establishment

- As Council delivers new sport and recreation and indoor facilities in the City, the development of new clubs is the preferred model for allocating access to new facilities. Relocation of existing clubs to new facilities will only be considered where this will improve access to and use of community sporting infrastructure.
- It is encouraged that new club names reflect the local geographical region the club represents and do so in a way that is welcoming and inclusive of all people.
- Where Council's strategic priorities have identified the need to form a new club, Council will engage with the relevant State Sporting Association to initiate the process of working with the community to form new clubs.
- Council will invite new clubs established under this model to submit an allocation request for a new sport or recreation facility prior to the commencement of the forthcoming season.

3.5.4 Refusal to Allocate

Council reserves the right to decline requests to access its community facilities. where:

- A facility is unavailable or unsuitable for the intended use.
- An individual or group has not met its obligations under previous occupancy agreements to maintain the cleanliness or condition of facilities being hired.
- An individual or group has a history of substantiated complaints regarding their behaviour.
- An individual or group has an outstanding debt with Council or is in arrears with an agreed repayment plan.

Draft

4 Definitions

Term	Definition
Council	Refers to Melton City Council.
Fair Access Policy Roadmap	The Fair Access Policy Roadmap aims to develop a statewide foundation to improve access to, and use of community sports facilities and infrastructure for women and girls.
Hire Agreement	A casual or ongoing agreement entered into between Council and another party for the use of a community facility.
Home clubs and associations	Priority users of a particular facility due to the facility being designated by Council as the club or association headquarters or home.
Underrepresented groups	Groups whose participation, visibility or influence is lower than that of the broader population, often due to structural barriers, discrimination or unequal access to opportunities. For example cultural groups, people with disability, youth, older adults, diverse genders.

5 Related documents

Name	Location
Lease and License Policy	Lease and Licence Policy
Group Fitness and Personal Training – Use of Public Open Space Policy	Group Fitness and Personal Training – Use of Public Open Space Policy
Fair Access Policy Roadmap	https://sport.vic.gov.au/resources/fair-access-policy/roadmap
Fair Access in Sport and Recreation Action Plan	Fair Access in Sport Action Plan

Draft

Allocation of Sport and Recreation Facilities Policy

Date adopted	16 September 2024
Adopted by	Council
Review due	16 March 2026
Responsible officer	Manager Recreation and Facility Activation
Records reference	10760189

1. Purpose

The purpose of the Allocation of Sport and Recreation Facilities Policy is to guide Council's decision making in relation to the fair access to, and use of, sport and recreation facilities in the City of Melton.

2. Application And Scope

The Allocation of Sport and Recreation Facilities Policy describes the framework that will be used to allocate access to Council owned and managed sport and recreation facilities. The policy describes which groups are eligible to be offered access to a sport and recreation facility and will help determine the type of occupancy agreement that will be used.

This policy will be implemented consistent with the Community Facilities Access Policy, Group Fitness and Personal Training – Use of Public Open Space Policy and Lease and Licence Policy. This policy will support the implementation of the Victorian Government Fair Access Policy Roadmap which aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. The policy will be implemented to ensure consistency with the Fair Access in Sport and Recreation Action Plan (Appendix A) which outlines a range of short, medium and long-term opportunities to support the implementation of the Fair Access Policy Roadmap.

3. General Provisions

3.1. Policy Objectives

The objectives of this policy are:

- To provide a consistent and transparent approach to decision making regarding the allocation and use of Council's sport and recreation facilities.
- To ensure fair and equitable access is provided to Council's sport and recreation facilities to meet community needs.
- To provide clarity regarding responsibilities for the allocation and use of Council's sport and recreation facilities.
- To ensure the optimal use and activation of Council's sport and recreation facilities.

3.2. Policy and Principles

3.2.1. General

- Access to sport and recreation facilities requires Council approval. Council aims to optimise the use of sport and recreation facilities through the shared use of its facilities by multiple groups.
- Council will allocate access to its sport and recreation facilities under appropriate occupancy agreements. Occupancy agreements must be fully executed before access to a sport and recreation facility is granted.
- Council may, at its sole discretion, negotiate additional terms and conditions to an agreement as required.
- Council will manage occupancy agreements to ensure the terms and conditions are being adhered to. Where terms and conditions are not being adhered to occupancy agreements may be terminated.

3.2.2. Eligibility Criteria

- To be eligible to be allocated access to a sport and recreation facility, groups must:
  - Be legally incorporated.
  - Carry the level of public liability insurance cover specified in an occupancy agreement.
  - Have met its obligations under previous occupancy agreements with Council.

3.2.3. Allocation of Sport and Recreation Facilities

- The allocation of sport and recreation facilities to eligible groups will be undertaken in accordance with Council's strategic priorities and identified needs. Allocations describe the days and times a club or hirer may occupy a sport and recreation facility and the permitted use.
- Requests for use of Council's sport and recreation facilities must be submitted through a formal application process to the Recreation and Facility Activation business unit. Applicants must provide Council with all information requested to consider the application.
- Existing clubs operating under a licence agreement will be invited by Council to submit an allocation request 2 months prior to the commencement of the forthcoming season. Bookings for all other groups will open once allocations are completed for existing clubs.
- Council will consider all issues associated with a request to access a sport and recreation facility including the availability, suitability, capacity and condition of the facility for the intended use.
- Requests to access sport and recreation facilities will be prioritised as follows:
  - Priority 1 - Seasonal and annual allocations. Priority access will be

given to 'home club/s' at a facility. In-season competition use will be prioritised over training.

- Priority 2 - Pre-season training / matches for existing City of Melton based clubs. In-season use will be prioritised over pre-season use.
- Priority 3 – Other City of Melton based community groups and schools.
- Priority 4 – All other use including commercial activities such as group fitness and personal training, coaching academies and non-City of Melton based community groups, clubs and schools.

- Where more than one application is received for a particular facility, priority access will be provided to clubs and groups that:
  - can best demonstrate alignment with the Fair Access Policy Roadmap;
  - can demonstrate that they are inclusive by ensuring people living with disability can fully participate as a player, coach, administrator, official, volunteer and spectator; and
  - can demonstrate that they have a higher proportion of players that live in the City of Melton than other applicants.
- Council reserves the right to decline requests to access its sport and recreation facilities. Requests will be declined where:
  - A facility is unavailable or unsuitable for the intended use.
  - A group has a history of substantiated complaints regarding its behaviour.
  - A group has an outstanding debt with Council or is in arrears with an agreed repayment plan.
  - A group has not met its obligations under previous occupancy agreements to maintain the cleanliness or condition of facilities being hired.

3.2.4. New Club Establishment

- The development of new clubs as new facilities are delivered in the City of Melton is the preferred model.
- It is encouraged that new club names reflect the local geographical region the club represents and do so in a way that is welcoming and inclusive of all people.
- Where Council's strategic priorities have identified the need to form a new club, Council will engage with the relevant State Sporting Association to initiate the process of working with the community to form new clubs.
- New clubs established under the model outlined in this policy will be invited by Council to submit an allocation request 2 months prior to the commencement of the forthcoming season.

3.2.5. Occupancy Agreements

- Council will not enter into a licence or lease agreement under this policy for access to sport and recreation facilities for non-sport and recreation related outcomes.

- Licence rather than lease agreements is Council's usual form of agreement for sport and recreation facilities. Facilities operating under a licence will, where practicable, be made available for hire by Council to other user groups.
- Leases will only be considered at facilities which are not shared with another group and where providing exclusive use is in the best interests of the community.
- Leases will be offered for a minimum period of 3 years. A further two 3-year options may be offered at Council's sole discretion.
- Seasonal licences will be offered for a period of 6 months.
- Annual licences will be offered for a minimum period of 12 months. A further two years can be considered as part of the approval process.
- Occupants must provide all information specified within an occupancy agreement as required.
- Clubs must implement the Fair Access Policy Roadmap by ensuring fair and equal access to facilities is provided to women and girls. Council reserves the right to not renew a licence or lease agreement if a club does not meet this requirement.
- A hire agreement will be used when a sport and recreation facility is booked for a one-off or regular activity, event or function. Hire agreements will be used for the following booking types:
  - Commercial activities such as Group Fitness, Personal Training and Coaching Academies.
  - Pre-season training and practice matches that fall outside the term of a licence agreement.
  - League/association finals matches where the 'home' club is not hosting the event or the timing falls outside the term of a licence agreement.
  - Other community groups, clubs and school run activities.
- Fees for hiring sport and recreation facilities will be determined as part of Council's annual budget process and specified in Council's Annual Fees and Charges Schedule.

4. Definitions

Term	Definition
Allocation	The days and times a group may occupy and use a sport and recreation facility.
Commercial operator	A person or business who conducts activities primarily for a commercial benefit.
Council	Refers to the Melton City Council
Club	A community group or association that operates primarily for sport and recreation purposes.

Term	Definition
Fair Access Policy Roadmap	The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.
Hire agreement	A short-term or casual agreement entered into between Council and another party for the use of a sport and recreation facility.
Home club	Priority users of a particular facility due to the facility being designated by Council as the clubs headquarters or home.
Lease	An agreement entered into between Council and another party for the exclusive use of a nominated Council sport and recreation facility for an agreed period.
Licence	An agreement entered into between Council and another party for non-exclusive use of a nominated Council sport and recreation facility for an agreed period.
Occupancy agreement	A licence, lease or hire agreement entered into between Council and another party for use of a nominated sport and recreation facility for an agreed period.
Pre-season	The period prior to the start of the official winter or summer season.
Season(al)	The standard 6-month period seasonal sporting competitions operate within being April to September (winter season) and October to March (summer season).

5. Related Documents

Name	Location
Community Facilities Access Policy	Available via Council's website
Fair Access in Sport and Recreation Action Plan	Appendix A
Group Fitness and Personal Training – Use of Public Open Space Policy	Available via Council's website
Lease and Licence Policy	Available via Council's website
Fair Access Policy Roadmap	changeourgame.vic.gov.au

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Community Facilities Access Policy

Version No.	6.0 ,16 June 2022
Endorsement	Policy Review Panel, 16 June 2022
Authorisation	Council, 18 July 2022
Review date	1 July 2026
Responsible officer	Manager Community Planning
Policy owner	Coordinator Community Activation and Learning

1. Purpose

Council is responsible for the management of a diverse range of facilities available for use by residents, businesses, community service organisations, community sporting groups and visitors to the City. The purpose of this policy is to define Council's position in relation to the objectives and use of community facilities, which provides the basis for a consistent approach in their management and use.

2. Scope

This policy applies to all groups, entities and individuals (Users) wishing to access a Council owned or operated community facility. The following table provides an overview of the range and type of facilities that apply to this policy:

Type of Facility	Description
Community Sports Pavilions	These facilities are normally located adjacent to Sports Reserves and Parks with playing surfaces used for sport. These facilities generally have a club or clubs that have approved access to the facility for a fixed period of time, which is often a seasonal or annual allocation. They are also available for use for other compatible activities. Examples: tennis pavilions and football pavilions.
Sports Reserves and Parks	These are sports fields, hard courts and parks that can provide for a range of recreational activities. These areas may have clubs that have approved access for a fixed period of time. (E.g. football clubs during their season) but are also available for use for compatible activities and general public non-structured use. Examples: football / cricket grounds, local parks.
Community Centres	These include community halls, Neighbourhood Houses, Youth Centres, Seniors Centres and community centres that have spaces including meeting rooms, consulting rooms, kindergartens, maternal and child health spaces, designated and available for community and/or commercial use. The type and size of spaces available varies dependant on the facility. Some centres also have office space or work stations for hire. Examples: function halls, children's and community centres.
Leisure Centres/Indoor Stadiums (excluding Aquatic Centres)	These are facilities specifically designed to cater for indoor sports such as basketball, netball, badminton, volleyball and indoor soccer.
Libraries	The two municipal libraries in which there are designated community spaces for hire.

3. Definitions

Term	Definition
Casual Hire Agreement/ Casual Use Terms and Conditions	An agreement between Council and a User for use of a facility on a casual or occasional basis for a prescribed fee, including Multipurpose Facility Conditions of Use and Casual Hire of Sporting Grounds and Reserves – Terms and Conditions of Use.
Community Service Organisations (CSOs)	Funded organisations that aim to support families to fulfil their caring roles, provide care when families are unable to do so and provide interventions when a person's needs are not able to be met within the community without special intervention. Examples include: • Health Services. • Disability Services.
Community Space	A space designated for hire for a range of user groups.
Individuals	Individual community members using facilities for private functions and activities.
Non-Insured Activities	Activities that are not covered under Council's corporate public liability insurance for facility hire. Such activities include sporting activities, festivals or events, commercial activities or activities involving attendance of greater than 1000 people.
Not-For-Profit Community Groups	A registered not-for-profit incorporated group or association that is accessible and accountable to members of the community. A community group that provides the community and/or its members with opportunities to engage in local community, cultural, leisure, and/or educational activities. Examples include: • Sporting clubs and associations. • Arts, cultural, religious and special interest groups.
Office Space	An enclosed office space where business can be conducted with a degree of privacy.
Licenced Area	A licenced indoor space purpose built and designed for children's activities and programs. Not a hireable space. Examples include: • Kinder Rooms • Early Years and children's activity spaces
Primary User	Groups or organisations who are priority users of a particular facility due to the designated purpose of that facility (i.e. sports club at sport pavilion) or a contractual arrangement between Council and the primary user to provide a service for Council (e.g. Kindergarten providers).
Commercial / Private User	Commercial/ Private organisations or entities that are not registered as not-for-profit incorporated group, are not funded Community Service organisations, which may operate or offer a service for financial gain. Example includes: • Dance schools, Health and wellbeing organisations • Private social or cultural functions

Special Consideration	Special circumstances arising which make payment of set fees difficult. Applications for Special Consideration may be made to Council under circumstances outlined in Section 4.7.
User/s	Hirer/s of Council facilities. A User may be a casual hirer or regular hirer of any of the facilities within the scope of the Community Facilities Access Policy.
Work Station	A work space in a shared office environment.

4. Policy

4.1 Objectives

Council aims to create a vibrant, safe and liveable City accessible to all with equitable access to a diverse range of supportive community infrastructure.

Council makes a significant contribution to the management of community facilities and encourages use of facilities by a broad range of groups and organisations on the basis that they provide for a need within the community provide required services and aid in building a strong and connected community.

The objectives of this policy are to manage Council's suite of facilities consistently in order to ensure:

1. Diversity of activities, services, programs and Users that deliver the broadest community benefit to promote an empowered, connected and engaged community.
2. Equity of access to our facilities by a range of Users.
3. Support to existing organisations and activities and the emergence of new ones that address community needs.

4.2 Multipurpose facilities

In order to manage demand and provide for a range of activities, facilities will be available for shared used by a number of Users and will not be used exclusively by any one group. Where a User cannot be granted access at their preferred facility, Council will support the User to find an alternative community facility deemed suitable for their needs.

Council will design and manage facilities so they have the flexibility to accommodate a broad range of activities and users.

4.3 Priority Access

Community facilities are primarily provided to support not-for-profit community groups and the delivery of Council programs. Council's Economic Development and Tourism Plan outlines a commitment to economic development within the municipality and commercial entities will be provided opportunities to use Council's community facilities where significant community benefit and demand is evident.

Council facilities are not intended to replace commercial property options for Commercial Users or Not-For-Profit Community Groups that require the use of entire facilities or significant hours of hire.

Accordingly, the following groups or organisations will generally be given priority access to community facilities:

- Council-run and prioritised programs.
- Primary users.
- Groups that meet an identified need of the community and align with the objectives outlined in The Melton City Council and Wellbeing Plan. Users that align with the core or primary designed use of a community facility. Facilities where there is a core use identified include

Recreation and Sporting Facilities, Libraries, Youth Centres, Neighbourhood Houses, Childrens and Community Centres, Seniors Centres and Melton Community Hall

- Not-for-profit community organisations or Community Service Organisations delivering activities and/or services of benefit to the community.
- Groups that can show that at least 75% of its membership live, work, play or study in the City of Melton.

4.4 Restrictions on hire

Council will ensure facilities remain accessible for use by not-for-profit community organisations and Community Service Organisations that assist Council to achieve its Council Plan and this policy's objectives, and to ensure facilities are not dominated by one type of user group. To achieve this, the following restrictions apply:

- Not-for-profit community groups and community service organisations can make application for no more than 100 hours of room hire per month at any one facility.
- Commercial organisations can make application for no more than 36 hours of room hire per month at any one facility.

Council reserves the right to review each application individually and limit hiring to less than these thresholds if there is expressed need from other user groups for use of that facility or demand for the service provided is not evident. Users may apply for Special Consideration to hire in excess of these restrictions where the facility identified is under-utilised or greater use is supported by Council.

These restrictions do not apply to Primary Users, organisations under contract to provide specific services on Council's behalf or to training providers at libraries. At facilities where there is a primary user or a core use identified, use by other parties may be restricted because of operational and / or risk management considerations associated with any primary or core use of the facility. Council reserves the right to limit or prohibit alcohol consumption at any of its facilities.

4.5 Support for new groups, activities and services

Council supports not-for-profit community groups and community service organisations by significantly subsidising hire fees. To further support the development of new groups, activities and services, new not-for-profit community groups yet to be incorporated may apply for Special Consideration to be covered by Council's public liability insurance to enable facility hire and to receive support from Council to become incorporated and independent.

Community Service Organisations may apply for Special Consideration where there is an unmet need for their service in the community. Refer to Section 4.7.

4.6 Fees

All fees and charges for use of Council facilities are approved within Council's annual budget process and are subsidised on a sliding scale with the lowest fees charged to not-for-profit community organisations and the highest fees charged to commercial entities. All user groups are to pay the appropriate fees, unless granted Special Consideration.

Applications for Special Consideration must be approved by the General Manager Community Services. Refer to Section 4.7.

4.7 Special Consideration

The following circumstances are eligible to be considered for Special Consideration:

4.7.1 New not-for-profit community groups: New groups who have yet to be incorporated and do not hold their own public liability insurance may apply to be covered by Council's corporate public liability insurance for a period of 6 months, up to a maximum of 26 bookings. To be

eligible for this support, the group must register to work with Council staff to gain assistance in becoming incorporated. Council's corporate insurance cannot be used for Non-Insured Activities (refer to Application for Special Consideration for Facility Use procedure).

4.7.2 Financial hardship: Individuals or Users who can prove that they are unable to pay their hire fees or that payment of their hire fees would lead to financial hardship may be granted a discount or fee waiver in line with Council's Financial Assistance (Rates & Charges) Policy.

4.7.3 Fundraising activities: Users may apply for a fee waiver for one-off fundraising activities.

4.7.4 Community Service Organisations: Community Service Organisations may apply for Special Consideration if they can provide evidence of an unmet need and demand for their service within the City of Melton and that payment of hire fees would make the provision of the service untenable. Community Service Organisations may apply for a fee waiver or discount.

4.7.5 Public service of broad community benefit: Users may apply for a fee waiver or discount for one-off public service events with broad community benefit. Examples include community safety forums and town meetings for issues of importance for the wider community.

4.7.6 Discounted hire fees: Commercial entities may apply for discounted hire fees where they can provide evidence of community demand, their activity aligns with the Council Plan or Municipal Public Health and Wellbeing Plan and they can provide evidence that they are not collecting sufficient customer fees to cover the commercial hire fees.

4.7.7 Hire in excess of restrictions: Users may apply for room hire in excess of restrictions outlined in Section 4.4 where the facility is under-utilised or where use is supported by Council's Community Service Organisation Capacity and Attraction Framework.

4.7.8 In the instance unforeseen circumstances render the facility unusable for hire, Council Officers will make the appropriate effort to source an alternate facility where practicable to support the User.

Council will assess applications based on the criteria outlined in section 4.3, 4.4 and 4.5

4.8 Refusal to hire

Council reserves the right to refuse hire where the user group has not adhered to hiring terms and conditions in the past or has failed to adhere to relevant Council policy, procedures or processes in making bookings. Refer to Non-compliance with Facility Licence Agreement or Conditions of Use Procedure for further detail.

Council also reserves the right to refuse to hire to groups or entities whose core objectives, principles or policies conflict with Council's own adopted plans, strategies and positions.

4.9 Office space and workstations for use by external parties

Many of Council's facilities offer office spaces or work stations for hire. Maximum hours of hire restrictions outlined in Section 4.4 do not apply to office space and workstations.

If an office or workstation is used less than 5 full days per week, Users must leave the space in a state whereby it can be hired to other Users on the vacant days. Where vacant Maternal and Child Health offices are hired, Council reserves the right to reclaim use of the space at the end of the Licence Agreement term to provide Council services.

4.10 Facility Allocation

Council manages and maintains access to community facilities via a formal agreement between Council and the approved group or individual who has applied for use of facilities.

Within this policy, there are two types of agreements. The type of agreement applicable will depend on the type of use and the length of use approved.

1. Licence Agreements are developed for regular users of Council facilities (using the facility a minimum of 6 times in a calendar year). A Licence Agreement gives the User approved hours of access to designated part of a facility for a prescribed fee. The Agreement has conditions and responsibilities that apply for the term of the Agreement. Licence Agreements are generally for a 6 month or 1 year period and will specify bookings of the licensee over the year. Some Users will be subject to longer Agreement terms. Council makes no guarantee that the same facility or hours of use will be available in subsequent years.

   Any licence agreement for a fixed term of 12 months or less, and a licence agreement value under $10,000.00 will be approved by a delegated Unit Manager. Licence agreements exceeding the aforementioned conditions will be approved by a General Manager.

2. A Casual Hire Agreement is used for the hire of a facility on a casual or occasional basis for a prescribed fee. Conditions of hire are specified on this document.

Council will assess applications based on the criteria outlined in section 4.3, 4.4 and 4.5

Lease agreements are excluded from this policy and are subject to Council's Legal Team.

4.11 Internal Council bookings

Council-run and programs and activities are prioritised for facility bookings, alongside other priority Users as outlined in section 4.3. Internal Council bookings for Council-run programs and activities are at no charge.

Council may make an internal booking for an event or activity for which they are partnering with external groups or agencies. It is expected that Council plays a significant role in the planning and delivery of any event or activity for which such an internal booking is made. A Council Officer must be present for the duration of an internal booking.

5. Responsibility /Accountability

5.1	**All Council Officers** • Responsible for ensuring that this Policy is followed regarding the hire of any of Council's facilities included in the scope of this Policy.
5.2	**Coordinator Community Activation and Learning** • Responsible for developing and reviewing this policy and related procedures.

6. References and links to legislation and other documents

Name	Location
Melton City Council and Wellbeing Plan 2021-2025	
Melton City 2041- The City We Create	
Licence Agreement	
Casual Hire of Sporting Grounds and Reserves – Terms and Conditions of Use	
Application for Special Consideration for Facility Use Procedure	
Lease and Licence Policy	
Alcohol Management Framework	

Economic Development and Tourism Plan 2014-2030	
Asset Plan 2021-2031	
Gambling Harm Prevention and Reduction Policy	
Creative Melton 2030	
Financial Assistance (Rates & Charges) Policy	

APPENDIX A: FAIR ACCESS IN SPORT AND RECREATION ACTION PLAN 2024

NO.	ACTION	PRIORITY	WHO
PRINCIPLE 1: COMMUNITY SPORTS INFRASTRUCTURE AND ENVIRONMENTS ARE GENUINELY WELCOMING, SAFE, AND INCLUSIVE			
1.1	Partner with education providers and associations to deliver fair access in sport specific programs to City of Melton based sporting clubs.	Short	Council, Associations, Clubs, Education Providers
1.2	Plan and deliver sport and recreation facilities that are genuinely welcoming, safe, and inclusive.	Ongoing	Council, Associations, Clubs, Funding Partners
1.3	Implement gender sensitive design principles and recommendations from Gender Impact Assessments into sport and recreation infrastructure projects.	Ongoing	Council
PRINCIPLE 2: WOMEN AND GIRLS CAN FULLY PARTICIPATE IN ALL ASPECTS OF COMMUNITY SPORT AND ACTIVE RECREATION, INCLUDING AS A PLAYER, COACH, ADMINISTRATOR, OFFICIAL, VOLUNTEER AND SPECTATOR			
2.1	Prepare and implement sport specific strategies that investigate the specific opportunities for women and girls to participate in all aspects of community sport and active recreation.	Ongoing	Council, Associations, Clubs
2.2	Partner with clubs and associations to promote opportunities and deliver programs for women and girls to play community sport and to be active.	Short	Council, Associations, Clubs
2.3	Partner with clubs and associations to provide opportunities and training to engage more women in club operations and development.	Medium	Council, Associations, Clubs
PRINCIPLE 3: WOMEN AND GIRLS WILL HAVE EQUITABLE ACCESS TO AND USE OF COMMUNITY SPORT INFRASTRUCTURE			
3.1	Implement the Allocation of Sport and Recreation Facilities Policy.	Short	Council, Clubs, Associations
3.2	Require clubs and associations to demonstrate that women and girls are provided with equitable access to and use of facilities.	Medium	Council, Associations, Clubs

PRINCIPLE 4: WOMEN AND GIRLS SHOULD BE EQUITABLY REPRESENTED IN LEADERSHIP AND GOVERNANCE ROLES			
4.1	Promote greater gender balance on club committees by encouraging clubs and associations to aim for at least 40% female representation.	Long	Council, Associations, Clubs
4.2	Partner with clubs and associations to deliver training programs to support women to undertake administration and leadership roles in sport and recreation clubs.	Medium	Council, Associations, Clubs
PRINCIPLE 5: ENCOURAGE AND SUPPORT ALL USER GROUPS WHO ACCESS AND USE COMMUNITY SPORT INFRASTRUCTURE TO UNDERSTAND, ADOPT AND IMPLEMENT GENDER EQUITABLE ACCESS AND USE PRACTICES			
5.1	Partner with clubs and associations to deliver training programs for coaches and volunteers on creating welcoming, safe, and inclusive environments for women and girls.	Ongoing	Council, Associations, Clubs
5.2	Work with clubs, associations, and other stakeholders to ensure appropriate and consistent processes are in place to address bullying, discrimination and harassment in community sport and recreation.	Medium	Council, Associations, Clubs
PRINCIPLE 6: PRIORITISE ACCESS, USE AND SUPPORT TO ALL USER GROUPS WHO DEMONSTRATE AN ONGOING COMMITMENT TO GENDER EQUITABLE ACCESS AND USE OF ALLOCATED COMMUNITY SPORT INFRASTRUCTURE			
6.1	Promote and celebrate the achievements of women and girls in sport and the achievements of sporting clubs in creating welcoming, safe, and inclusive environments.	Ongoing	Council, Associations, Clubs
6.2	Promote and celebrate the achievements of sporting clubs and associations in creating welcoming, safe, and inclusive environments for women and girls.	Ongoing	Council, Associations, Clubs

Aaron Biscan departed the meeting at 9.43am.

6.2 COMMUNITY GARDEN POLICY

Responsible Officer: **Troy Scoble - Director City Life**

Document Author: **Susie Prestney - Manager Healthy Connected Communities**

Recommendation:

That the Policy Review Panel recommend Council approve the Community Garden Policy provided as **Appendix 1** to this report.

Motion

Crs Morris/Ramsey.

That the Policy Review Panel recommend Council approve the Community Garden Policy provided as **Appendix 1**, with changes made by the Policy Review Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

The Community Garden Policy (Policy) was due for renewal in May 2026. The purpose of the Policy is to provide a framework for Council to make informed decisions regarding incorporated community groups applying to establish and manage community gardens on Council owned or managed land in the City of Melton.

The current Policy was introduced to permit We Love Aintree Group community group to establish a community garden on Council land with the aid of State Government funding. This remains the only permit for a community garden that Council has issued to a community organisation. Maintaining a policy position provides Council with a decision-making mechanism should another community group wish to establish a community garden.

The current Policy contains detailed information regarding the operationalisation of the application and permitting process and associated responsibilities of Council Officers. The revised Policy provides a statement for how Council can support community groups to establish community gardens on Council owned, proposed owned or managed land. To simplify the current Policy, all matters relating to process and procedures have been removed from the revised Community Garden Policy. This information is operational and inclusions should sit within procedural documentation.

The revised policy provides strengthened statements regarding:

- the role of Council in determining requests to establish community gardens
- the assessment and approval process
- occupancy/lease agreement requirements for community gardens.

Additions to the policy include:

- a statement that Council will consider community garden proposals that are co-located with other Council community facilities to enable oversight of the garden and activate the centre precinct

- terms that gardens permitted by this Policy will only be provided an agreement for an initial 12 months, after which an assessment will be undertaken, and a longer-term lease arrangement may be negotiated
- a statement on fees and charges that may be required to permit the establishment of a community garden
- responsibilities of both parties regarding asset management, protection and reinstatement
- the conditions regarding Council's right to terminate the agreed use of land for a community garden

1.2 Sources/benchmarking

To inform the review of the Policy, benchmarking of policy statements from the following councils was undertaken:

- Wyndham
- Casey

1.3 Consultation

Consultation on the Community Garden Policy has been undertaken with the Open Space Planning Team. Both teams agree that the current Policy does not enable clear ownership of either the Policy or the management of community gardens. The revised Policy provides this clarity.

1.4 Communication and Implementation

Subject to endorsement by the Policy Review Panel and Council, the revised Community Garden Policy will be uploaded on the Council website and intranet. Guidelines to support community will be available on Council's website.

1.5 Compliance

The Community Garden Policy is compliant with the Local Government Act 2020 and the Corporate Policy Management Framework.

1.6 Measures of Success

The Community Garden Policy will be reviewed in three years and further amendments made as required.

LIST OF APPENDICES

1. Community Garden Policy - Draft with changes recommended by the Policy Review Panel
2. Community Garden Policy - Draft with track changes
3. Community Garden Policy - Current

Community Garden Policy	
Date adopted	<insert date>
Adopted by	Council <insert date>
Review due	<3 years from adoption date>
Responsible officer	Manager Healthy Connected Communities
Records reference	<insert reference>

1. Purpose

The Community Garden Policy provides a framework for Council to support the establishment and management of community gardens on Council owned, proposed Council owned or Council managed land in the City of Melton.

2. Application And Scope

This Policy should be read in conjunction with the Community Gardens Guidelines. These Guidelines are a tool to assess proposed locations and the suitability of the community groups who wish to establish a garden.

This Policy excludes

- gardens on private land
- other forms of landscapes such as botanical gardens, market or commercial-use gardens, edible landscapes, or nature strip improvements
- community gardens established on Crown land, Department of Education land or private land, except where Council has entered into an agreement with the owners to manage the property (land and/or building)
- the ongoing management of community gardens, including the use of produce from community gardens.

3. General Provisions

Council acknowledges that community gardens are a valuable addition to the municipal landscape and play an important role in building the social fabric. They enhance the livability of the region, contribute to positive public health and wellbeing outcomes and provide cultural, social and environmental opportunities.

Council's preference is for community gardens to be co-located with other Council community facilities.

3.1. Policy Objectives

The Community Gardens Policy ensures that all requests to establish a community garden

- are consistent with Council's strategic objectives, land use planning documents and resourcing capacity

DRAFT

- are supported by a community led model of management
- meet eligibility and suitability criteria outlined in the Community Garden Guidelines.

3.2. Policy Principles

This Policy is based on the following three key principles:

1. Community gardens will be located within open spaces and will not compromise the function of these spaces
2. Community gardens will be the responsibility of an incorporated group to establish, manage and maintain
3. Community gardens will meet minimum standards

3.3. Policy Implementation

The Community Garden Policy is supported by an operational framework that ensures a consistent, coordinated, and equitable approach to the assessment and approval process for establishing a community garden on Council owned, proposed Council owned or managed land.

Melton City Council's Community Garden Guidelines are published on Council's website.

A request to establish a community garden must be made and undertaken in accordance with the processes outlined on Council's website and in line with this Policy.

3.3.1. The Role of Council

Council's role in relation to community gardens includes:

- considering requests from community groups to establish community gardens on Council owned, proposed Council owned, proposed Council owned and Council managed land.
- providing information to link residents with existing community gardens.
- supporting interested parties to establish and incorporate new community groups
- providing information regarding funding opportunities
- working with interested parties to assess a potential community garden site including location suitability, soil suitability, complimentary use of Council's community facilities and accessibility for all residents.
- negotiating an initial occupancy agreement with the community group to establish a community garden
- negotiating an extension to the occupancy agreement if conditions of the agreement are met and there is continued support for the community garden.

3.3.2. Assessment and Approval Process

Applicants wishing to make a request to Melton City Council to establish a community garden as defined in this policy must:

- Be community group that is incorporated or operating under an auspice
- Enter into an occupancy agreement with Council
- Have Public Liability Insurance (minimum 20 million)
- Secure their own funds to establish the garden
- Have proof of ongoing income streams, for example, fundraising activities, successful grants applications, membership fees (or the ability to establish these within six months of lodging the request)
- Provide a community inclusion plan
- Provide evidence of support from the local community
- Provide an operational plan that demonstrates evidence of being a highly organised, motivated and adequately skilled community group with the commitment and time to participate in, and govern, the community garden in the short- and long-term
- Obtain all planning and building permits as required
- Assessment of site, scope and design suitability for community gardens will be made by relevant Council Officers. A nominated site for the establishment of a community garden needs to be:
- informed by existing (and future) Council policies and procedures (e.g. Landscape Guidelines), master plans, urban design principles and CPTED principles
- confirmed to be on relevant land (that is Council owned or managed)
- have access to mains water
- have soil quality conducive to community gardening/ability for raised garden beds
- likely to contribute positively to local amenity including enhancing natural surveillance and activation of public space
- near suitable existing community infrastructure
- offer a suitable sun: shade ratio.
- near an accessible toilet
- serviced by appropriate nearby parking provisions and/or public transport access (including pedestrian and cycling access)
- conducive to a sustainable community garden.

Council reserves the right to decline a request to establish a community garden that is not in line with this policy.

All applications are assessed on an individual basis and are guided by Council's Community Garden Guidelines.

Assessment can include a variety of stakeholders across Council.

3.3.3. Appeals

Appeals regarding the community garden permitting process are to be addressed in writing to Council.

3.3.4. Occupancy Agreement

If agreed, Council's Legal Counsel will organise an occupancy agreement between Council and the applicant for an initial period of 12 months.

Once a lease agreement is arranged, the applicant may establish a Community Garden on the approved site, within the confines of the approved design and scope.

If the garden is assessed by Council Officers as successful after the 12-month period, a longer-term agreement can be negotiated.

The terms of the agreement will reinforce that if a community garden initiative is not successful, or not maintained to an appropriate standard, costs for the removal of the garden and infrastructure needs must be covered by the community organisation.

Council reserves the right to terminate the agreed use of the land if a community garden established on Council owned, proposed Council owned, or Council managed land:

- fails to comply with the terms of the occupancy agreement
- is not maintained
- if Council requires the land for another purpose
- becomes unsafe or unsightly
- ceases to be insured
- the group disbands or stops functioning

Additionally, both the community garden group and Council have the right to terminate the occupancy agreement if the group ceases to function or is no longer auspiced by an incorporated organisation.

3.3.5. Permit Fees and Charges

Council sets fees and charges for planning permits, building permits and occupancy agreements, which may be applied for the establishment of community gardens.

Officers will advise groups if their community garden would attract any fees.

Cost-sharing arrangements (e.g. utilities) may also be required.

3.3.6. Asset Management and Protection

It is the responsibility of community groups to establish, manage and maintain community gardens. Groups will be expected to manage and maintain their gardens to a suitable standard.

Community organisations that manage an approved community garden are required to reimburse Council for the cost of any restoration or repairs to the site that are caused by the garden and/or its associated activities. All repairs will be undertaken by approved Council contractors.

Damage whereby the user may be held liable includes (but not limited to) damage to irrigation system, broken locks, fencing and any other damage to the property.

Any infrastructure that is set up to support the garden must to demountable, and remains the property of the community organisation responsible for the management of the garden. Council cannot be held responsible for any damage or theft that may occur to it.

Council reserves the right to undertake works on the land on which the garden is established, or to terminate the provision of Council owned or managed land for a community garden. In such circumstances, advanced notice will be provided.

4. Definitions

Term	Definition
The Act	means the *Local Government Act 2020*
Auspice	To 'auspice' means to provide support, sponsorship, or guidance. The group or person requiring support is known as the 'auspicee' and the entity (usually an incorporated organisation) that auspices the group or person is known as the 'auspicor'.
Crime Prevention Through Environmental Design (CPTED) Principles	CPTED principles aim to influence and inform decisions about designing and managing environments, to prevent the incidence of crime and enable communities to be safer, more secure, and therefore more sustainable.
Community Garden	Community gardens are places of either temporary, semi-permanent or permanent agreements where people come together to grow, harvest, and propagate edible and non-edible plants in a supportive community context. When carefully designed and managed they can provide a wide range of environmental, social, and economic benefits. There are several different community garden structures, with the most common types being: • those with individual plots allocated to individuals • those where the entire garden is run collectively as a shared enterprise • those that integrate both individual plots and shared gardens.
Council managed land	Council managed land is not owned by Council however Council has landowner's permission to utilise the area, examples include linear reserves and powerline easements. Council managed land may require additional approvals (in comparison to Council owned land) from the governing body of that land.
Community organisation	A community organisation is a not-for-profit, registered, and legal entity that is accessible and accountable to members of the community. It may have an elected committee of management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community.

Term	Definition
Incorporated	Community groups, operating as not-for-profit, whose members have decided to give their organisation a formal legal structure. An incorporated association has the word 'Incorporated' or the abbreviation 'Inc.' after its name.
Occupancy Agreement	An occupancy agreement grants a tenant use of a property for a specific period and is subject to certain terms and conditions.
Nature Strip	A grass strip in front of a house between a fence or footpath and a roadway, owned by the Local Government Authority and maintained by the resident.
Proposed council owned land	Proposed council owned land means a parcel of land which is intended for transfer to Council ownership (in particular, land that is part of a new estate or development which will be handed over to Council when development is complete).

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Council and Wellbeing Plan 2025-29	Documents | Reports | Strategies Melton City Council

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

CITY OF MELTON	**Community Garden Policy**
Date adoptedVersion No.	<insert date>V3.0, 24 March 2022
Endorsement	Executive, 5 April 2022 Policy Review Panel, 14 April 2022
Adopted byAuthorisation	Council <insert date>, 2 May 2022
Review duedate	<insert date>May 2026
Responsible officer	<insert responsible position title>Manager, Community Planning
Records referencePolicy owner	<insert reference>Social Planning and Wellbeing Coordinator

1. Purpose

The Community Garden Policy provides a framework for Councilpurpose of the policy is to support guide Council's decision making in relation to the establishment and management of community gardens on Council owned, proposed Council owned or Council or managed land inwithin the City of Melton.

1. Application And THE POLICY HAS BEEN DEVELOPEDSCOPE

This Policy should be read in conjunction with the Community Gardens Guidelines. These Guidelines are a tool to assess proposed locations and the suitability ofcontext of Council's commitment to protect, improve, and promote public health and wellbeing within the community groups who wish to establish a gardenmunicipality.

The policy provides direction on the process and accountabilities for managing requests for community gardens made by incorporated community organisations, and what level of support Council may provide. This policy encourages the establishment of community gardens by eligible community groups.

2. Scope

This Policy excludes policy applies to:

- requests received by Council in relation to the establishment of community gardens by community groups, on Council owned or managed land
- the handling of requests, including the request process and the specific departmental roles throughout the process.

The following is outside of the scope of this policy:

- requests received by Council in relation to the establishment of community-led gardens on private land within the City of Melton
- requests received by Council in relation to the establishment of gardens by individuals on Council owned, managed or private land
- other forms of landscapes such as botanical gardens, market or commercial-use gardens, edible landscapes, or nature strip improvements
- community gardens established on Crown land, Department of Education land or private land, except where Council has entered into an agreement with the owners to manage the property (land and/or building)
- the ongoing managementstages of community gardens, including thegarden establishment, use of produce from community gardens once established, and their ongoing management.

3.1. Definitions

Word/Term	Definition
Community gardens	Community gardens are places of either temporary, semi-permanent or permanent agreements where people come together to grow, harvest, and propagate edible and non-edible plants in a supportive community context. When carefully designed and managed they can provide a wide range of environmental, social, and economic benefits. There are several different community garden structures, with the most common types being: • those with individual plots allocated to individuals • those where the entire garden is run collectively as a shared enterprise • those that integrate both individual plots and shared gardens.
Council managed land	Council managed land is not owned by Council however Council has landowner's permission to utilise the area, examples include linear reserves and powerline easements. Council managed land may require additional approvals (in comparison to Council owned land) from the governing body of that land.
Community organisation	A community organisation is a not-for-profit, registered, and legal entity that is accessible and accountable to members of the community. It may have an elected committee of management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community.
Crime Prevention Through Environmental Design (CPTED) Principles	CPTED principles aim to influence and inform decisions about designing and managing environments, to prevent the incidence of crime and enable communities to be safer, more secure, and therefore more sustainable.

2. General Provisions

Edible landscapes	Edible landscapes are Council planned and delivered projects that are temporary, semi-permanent or permanent spaces. These

	landscapes are for the benefit of the community and may include things such as fruit trees on nature strips and edible gardens at Council venues that are maintained by Council.

4. Policy

Community gardens are places where people come together to grow harvest and propagate food and other plants, to learn new skills, meet other people, form meaningful connections with one another and be part of their local community. Council acknowledges that community gardens are a valuable addition to the municipal landscape and play an important role in building the social fabric. They enhance the livability of the region, contributeoffer many benefits including:

- contributing to positive public health and wellbeing outcomes and provide cultural,through increased social and environmental opportunities,connection, healthy food production and availability
- Council's preference is forsupporting community gardens to be co-located with other Councildevelopment and capacity building through skill development and sharing
- developing community facilities.pride and enhancing sense of place

2.1. Policy Objectives

- fostering environmental education and increasing awareness of sustainability principles.

The Community Gardens Policy ensures**objectives of this policy are to ensure that** all:

- approved requests to establish a community gardenfor community gardens comply with the requirements of the Melton Planning Scheme
- requests for community gardens are consistent with Council's strategic objectives, strategic planning and land use planning documents and resourcing capacityavailability
- approved requests are supported by a community led model of models for the ongoing establishment and management of community gardens
- meet a consistent approach is taken in Council's decision-making process when assessing community garden requests.

In order to fulfil these objectives, Council will consider requests from community groups against the eligibility and suitability criteria outlined in the Community Garden Guidelines. section 6 of this policy.

2.2. Policy Principles

This Policy is based on the following three key principles:

1. Community gardens will be located within open spaces and will not compromise the function of these spaces
2. Community gardens will be the responsibility of an incorporated group to establish, manage and maintain
3. Community gardens will meet minimum standards

2.3. Policy Implementation

~~5. Request process~~

The Community Garden Policy is supported by an operational framework that ensures a consistent, coordinated, and equitable approach to the assessment and approval process ~~Guidelines provide an in-depth explanation of the request process~~ for establishing a community garden on Council owned, proposed Council owned or managed land.

Melton City Council's Community Garden Guidelines are published on Council's website.

A request to establish a ~~led~~ community garden must be made and undertaken in accordance with the processes outlined on Council's website and in line with this Policy.

2.3.1. The Role of Council

Council's role in relation to community gardens includes:

- considering requests from community groups to establish community gardens on Council owned, proposed Council owned, proposed Council owned and Council managed land.
- providing information to link residents with existing community gardens.
- supporting ~~for~~ interested parties to establish and incorporate new community groups
- providing information regarding funding opportunities
- working with interested parties to assess a potential community garden site including location suitability, soil suitability, complimentary use of Council's community facilities and accessibility for all residents.
- negotiating an initial occupancy agreement with the community group to establish. ~~The following is~~ a community garden

negotiating an extension ~~linear overview of the request process relating~~ to the occupancy agreement if conditions of the agreement are met and there is continued support for the community garden. ~~roles of various departments across Council:~~

2.3.2. Assessment and Approval Process

~~5.1~~ Applicants wishing ~~A request is made~~ to make ~~Council~~

~~Applicant makes~~ a request to Melton ~~Council and are directed to the Community Planning Department. Community Planning outlines the request process and required eligibility. If the request is made by an individual or unregistered/non-incorporated group they are referred to a Council Officer who can provide direction on how to become an established entity, to enable them to become eligible as per section 6.1 of this policy.~~

~~5.2 A pre-request meeting is held~~

~~Should the applicant identify they believe themselves to be eligible and want to progress with the request a pre-request meeting is held. Council Officers in attendance will include Council's~~ City Council to ~~Strategy and Design Department and other relevant departments, as organised by the Community Planning Department.~~

~~5.3 Request is lodged~~

~~The Applicant completes the request form (template provided in the community gardens guidelines) and lodges it by email to the Community Planning Department.~~

5.4 Initial eligibility and capacity assessment

The Community Planning provide an initial assessment of the request. If the organisation applying is eligible and criteria for governance are satisfactory, Community Planning then sends to the City Design and Strategy Department.

5.5 Suitability assessment

The City Design and Strategy Department are responsible for assessing site suitability and the size and design suitability in consultation with other relevant departments, including co-located Council facilities and services. An outcome regarding suitability and next steps must be communicated to the Applicant within 60 business days of the request submission, and the completed assessment form is provided to Community Planning for record keeping.

5.6 Proceed with relevant permits

Where required, the Applicant obtain any relevant permits to progress the request, the Planning Department supports the lodgement of requests where required. The group may be eligible for a Council grant which could cover the costs of the permit process.

5.7 Development of lease arrangement

If a Permit is granted, the matter is referred to the Legal Department who organise a 12-month lease agreement between Council and the Applicant.

5.8 Community Garden can now be established

Once the lease agreement is arranged, the Applicant may establish a Community Garden on the approved site, within the confines of the approved design and scope. The Applicant may also now be eligible to apply through Councils Grants Program for funds to support the community garden as defined in this policy must:itself.

6. Be community group that is incorporated or operating under**Request assessment**

The Community Planning Department and the City Design and Strategy Department will have a tiered approach to assessing requests. At the initial stage, the Community Planning Department will be responsible for determining if the community organisation is eligible and demonstrates sufficient capacity to satisfy the criteria outlined in section 6.1. Should the request satisfy these criteria, the request will then proceed to the City Design and Strategy Department, who will assess the suitability of the nominated site/s and the scope and design of the proposed community garden as per section 6.2, and determine its final outcome.

In order for Council to review a formal request for a community garden, community groups must complete the request form found in the Community Garden Guidelines.

6.1 Initial assessment criteria

Eligibility

- is incorporated or has the support of an auspice body
  - Enter into an occupancy agreement with Council
  - Have Public Liability Insurance (minimum 20 million)
  - Secure their own funds to establish the garden
- Have proof ofpublic liability and site insurance as deemed appropriate.

Sound planning and risk management

- ~~evidence of engagement with relevant community members and site users (e.g. surveys of neighbouring residents and local facility users) as informed by advice from Council~~
- ~~demonstration of appropriate community support for the establishment of a community garden~~
- ~~the community group is able to demonstrate in its request that it:~~
  - ~~is a highly organised, motivated, and adequately skilled group of residents with demonstrable skill, commitment, and time to participate in and govern the community garden in the short and long term~~
  - ~~has established funds and~~ ongoing income streams (or the ability to establish these within six months of lodging the request)
  - Provide a ~~has demonstrated commitment to~~ community inclusion plan~~and accessibility~~
    - Provide~~has provided~~ evidence of support from ~~a plan for intended ongoing governance and management of~~ the local community
  - Provide an operational plan that demonstrates evidence of being a highly organised, motivated and adequately skilled community group with the commitment and time to participate in, and govern, the community garden in the short- and long-term~~, inclusive of the expected garden life cycle.~~
    - Obtain all planning and building permits as required
- ~~the request includes a clear and realistic financial plan (inclusive of establishment and ongoing costs).~~

~~6.2~~ Suitability

Assessment of site, scope and design suitability for community gardens will be made by ~~the City Design and Strategy Department in consultation with~~ relevant Council Officers. ~~Astakeholders, in line in consultation with relevant departments and informed by the Melton Planning Scheme.~~

~~The~~ **nominated site** for the establishment of a community garden **needs to**~~:~~

- be~~: consistent with land use planning strategic documents and relevant planning provisions including master plans and the Melton Planning Scheme~~
- informed by~~be consistent with~~ existing (and future) Council policies and procedures (e.g. Landscape Guidelines), master plans, urban design principles and CPTED principles
- ~~be~~ confirmed to be on relevant land (that is Council owned or managed)
- ~~have suitable land tenure and a long-term lease/licence agreement can be identified or established~~
- have access to mains water
- have soil quality conducive to community gardening/ability for raised garden beds
- ~~be~~ likely to contribute positively to local amenity including enhancing natural surveillance and activation of public space
- near~~be in close proximity to~~ suitable existing community infrastructure
- offer a suitable sun: shade ratio.
- near~~be in close proximity to~~ an accessible toilet

- serviced by appropriate nearby parking provisions and/or public transport access (including pedestrian and cycling access)
- ~~have a reasonable scope and design suitable to the proposed area, and~~ conducive to a sustainable community garden.

Council reserves the right to decline a request to establish a community garden that is not in line with this policy.

~~7.~~ All applications are assessed on an individual basis and are guided**~~Provision of Council support~~**

~~In the first instance, the support offered~~ by Council's Community Garden Guidelines.

Assessment can include a variety of stakeholders across Council.

2.3.3. Appeals

Appeals regarding the community garden permitting process are to be addressed in writing to Council.

2.3.4. Occupancy Agreement

If agreed, Council's Legal Counsel will organise an occupancy agreement between Council and the applicant ~~is guidance to the community group~~ for an initial period~~the following components~~ of 12 months.

Once a lease agreement is arranged, the applicant may establish a Community Garden on the approved site, within the confines of the approved design and scope~~process~~.

- ~~Ifunderstanding the request process~~
- ~~identifying suitable site/s, and appropriate scope and design~~
- ~~lodging~~ the garden is assessed~~request~~.

~~Other existing forms of support offered~~ by Council Officers as successful after the 12-month period, a longer-~~may also be appropriate for the community organisation to access.~~

- ~~support with establishment/capacity building for community groups~~
- ~~financial support for the establishment and maintenance of the community gardens via the existing Community Grants program (note community groups should have obtained approval for their request prior to applying for these grants)~~
- ~~financial support for the establishment and maintenance of the community garden via the Council budget submission process.~~

~~8.~~2. ~~Long~~ **term** agreement can be negotiated.**~~considerations~~**

The terms of the agreement~~a lease arrangement for a community garden~~ will reinforce that if a community garden initiative is not successful, or not maintained to an appropriate standard, costs for the removal of the garden and infrastructure needs must be covered by the community organisation.

Council reserves the right to terminate the agreed use of the land if a community garden established on Council owned, proposed Council owned, or Council managed land:

- fails to comply with the terms of the occupancy agreement
- is not maintained
- if Council requires the land for another purpose
- becomes unsafe or unsightly
- ceases to be insured
- the group disbands or stops functioning

Additionally, both the community garden group and Council have the right to terminate the occupancy agreement if the group ceases to function or is no longer auspiced by an incorporated organisation.

2.3.5. Permit Fees and Charges

Council sets fees and charges for planning permits, building permits and occupancy agreements, which may be applied for the establishment of community gardens.

Officers will advise groups if their community garden would attract any fees.

Cost-sharing arrangements (e.g. utilities) may also be required.

2.3.6. Asset Management and Protection

It is the responsibility of community groups to establish, manage and maintain community gardens. Groups will be expected to manage and maintain their gardens to a suitable standard.

Community organisations that manage an approved community garden are required to reimburse Council for the cost of any restoration or repairs to the site that are caused by the garden and/or its associated activities. All repairs will be undertaken by approved Council contractors.

Damage whereby the user may be held liable includes (but not limited to) damage to irrigation system, broken locks, fencing and any other damage to the property.

Any infrastructure that is set up to support the garden must to demountable, and remains the property of the community organisation responsible for the management of the garden. Council cannot be held responsible for any damage or theft that may occur to it.

Council reserves the right to undertake works on the land on which the garden is established, or to terminate the provision of Council owned or managed land for a community garden. In such circumstances, advanced notice will be provided.

~~9. Roles and responsibilities~~

~~9.1~~	~~**Manager Community Planning**~~ ~~Oversee implementation of the policy including community engagement, coordination of request process and review and collaboration with Council departments~~
~~9.2~~	~~**Manager Planning**~~ ~~Oversee the Planning Department's support to applicants to lodge permits where required.~~
~~9.3~~	~~**Manager City Design and Strategy**~~ ~~The City Design and Strategy department is responsible for providing an assessment of the site suitability of the proposed community garden and engaging relevant Officers in this process from across Council as appropriate (e.g. Recreation, Community Activation and Learning, Planning, Operations, Engineering).~~
~~9.4~~	~~**Manager Recreation and Youth**~~ ~~Oversee the contribution by the Recreation and Youth department who are responsible for supporting City Design and Strategy to assess site suitability relating to provision of land, if adjacent to sports and recreation sites.~~
~~9.5~~	~~**Managers, Coordinators, Team Leaders and Supervisors**~~ ~~Ensure all employees are made aware of the policy.~~

~~10. References and links to legislation and other documents~~

3. Definitions

Term	Definition
The Act	means the *Local Government Act 2020*
Auspice	To 'auspice' means to provide support, sponsorship, or guidance. The group or person requiring support is known as the 'auspicee' and the entity (usually an incorporated organisation) that auspices the group or person is known as the 'auspicor'.
Crime Prevention Through Environmental Design (CPTED) Principles	CPTED principles aim to influence and inform decisions about designing and managing environments, to prevent the incidence of crime and enable communities to be safer, more secure, and therefore more sustainable.

Term	Definition
Community Garden	Community gardens are places of either temporary, semi-permanent or permanent agreements where people come together to grow, harvest, and propagate edible and non-edible plants in a supportive community context. When carefully designed and managed they can provide a wide range of environmental, social, and economic benefits. There are several different community garden structures, with the most common types being: • those with individual plots allocated to individuals • those where the entire garden is run collectively as a shared enterprise • those that integrate both individual plots and shared gardens.
Council managed land	Council managed land is not owned by Council however Council has landowner's permission to utilise the area, examples include linear reserves and powerline easements. Council managed land may require additional approvals (in comparison to Council owned land) from the governing body of that land.
Community organisation	A community organisation is a not-for-profit, registered, and legal entity that is accessible and accountable to members of the community. It may have an elected committee of management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community.
Incorporated	Community groups, operating as not-for-profit, whose members have decided to give their organisation a formal legal structure. An incorporated association has the word 'Incorporated' or the abbreviation 'Inc.' after its name.
Occupancy Agreement	An occupancy agreement grants a tenant use of a property for a specific period and is subject to certain terms and conditions.
Nature Strip	A grass strip in front of a house between a fence or footpath and a roadway, owned by the Local Government Authority and maintained by the resident.
Proposed council owned land	Proposed council owned land means a parcel of land which is intended for transfer to Council ownership (in particular, land that is part of a new estate or development which will be handed over to Council when development is complete).

3. Related Documents

Name	Location
Local Government Act 2020~~Melton Planning Scheme~~	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020~~Ordinance (planning.vic.gov.au)~~

~~The Good Practice Guide for Community Gardens~~	~~www.cultivatingcommunity.org.au~~
~~The Community Grants Program~~	~~https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Grants~~
~~The~~ Council and Wellbeing Plan 2025-29~~budget submission process~~	Documents | Reports | Strategies Melton City Council~~https://www.melton.vic.gov.au/Council/Have-your-say/Do-you-have-a-great-project-idea?BestBetMatch=budget%20submission|d13b95b2-5146-4b00-9e3e-a80c73739a64|4f05f368-ecaa-4a93-b749-7ad6c4867c1f|en-AU~~

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CITY OF MELTON	**Community Garden Policy**
Version No.	V3.0, 24 March 2022
Endorsement	Executive, 5 April 2022 Policy Review Panel, 14 April 2022
Authorisation	Council, 2 May 2022
Review date	May 2026
Responsible officer	Manager, Community Planning
Policy owner	Social Planning and Wellbeing Coordinator

1. Purpose

The purpose of the policy is to guide Council's decision making in relation to the establishment of community gardens on Council owned or managed land within the City of Melton. The policy has been developed in the context of Council's commitment to protect, improve, and promote public health and wellbeing within the municipality.

The policy provides direction on the process and accountabilities for managing requests for community gardens made by incorporated community organisations, and what level of support Council may provide. This policy encourages the establishment of community gardens by eligible community groups.

2. Scope

This policy applies to:

- requests received by Council in relation to the establishment of community gardens by community groups, on Council owned or managed land
- the handling of requests, including the request process and the specific departmental roles throughout the process.

The following is outside of the scope of this policy:

- requests received by Council in relation to the establishment of community-led gardens on private land within the City of Melton
- requests received by Council in relation to the establishment of gardens by individuals on Council owned, managed or private land
- other forms of landscapes such as botanical gardens, market or commercial-use gardens, edible landscapes, or nature strip improvements
- the ongoing stages of community garden establishment, use of produce from community gardens once established, and their ongoing management.

3. Definitions

Word/Term	Definition
Community gardens	Community gardens are places of either temporary, semi-permanent or permanent agreements where people come together to grow, harvest, and propagate edible and non-edible plants in a supportive

Word/Term	Definition
	community context. When carefully designed and managed they can provide a wide range of environmental, social, and economic benefits. There are several different community garden structures, with the most common types being: • those with individual plots allocated to individuals • those where the entire garden is run collectively as a shared enterprise • those that integrate both individual plots and shared gardens.
Council managed land	Council managed land is not owned by Council however Council has landowner's permission to utilise the area, examples include linear reserves and powerline easements. Council managed land may require additional approvals (in comparison to Council owned land) from the governing body of that land.
Community organisation	A community organisation is a not-for-profit, registered, and legal entity that is accessible and accountable to members of the community. It may have an elected committee of management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community.
Crime Prevention Through Environmental Design (CPTED) Principles	CPTED principles aim to influence and inform decisions about designing and managing environments, to prevent the incidence of crime and enable communities to be safer, more secure, and therefore more sustainable.
Edible landscapes	Edible landscapes are Council planned and delivered projects that are temporary, semi-permanent or permanent spaces. These landscapes are for the benefit of the community and may include things such as fruit trees on nature strips and edible gardens at Council venues that are maintained by Council.

4. Policy

Community gardens are places where people come together to grow harvest and propagate food and other plants, to learn new skills, meet other people, form meaningful connections with one another and be part of their local community. Council acknowledges that community gardens are a valuable addition to the municipal landscape and offer many benefits including:

- contributing to positive public health and wellbeing outcomes through increased social connection, healthy food production and availability
- supporting community development and capacity building through skill development and sharing
- developing community pride and enhancing sense of place
- fostering environmental education and increasing awareness of sustainability principles.

The objectives of this policy are to ensure that:

- approved requests for community gardens comply with the requirements of the Melton Planning Scheme
- requests for community gardens are consistent with Council's strategic objectives, strategic planning and land use planning documents and resourcing availability
- approved requests are supported by community led models for the ongoing establishment and management of community gardens
- a consistent approach is taken in Council's decision-making process when assessing community garden requests.

In order to fulfil these objectives, Council will consider requests from community groups against the eligibility and suitability criteria outlined in section 6 of this policy.

5. Request process

The Community Garden Guidelines provide an in-depth explanation of the request process for establishing a community-led community garden, for interested community groups. The following is a linear overview of the request process relating to the roles of various departments across Council:

5.1 A request is made to Council

Applicant makes a request to Council and are directed to the Community Planning Department. Community Planning outlines the request process and required eligibility. If the request is made by an individual or unregistered/non-incorporated group they are referred to a Council Officer who can provide direction on how to become an established entity, to enable them to become eligible as per section 6.1 of this policy.

5.2 A pre-request meeting is held

Should the applicant identify they believe themselves to be eligible and want to progress with the request a pre-request meeting is held. Council Officers in attendance will include Council's City Strategy and Design Department and other relevant departments, as organised by the Community Planning Department.

5.3 Request is lodged

The Applicant completes the request form (template provided in the community gardens guidelines) and lodges it by email to the Community Planning Department.

5.4 Initial eligibility and capacity assessment

The Community Planning provide an initial assessment of the request. If the organisation applying is eligible and criteria for governance are satisfactory, Community Planning then sends to the City Design and Strategy Department.

5.5 Suitability assessment

The City Design and Strategy Department are responsible for assessing site suitability and the size and design suitability in consultation with other relevant departments, including co-located Council facilities and services. An outcome regarding suitability and next steps must be communicated to the Applicant within 60 business days of the request submission, and the completed assessment form is provided to Community Planning for record keeping.

5.6 Proceed with relevant permits

Where required, the Applicant obtain any relevant permits to progress the request, the Planning Department supports the lodgement of requests where required. The group may be eligible for a Council grant which could cover the costs of the permit process.

5.7 Development of lease arrangement

If a Permit is granted, the matter is referred to the Legal Department who organise a 12-month lease agreement between Council and the Applicant.

5.8 Community Garden can now be established

Once the lease agreement is arranged, the Applicant may establish a Community Garden on the approved site, within the confines of the approved design and scope. The Applicant may also now be eligible to apply through Councils Grants Program for funds to support the community garden itself.

6. Request assessment

The Community Planning Department and the City Design and Strategy Department will have a tiered approach to assessing requests. At the initial stage, the Community Planning Department will be responsible for determining if the community organisation is eligible and demonstrates sufficient capacity to satisfy the criteria outlined in section 6.1. Should the request satisfy these criteria, the request will then proceed to the City Design and Strategy Department, who will assess the suitability of the nominated site/s and the scope and design of the proposed community garden as per section 6.2, and determine its final outcome.

In order for Council to review a formal request for a community garden, community groups must complete the request form found in the Community Garden Guidelines.

6.1 Initial assessment criteria

Eligibility

- is incorporated or has the support of an auspice body
- public liability and site insurance as deemed appropriate.

Sound planning and risk management

- evidence of engagement with relevant community members and site users (e.g. surveys of neighbouring residents and local facility users) as informed by advice from Council
- demonstration of appropriate community support for the establishment of a community garden
- the community group is able to demonstrate in its request that it:
  - is a highly organised, motivated, and adequately skilled group of residents with demonstrable skill, commitment, and time to participate in and govern the community garden in the short and long term
  - has established funds and ongoing income streams (or the ability to establish these within six months of lodging the request)
  - has demonstrated commitment to community inclusion and accessibility
  - has provided evidence of a plan for intended ongoing governance and management of the garden, inclusive of the expected garden life cycle.
- the request includes a clear and realistic financial plan (inclusive of establishment and ongoing costs).

6.2 Suitability

Assessment of site, scope and design suitability for community gardens will be made by the City Design and Strategy Department in consultation with relevant stakeholders, in line in consultation with relevant departments and informed by the Melton Planning Scheme.

The nominated site needs to:

- be consistent with land use planning strategic documents and relevant planning provisions including master plans and the Melton Planning Scheme
- be consistent with existing (and future) Council policies and procedures (e.g. Landscape Guidelines), master plans, urban design principles and CPTED principles
- be confirmed to be on relevant land (that is Council owned or managed)
- have suitable land tenure and a long-term lease/licence agreement can be identified or established
- have access to mains water
- have soil quality conducive to community gardening/ability for raised garden beds
- be likely to contribute positively to local amenity including enhancing natural surveillance and activation of public space
- be in close proximity to suitable existing community infrastructure
- offer a suitable sun: shade ratio.
- be in close proximity to an accessible toilet
- appropriate nearby parking provisions and/or public transport access (including pedestrian and cycling access)
- have a reasonable scope and design suitable to the proposed area, and conducive to a sustainable community garden.

7. Provision of Council support

In the first instance, the support offered by Council is guidance to the community group for the following components of the process.

- understanding the request process
- identifying suitable site/s, and appropriate scope and design
- lodging the request.

Other existing forms of support offered by Council may also be appropriate for the community organisation to access.

- support with establishment/capacity building for community groups
- financial support for the establishment and maintenance of the community gardens via the existing Community Grants program (note community groups should have obtained approval for their request prior to applying for these grants)
- financial support for the establishment and maintenance of the community garden via the Council budget submission process.

8. Long term considerations

The terms of a lease arrangement for a community garden will reinforce that if a community garden initiative is not successful, or not maintained to an appropriate standard, costs for the removal of the garden and infrastructure needs must be covered by the community organisation.

9. Roles and responsibilities

9.1	**Manager Community Planning** Oversee implementation of the policy including community engagement, coordination of request process and review and collaboration with Council departments
9.2	**Manager Planning** Oversee the Planning Department's support to applicants to lodge permits where required.
9.3	**Manager City Design and Strategy** The City Design and Strategy department is responsible for providing an assessment of the site suitability of the proposed community garden and engaging relevant Officers in this process from across Council as appropriate (e.g. Recreation, Community Activation and Learning, Planning, Operations, Engineering).
9.4	**Manager Recreation and Youth** Oversee the contribution by the Recreation and Youth department who are responsible for supporting City Design and Strategy to assess site suitability relating to provision of land, if adjacent to sports and recreation sites.
9.5	**Managers, Coordinators, Team Leaders and Supervisors** Ensure all employees are made aware of the policy.

10. References and links to legislation and other documents

Name	Location
Melton Planning Scheme	Ordinance (planning.vic.gov.au)
The Good Practice Guide for Community Gardens	www.cultivatingcommunity.org.au
The Community Grants Program	https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Grants
The Council budget submission process	https://www.melton.vic.gov.au/Council/Have-your-say/Do-you-have-a-great-project-idea?BestBetMatch=budget%20submission|d13b95b2-5146-4b00-9e3e-a80c73739a64|4f05f368-ecaa-4a93-b749-7ad6c4867c1f|en-AU

Troy Scoble and Susie Prestney departed the meeting at 9.55am.

Travis Conway joined the meeting at 9.55am.

6.3 AFFORDABLE AND SOCIAL HOUSING POLICY

Responsible Officer: **Sam Romaszko - Director City Futures**

Document Author: **Michelle Martin - Senior Strategic Planner**

Recommendation:

That the Policy Review Panel recommend Council approve the Affordable and Social Housing Policy, provided as **Appendix 1** to this report.

Motion

Crs Shannon/Morris.

That the Policy Review Panel recommend Council approve the Affordable and Social Housing Policy, provided as **Appendix 1**, with changes made by the Policy Review Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

The Affordable and Social Housing Policy has been prepared to establish Melton City Council's strategic position on affordable and social housing and provides a framework to guide Council's advocacy, planning and partnership opportunities. The policy responds to increased affordability pressures, rental and mortgage stress, a rise in homelessness and a shortage of social and affordable housing stock within the municipality.

The policy acknowledges that while the delivery and funding of affordable and social housing is primarily the responsibility of State and Federal Governments, Local Government plays an important role through advocacy, strategic land use planning, partnership and facilitation.

The policy outlines Council's commitment to:

- advocate for increased affordable and social housing outcomes in the municipality;
- supporting planning outcomes by encouraging housing diversity and affordability;
- facilitate partnerships with Registered Housing Agencies, State Government and the development sector; and
- support long term affordable housing outcomes through voluntary agreements and future legislative reforms.

This policy aligns with the objectives of *Melton City 2041 – The City We Create* and supports broader State Government policy directions relating to housing affordability, housing supply and social housing.

1.2 Sources/benchmarking

This policy has been informed by a range of strategic and legislative documents including:

- *Melton City 2041 – The City We Create*
- *Affordable Housing and Homelessness in the City of Melton Final Report* 2019
- *Council and Wellbeing Plan 2025-2029*
- *Plan for Victoria*
- *Planning and Environment Act* 1987
- *Housing Act* 1983
- *Planning Amendment (Better Decisions Made Faster) Bill* 2026.

The policy has been benchmarked against affordable and social housing policies adopted by other Victorian councils, particularly other councils experiencing significant population growth and housing demand pressure. The policy acknowledges the evolving legislative and policy environment, particularly recent State Government reforms that may possibly expand Council's role in securing affordable and social housing outcomes through the planning system.

1.3 Consultation

Preparation of the draft policy involved consultation and collaboration across relevant Council service areas. The policy has also been informed by community consultation as part of the *Affordable Housing and Homelessness in the City of Melton Final Report* 2019.

The policy has been reviewed by the Executive Leadership team and feedback has been sought and provided by Councillors at a Briefing of Councillors on 1 June 2026.

1.4 Communication and Implementation

Following approval by Council of the new policy, Council's website will be updated to ensure awareness of the policy. Further, the policy will be published via Council's Intranet site.

The implementation of the policy will occur through:

- strategic land use planning and policy;
- advocacy to state and federal governments;
- consideration of affordable housing opportunities through the planning permit process; and
- partnership opportunities with registered housing authorities and government agencies.

The policy will also support Council's future advocacy position regarding affordable housing reform and investment in the municipality.

1.5 Compliance

This policy supports Council's obligations and strategic objectives under the:

- *Local Government Act* 2020;
- *Planning and Environment Act* 1987; and
- other relevant state planning and housing policy frameworks.

The policy does not introduce mandatory affordable and social housing contribution requirements but establishes Council's strategic position in relation to advocacy, voluntary negotiations and future partnership opportunities.

1.6 Measures of Success

The success of the Affordable and Social Housing Policy will be measured through:

- increased affordable and social housing outcomes within the municipality;
- increased collaboration with government agencies and registered housing agencies;
- increased consideration of affordable and social housing outcomes through planning processes; and
- improved integration of affordable housing consideration into Council strategic planning work.

LIST OF APPENDICES

1. Affordable and Social Housing Policy - Draft with changes recommended by the Policy Review Panel

Affordable and Social Housing Policy

Date adopted	TBC
Adopted by	Council
Review due	Four years from date of adoption
Responsible officer	Manager City Strategy
Records reference	TBC

1. Purpose

The purpose of this policy is to establish Council's position on Affordable and Social Housing and present a framework to guide and facilitate the provision of affordable and social housing on private and public land and defines Council's strategic commitment to encouraging, facilitating and advocating for an increase of affordable and social housing, in alignment with '*Melton City 2041 – The City We Create*'.

2. Application and Scope

This policy applies to all Council decisions, actions and advocacy relating to affordable and social housing initiatives in Melton, including planning scheme amendments, development proposals, and land use decisions. It addresses several housing related challenges facing the Council and the community.

3. General Provisions

3.1. Policy

Council has developed this Policy in response to the growing need for affordable and social housing supply and demand identified in the City of Melton community.

Council acknowledges the Victorian Government's goal of significantly increasing the supply of affordable and social housing and will actively partner with the State Government and housing providers to facilitate local affordable and social housing delivery options.

Council's policy directions will focus on four key roles available to Council:

- Leadership – Council will continue to lead by example by setting the affordable and social housing agenda and strategic actions.
- Planning and development – Council will play a role in promoting the increase in supply of affordable and social housing through its planning processes and strategies.
- Inform and advocate – Council will promote and inform a common understanding of key characteristics and trends relating to affordable and social housing within its municipality and make representations on behalf of the community to parties that have a direct role or influence the matter.
- Facilitator / partner – Council will bring together various stakeholders to collectively pursue a shared interest or service.

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Council supports the introduction of statewide inclusionary zoning and will advocate for the use of Council owned land as well as surplus government land for social and affordable housing in alignment with other Local Council policies and will seek to work with registered housing providers to collaborate on shared objectives across local government.

3.2. Policy Implementation

Council acknowledges funding of affordable and social housing; particularly social housing is primarily a Federal and State Government responsibility and as such is strictly limited in its capacity to initiate meaningful change. The Planning and Environment Act 1987 currently does not mandate specific affordable or social housing targets or requirements on new development.

Melton City Council acknowledges that it plays an important role and will lead by setting a strong local vision for housing equity. Council will:

- Advocate for greater funding for social housing and for existing social housing to be replaced or upgraded.
- Advocate for policy reform including the introduction of state-wide inclusionary zoning controls.
- Negotiate an affordable and social housing contribution when land is rezoned for residential use.
- Explore opportunities for affordable and social housing on suitable Council landholdings considered for redevelopment or disposal.
- Seek to negotiate voluntary affordable and social housing outcomes via planning permit processes.
- Develop partnerships with housing service providers to encourage expansion of offerings.
- Work in partnership with the State and Federal Governments to identify suitable underutilised land holdings that may be utilised for social and community housing.
- Build community awareness of the importance of housing affordability as a shared community issue.
- Collaborate with other growth area councils and the Municipal Association of Victoria (MAV) to present a united voice for reform.

3.2.1. Council as Leaders and Advocates

Council considers social and affordable housing to be essential social infrastructure and will actively promote its integration into new and existing communities. Council will:

- Advocate for mandatory statewide inclusionary zoning to ensure there is a future supply of affordable and social housing coming online.
- Advocate for the Victorian Planning Provisions to mandate affordable and social housing contributions in major developments.
- Ensure that affordable and social housing is central to Council policy, planning strategies and deliberations.

- Represent and advocate on behalf of the community for Federal and State investment for registered housing providers to deliver a future supply of affordable and social housing.
- Collaborate with State and Federal Government to support increased land supply, make submissions to provide council's advocacy position, negotiate the City of Melton's housing needs, provide an evidence base for policy formulation and make submissions to consultations about the importance of affordable and social housing within the City of Melton.
- Advocate for ongoing investment into affordable and social housing including dedicated funding streams for registered housing providers, similar to the 'Victorian Governments' Big Housing Build' to provide greater opportunities for affordable and social housing.
- Assist with brokering partnerships with housing agencies and between housing agencies and property developers.
- Advocate for the use of surplus State land in the City of Melton for affordable and social housing.

3.2.2. Council as Land Use Planner

Planning for the efficient, orderly and appropriate use of land now and in the future, with consideration to balancing social, economic and environmental needs.

- Council will facilitate the supply of affordable and social housing through the planning process by supporting community housing development proposals and consider planning scheme amendments required.
- Council will seek to negotiate voluntary affordable and social housing with the private market through a voluntary planning process.
- Council will plan for the delivery of supporting infrastructure, housing diversity and affordable and social housing to meet the range of community needs.
- Council will take steps to undertake a cost benefit analysis of a range of affordable and social housing delivery options.
- Council will work with the Department of Transport and Planning (DTP) to advocate for including affordable and social housing as a component to new Precinct Structure Plans.

3.2.3. Council as Social Planner

Planning the development of social services and facilities based on evidence-based practice.

- Council will plan for social infrastructure to support all residents.
- Council will support vulnerable and lower income households with support services that increase social and economic capacity.
- Council will monitor local housing stress and vulnerability through local and State data collection.

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4. Opportunities for Site Locations

Council recognises that the successful delivery of affordable and social housing requires a partnership between the three levels of government, developers, philanthropic funds and community housing providers.

4.1 Homes Victoria – Local Social and Affordable Housing Plan

Council officers continue to engage with Homes Victoria in relation to Affordable and Social Housing. There is a possible policy opportunity for Melton through the establishment of a Local Social and Affordable Housing Plan (LSAHP).

The LSAHP would seek to identify a pipeline of projects to deliver on social and affordable housing at a local level when funding opportunities arise. The plan would also assist with building capacity and relationships through the sharing of information and acknowledges the key role that Local Government plays in facilitating social and affordable housing.

5. Definitions

Word/term	Definition
Accredited Housing Agency (Association or Provider)	A not-for-profit organisation registered under the Victorian Housing Act as either a Housing Association or a Housing Provider. Agencies have a mission to support the delivery and/or management of affordable housing. Agencies are often referred to as a community housing organisation. Housing managed by an Agency may also be called Social Housing or community housing.
Affordable Housing	Housing (including social housing) is appropriate for the housing needs of very low, low and moderate-income households as defined under Section 3AA of the Planning and Environment Act 1987, where: • Very low-income households are those households earning less than 50 per cent of the gross median household income. • Low-income households are those earning less than 80 per cent of the gross median household income; and • Moderate income households are those earning less than 120 per cent of the gross median household income. Appropriateness of housing includes reference to affordability, dwelling type, size (bedroom numbers), location, accessibility, integration and length of affordability. Affordable housing should be priced (whether mortgage repayments or rent) so that households are able to meet their other essential basic living costs and allocated to households that meet program income and asset eligibility requirements.
Housing Affordability	'Housing affordability' refers to the relationship between expenditure on housing (cost of mortgage payments or rent) and household income. Housing affordability is particularly a concern for households earning in the bottom 40 per cent of incomes who have limited financial capacity to meet their housing costs.

Word/term	Definition
Housing Stress	A lower income household (in the lowest 40 per cent of incomes) is in 'housing stress' when it is paying more than 30 per cent of gross household income on rent (referred to as the '30/40 rule').
Section 173 Agreement	A legally binding agreement between Council and a landowner. The agreement remains with the land, regardless of change of ownership.
Social Housing	Social housing includes: • Public housing (owned and managed by the Director of Housing); and • Housing owned, controlled or managed by a participating registered agency declared by the Director under section 142F(2)(b) of the Housing Act 1983. 'Community Housing' is also used to refer to housing provided by Accredited Housing Associations or Providers.

6. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Melton City 2041 - The City We Create	www.melton.vic.gov.au/Council/About-the-City/Community-vision
Council and Wellbeing Plan 2025 - 2029	www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget
Plan for Victoria, 2025	Final-Plan-for-Victoria-For-Web.pdf
Planning and Environment Act 1987	www.legislation.vic.gov.au
Housing Act 1983	www.legislation.vic.gov.au
Planning Amendment (Better Decisions Made Faster) Act 2026	Planning Amendment (Better Decisions Made Faster) Act 2026 | legislation.vic.gov.au

Travis Conway departed the meeting at 10.05am.

6.4 DEVELOPER INTERACTION POLICY

Responsible Officer: **Emily Keogh - Head of Governance**

Document Author: **Renee Hodgson - Manager Governance**

Recommendation:

That the Policy Review Panel recommend Council adopt the Developer Interaction Policy provided as **Appendix 1** to this report.

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council adopt the Developer Interaction Policy provided as **Appendix 1**, with changes made by the Policy Review Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

The development of a Developer Interaction Policy has been identified as an important governance initiative to support transparency, integrity and public confidence in Council decision making processes.

Councillors may on occasion engage with interested parties in relation to planning and development matters as part of their representative role. These interactions present potential probity, transparency and conflict of interest risks if not appropriately managed.

The proposed Policy has been developed to provide clear guidelines and expectations regarding Councillor interactions with interested parties, including appropriate conduct, discloser obligations and record keeping requirements. The Policy also aligns with the principles of the *Local Government Act 2020*, and Council's Governance Rules.

The findings of IBAC's Operation Sandon highlighted the heightened corruption and integrity risks that can arise where development related interactions are not governed by clear expectations, transparency measures and appropriate oversight. As a growth council experiencing significant development activity, Council is particularly exposed to these risks.

It was determined that the introduction of a formal Developer Interaction Policy would strengthen Council's governance framework and provide greater clarity and consistency regarding Councillor interactions with interested parties in relation to planning and development matters.

The purpose of the proposed Policy is to:

a. Promote transparency and accountability in Councillor decision-making processes
b. Support public confidence in Council's governance practices
c. Provide guidance regarding appropriate interactions with interested parties
d. Reduce probity and reputational risks to Council and Councillors
e. Ensure interactions are conducted in a manner consistent with the Model Councillor Code of Conduct and the principles of the *Local Government Act 2020*.

1.2 Sources/benchmarking

The development of the Developer Interaction Policy was informed by the *Local Government Act 2020,* which provides a legislative foundation. During the benchmarking process, a review of similar policies across Victorian councils such as Banyule, Merri-Bek, Melbourne, Frankston, and Greater Dandenong was conducted.

1.3 Consultation

The Policy was prepared by the Governance Team in conjunction with the Legal and Property Team and Director City Futures. It was presented to the Executive Leadership Team on 10 June 2026 and councillor feedback on the Policy was sought at a Briefing of Councillors on 6 July 2026.

1.4 Communication and Implementation

If adopted by Council, the policy will be published on the staff intranet (SPOT) and Council's website. The relevant online forms and a register will be prepared and communicated to Councillors.

1.5 Compliance

This Policy is compliant with the *Local Government Act 2020.*

1.6 Measures of Success

The measure of success for the policy will be its effective implementation and compliance, and its ability to achieve the intended outcomes.

Regular feedback, monitoring, and review will ensure the policy remains relevant and impactful with feedback sought as the policy is utilised.

LIST OF APPENDICES

1. Developer Interaction Policy - Draft with changes recommended by the Policy Review Panel

Developer Interaction Policy

Date adopted	<insert date>
Adopted by	Council
Review due	<insert 4 years from date of adoption>
Responsible officer	Head of Governance
Records reference	<insert reference>

1. Purpose

The purpose of the Developer Interaction Policy (**Policy**) is to guide decision making in relation to Interaction between Councillors and an Interested Party involved in a prospective or current Planning or Development matter.

2. Application And Scope

This Policy applies to Councillors in their interactions with an Interested Party who are or may be involved in a prospective or current Planning or Development matter impacting the City of Melton.

This Policy is not intended to apply to social interactions between Councillors and an Interested Party that do not discuss a Planning or Development matter.

3. General Provisions

It is common for an Interested Party to actively engage with Councillors to advocate a position. Where Councillors have an Interaction with an Interested Party, the following Principles will apply:

3.1. Principles

3.1.1 Councillors must not knowingly engage with an Interested Party where the Interaction is aimed at influencing or has the potential to influence Councillor decision-making.

3.1.2 Any Interaction between Councillors and an Interested Party should be avoided, particularly where there is a prospective or current Planning or Development matter.

3.1.3 Councillors are strongly discouraged from meeting with an Interested Party in relation to a prospective or current Enforcement Matter. Any approaches made to Councillors, from an Interested Party in relation to a prospective or current Enforcement Matter should be referred to Council Officers for response.

3.1.4 Where the Chief Executive Officer determines that it is appropriate for a meeting to occur in relation to a Planning or Development matter, and it can be accommodated having regard to operational requirements, including the timing of the meeting, a senior Officer will be present at the meeting.

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3.1.5 Where Councillors interact with an Interested Party, Councillors must:

a) disclose any conflicts of interest, whether general or material, in accordance with Part 6, Division 2 of the *Local Government Act 2020* and Melton City Council's Governance Rules.

b) comply with all applicable Melton City Council policies and procedures, including the Councillor Gift Policy.

c) explicitly state that they cannot provide advice concerning a matter or proposal. Councillors can offer general information about Council procedures, processes, and policies.

d) avoid any pre-conceived bias, including by expressing a final opinion on any Planning or Development matter until the matter is formally before a meeting of Council for a decision.

3.1.6 Where Councillors interact with an Interested Party, in addition to the above requirements, Councillors may:

a) discuss the benefits of developing within the City of Melton, noting that discussions should not extend to operational matters or site-specific initiatives.

b) highlight Council's policies and strategic positions which are publicly available.

c) provide Interested Parties with Council's general contact details.

3.1.7 Councillors must not seek to obtain, or attempt to obtain, an advantage for an Interested Party through requesting Officers take particular actions, facilitate meetings, expedite processes, provide preferential treatment, or otherwise intervene in the administration or assessment of a Planning or Development matter.

3.2. Approved Interactions

3.2.1 Where deemed appropriate, the Chief Executive Officer may make arrangements for an Interested Party to present information to Councillors at a formal, documented meeting.

3.2.2 Examples of meetings which may be considered appropriate may be related to significant redevelopment proposals, and planning scheme amendments.

3.3 Register

Councillors must maintain a written record, for the purposes of being placed on the register, of any meeting or Interaction with an Interested Party in relation to a prospective or current Planning or Development matter. The written record must include:

a) Names and titles of all attendees or recipients and organisations they represent.

b) The date and time of the Interaction.

c) The format of the Interaction (e.g. meeting, telephone call, email, or written correspondence).

d) A reference to the Planning and Development matter such as address, planning permit application reference or other identifying information.

3.3.1 An online form must be completed to capture the above information within fourteen (14) days of the Interaction.

3.3.2 Council will maintain and publish on its website, a register of any Interaction subject of this Policy which will be updated on a quarterly basis.

3.3.3 Council will at all times comply with its obligations pursuant to the *Privacy and Data Protection Act 2014* in the creation and management of the register.

4. Definitions

Term	Definition
The Act	means the *Local Government Act 2020*.
Interaction	means any communication or conversation between a Councillor and an Interested Party in relation to a Planning or Development matter, with the exception of communication which is unsolicited and to which the Councillor takes no action in respect of.
Council	means Melton City Council which may include a duly authorised Officer.
Councillor / Councillors	means a Councillor or Councillors of Melton City Council.
Developer	means a person, company, organisation, or other entity that proposes, undertakes, or manages the development of land or buildings, including any person acting on behalf of the landowner or development proponent.
Planning or Development matter	means any matter which relates to a prospective or current planning, development, subdivision, amendment or enforcement topic.
Interested Party	means a person, business, or organisation that a Councillor knows, or reasonably should know, has an interest in a Planning or Development matter within the City of Melton or an adjoining municipality. It also extends to a lobbyist, submitter, consultant, advocate, advisor, representative, agent or other related party when they are acting on behalf of, or in the interests of, an Interested Party.

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Planning and Environment Act 1987	Planning and Environment Act 1987 | legislation.vic.gov.au
Privacy and Data Protection Act 2014	Privacy and Data Protection Act 2014 | legislation.vic.gov.au
Model Councillor Code of Conduct	https://www.melton.vic.gov.au/Council/About-Council/Councillors
Councillor and Staff Interactions Policy	Melton City Council's Intranet
Council's Governance Rules	https://www.melton.vic.gov.au/Council/About-Council/Minutes-Agendas

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6.5 MAYORAL COMMUNITY INITIATIVE POLICY

Responsible Officer: **Emily Keogh - Head of Governance**

Document Author: **Renee Hodgson - Manager Governance**

Recommendation:

That the Policy Review Panel recommend Council approve the updated Mayoral Community Initiative Policy provided as **Appendix 1** to this report.

Motion

Crs Ramsey/Morris.

That the Policy Review Panel recommend Council approve the updated Mayoral Community Initiative Policy provided as **Appendix 1**.

CARRIED

1. Background

1.1 The Policy

The Mayoral Community Initiative Policy (**Policy**) provides a clear framework to guide the Mayor in developing a community initiative during their term, if desired. The policy is designed to articulate the purpose of such initiative, consider budget implications, and establish decision-making mechanisms to ensure compliance with legislative obligations and alignment with overarching objectives.

The current Mayoral Community Initiative Policy was adopted by Council on 24 February 2025 and was due for review in February 2026. This year's Policy Review Implementation Plan lists the Mayoral Community Initiative Policy for consideration by the Policy Review Panel at its August meeting. Accordingly, an update of the policy is being presented to the Policy Review Panel for consideration and recommendation to Council for proposed adoption.

When reviewing the Mayoral Community Initiative Policy, consideration was given to the way the existing provisions were applied and interpreted, and whether the existing provisions took into consideration matters that are considered to be good practice or legislative requirements.

The Policy is operating well and there are no substantial changes recommended in this review cycle. The changes are shown as tracked changes in **Appendix 2**, and include:

1. Extending the review date from 1 to 4 years from the date of adoption.
2. Amendment to the Responsible Officer title.
3. Amendment to Related Document titles to reflect recently updated policies.

1.2 Sources/benchmarking

The development of the Mayoral Community Initiative Policy was informed by the *Local Government Act 2020,* which provides a legislative foundation. Additionally, the policy drew insights from the existing Grants Policy, which outlines principles and processes for distributing resources to benefit the community. The policy also considered Melton City Council's Community Vision, Council and Wellbeing Plan, and Governance Rules. During the benchmarking process, a review of similar policies across other Victorian councils was to be conducted, however, no comparable policies were identified.

1.3 Consultation

The Policy was presented to the Executive Leadership Team on 1 July 2026 and councillor feedback on the Policy was sought at a Briefing of Councillors on 13 July 2026.

1.4 Communication and Implementation

If adopted by Council, the policy will be published on the staff intranet (SPOT) and Council's website. In consideration that no significant changes have been proposed to the policy, implementation will continue in accordance with existing procedures.

1.5 Compliance

This Policy is compliant with the *Local Government Act 2020.*

1.6 Measures of Success

The measure of success for the policy will be its effective implementation, compliance across the organisation, and its ability to achieve the intended outcomes.

Regular feedback, monitoring, and review will ensure the policy remains relevant and impactful with feedback sought as the policy is utilised.

Following this review being conducted one year after the policy's initial adoption, subsequent reviews are proposed to occur every four years.

LIST OF APPENDICES

1. Mayoral Community Initiative Policy - Draft
2. Mayoral Community Initiative Policy - Tracked Changes
3. Mayoral Community Initiative Policy - Current

Mayoral Community Initiative Policy	
Date adopted	To Be Determined
Adopted by	Council
Review due	4 years from date of adoption
Responsible officer	Manager Governance
Records reference	11034829

1. Purpose

The Mayoral Community Initiative Policy (the Policy) outlines the governance framework for initiating, implementing, and evaluating a community initiative led by the Mayor of Melton City Council. The Mayor may, at their annual discretion, propose a community initiative. The policy ensures that the initiative aligns with the City of Melton's strategic goals and addresses needs of the community.

2. Application And Scope

The policy applies to the community initiative chosen by the Mayor during their term in office. It provides a framework to ensure the process is transparent and meets governance requirements.

3. General Provisions

To ensure alignment with the City of Melton Community Vision any community initiative proposed by the Mayor must meet certain criteria and guidelines.

3.1. Requirements for any Proposed Community Initiative by the Mayor

A Council Report must be prepared and presented to Council for any Mayoral community initiative to be considered. The report should include:

a. The intended outcomes and benefits of the initiative.
b. Evidence of how the initiative aligns with Council's strategic objectives.
c. A detailed breakdown of any funding requirements, including proposed sources and anticipated costs.
d. Identification of potential risks and mitigation strategies.
e. Metrics for measuring the outcome of the community initiative.

Draft

The proposed community initiative must directly benefit City of Melton residents.

Where the proposed community initiative calls for a monetary donation to be made, provisions applicable to Council's Grants Policy apply.

Noting the term of the Mayor, it is advisable for the Mayor to propose a community initiative as soon as possible following the Mayoral election. Officers will prepare a report to Council in a timely manner and provide regular updates to Briefings of Councillors.

3.2. Transparency and Governance Requirements

Transparency measures for developing, proposing, and implementing the initiative must be adhered to and include:

a. Providing relevant supporting documentation with the Council report to support the initiative.

b. Making all relevant resolutions, budgets, and outcomes publicly accessible via the Council Meeting Minutes and any other relevant communication avenues appropriate for the specific community initiative.

c. Declaring and managing any conflicts of interest in accordance with Division 2 of the *Local Government Act 2020* and Chapter 5 of Melton City Council's Governance Rules.

3.3. Funding and Resources

Pursuant to section 70 the *Local Government Act 2020* (the Act), Council cannot establish or apply any policy that allocates a fixed or specified amount of funds to individual Councillors for the purpose of allowing them to:

(a) Choose a specific person, group, or organization to receive the funds; or

(b) Designate a specific fund or purpose for which the funds are to be used.

Any costs associated with the Mayoral Community Initiative will be funded from Council's operational budget pursuant to a resolution of Council.

3.4. Review and Approval

Council will review the proposed initiative in the form of a Council Report at a scheduled Council Meeting, ensuring that there is a clear and direct benefit to the Melton City Council community, and that the initiative's alignment with Council policies and strategic priorities is assessed. Approval will require a resolution of Council in accordance with Council's Governance Rules.

3.5. Implementation

The implementation of an approved initiative will be managed by the relevant Council Directorate in collaboration with the Office of the CEO.

4. Definitions

Term	Definition
Community Initiative	A coordinated action led by the Mayor of Melton City Council, that responds to a particular community need, challenge or opportunity.
The Act	*Local Government Act 2020* (Vic)

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Melton City Council Community Vision	https://www.melton.vic.gov.au/Council/About-the-City/Community-vision
Grants Policy	https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies
Melton City Council and Wellbeing Plan	https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget
Melton City Council Governance Rules	https://www.melton.vic.gov.au/Council/About-Council/Council-meetings

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Draft

Mayoral Community Initiative Policy	
Date adopted	~~24 February 2025~~To Be Determined
Adopted by	Council
Review due	~~February 2026~~4 years from date of adoption
Responsible officer	~~Senior Coordinator~~Manager Governance
Records reference	11034829

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Mayoral Community Initiative Policy	
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Review due	February 2026
Responsible officer	Senior Coordinator Governance
Records reference	11034829

1. Purpose

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7. GENERAL BUSINESS

Nil.

8. NEXT MEETING

Thursday 3 September 2026 at 9.30am online.

9. CLOSE OF BUSINESS

The meeting closed at 10.37am.

Confirmed

Date:

.....CHAIRPERSON

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

Reports on external Committees and external Representative Bodies for which Councillors have been appointed by Council.

Address from Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 1004 (CR DR ZADA) - MIDDLE ROAD, TRUGANINA - SEALING AND UPGRADE OPTIONS

Councillor: Phillip Zada

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 August 2026:

MOTION:

That Council requests Council officers prepare a report in relation to Middle Road, Truganina including:

1. Outlining the estimated cost and options to fully seal and upgrade Middle Road, Truganina, beyond the rural road standard currently being delivered.
2. Consideration of the strategic importance of Middle Road as:
    a. a connection between Truganina and Caroline Springs Station;
    b. an alternative route that avoids the Western Highway; and
    c. a potential detour or supporting route during future Western Highway construction works.
3. Identifies possible delivery and funding options, including staged delivery, Council funding, developer contributions and State and Federal Government funding.
4. Receives a report at a future Council meeting.

COUNCILLOR PREAMBLE

Middle Road in Truganina provides an important connection between Truganina estates and Caroline Springs Station, offering residents an alternative route that avoids the Western Highway.

While works are currently being completed to improve Middle Road to a rural road standard, the road's strategic value warrants further consideration of what would be required to fully seal and upgrade it to an appropriate standard for regular passenger vehicle use.

Understanding the additional cost, infrastructure requirements and possible funding sources would allow Council to consider whether a full or staged upgrade could improve local connectivity, reduce dependence on the Western Highway and provide more direct access to Caroline Springs Station.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.2 NOTICE OF MOTION 1005 (CR ABBOUSHI) - DATA CENTRES AND PROTECTION OF LOCAL COMMUNITY INTERESTS

Councillor: Steven Abboushi

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 August 2026:

MOTION:

That Council:

1. Writes to the Victorian Minister for Planning requesting a moratorium be placed on new data centres pending the development of a coordinated framework in collaboration with all levels of government to guide assessment, approval and delivery of data centre developments.
2. Advocates to the National Growth Areas Alliance (NGAA) seeking a coordinated advocacy position on planning, environmental and infrastructure standards for data centres.
3. Approve the following motion and preamble to be submitted to the next Municipal Association of Victoria (MAV) State Council Meeting in October 2026, due to be submitted by midnight Monday 24 August 2026:

   *'**Motion:***

   That the MAV call on the Victorian Government to introduce a moratorium on new data centres and data centre expansions pending:

   1. *the urgent development of a coordinated framework in collaboration with all levels of government to guide assessment, approval and delivery of data centre developments and that embeds meaningful engagement of local authorities and communities in the planning process.*
   2. *minimum state-wide sustainability standards be introduced for large-scale data centres; and*
   3. *that major projects demonstrate net benefits to local communities before approval.*

   Preamble:

   Victoria is experiencing a rapid increase in proposals for large-scale data centres. These facilities can require significant amounts of electricity, water and supporting infrastructure, while often creating relatively few ongoing local jobs once operational. There are significant community concerns that some proposals are being considered through State planning pathways that reduce the role of local councils and communities in decision-making. Future data centre proposals must deliver genuine economic and community benefits while protecting local infrastructure, environmental values and residential amenity and provide for meaningful local government and community input. Currently planning processes do not provide for a transparent, evidence-based approval process nor for meaningful opportunities for community engagement. There is a need to develop clear planning policy at a Federal and State level to guide assessment of data centre development and provide greater certainty for local communities.'
4. Authorises Melton City Council CEO in consultation with the Mayor to make amendments to the Motion and Preamble as required following the submission of the motion, provided they remain consistent with the motion's intent.

COUNCILLOR PREAMBLE

Victoria is experiencing a rapid increase in proposals for large-scale data centres, including developments across Melbourne's west and north. These facilities can require significant amounts of electricity, water and supporting infrastructure, while often creating relatively few ongoing local jobs once operational. There has also been concern that some proposals are being considered through State planning pathways that reduce the role of local councils and communities in decision-making.

As one of Australia's fastest-growing municipalities, the City of Melton must ensure that any future data centre proposals deliver genuine economic and community benefits while protecting local infrastructure, environmental values and residential amenity.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.3 NOTICE OF MOTION 1006 (CR SHANNON) - LETTER TO MINISTERS AND SHADOW MINISTERS ON NITROUS OXIDE CRACKDOWN

Councillor: Julie Shannon

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 August 2026:

MOTION:

That Council writes to the Minister for Health and Shadow Minister for Health requesting the Victorian Government introduce stricter laws governing access to nitrous oxide, including tougher penalties similar to those introduced by the Western Australian Government to reduce the harmful impacts of the misuse of these products. Specifically, that we seek stronger regulation that:

1. limits general consumer sales
2. ensures only verified businesses can legally purchase nitrous oxide canisters for the use they are intended for
3. Increases penalties to those not abiding by laws governing the sale of nitrous oxide.

COUNCILLOR PREAMBLE

Nitrous Oxide canisters or bulbs - known as “nangs” or “Whippets” are causing addiction and highly dangerous health issues amongst some of our youth. Effects can range from hypoxia, frostbite and permanent nerve damage. Victoria largely relies on a retailers honesty in the determination of intent to misuse Nitrous Oxide while other Australian States have introduced explicit bans and regulations.

OFFICER’S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.4 NOTICE OF MOTION 1009 (CR MORRIS) - ASSESSMENT OF TRAFFIC OPERATIONS AND ROAD SAFETY IMPROVEMENTS FOLLOWING THE LEVEL CROSSING REMOVAL PROJECT

Councillor: Brandi Morris

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 August 2026:

MOTION:

That Council:

1. Requests officers to undertake a review of traffic congestion and network performance at the Station Road/Exford Road/Abby Road/Brooklyn Road roundabout, including the impacts arising from the completion of the Level Crossing Removal Project and associated changes to traffic movements.
2. Requests officers to investigate traffic-calming and road-safety improvements along Bridge Road between Diamond Drive and the Exford Road roundabout, including consideration of vehicle speeds, pedestrian safety, sightlines, turning movements and other measures to improve safety for all road users.
3. Requests officers to investigate pedestrian crossing and traffic-calming measures at the western end of Bridge Road, particularly in the vicinity of the Route 454 bus stop, to provide safer and more accessible connections for pedestrians accessing public transport and crossing Bridge Road.
4. Requests officers to investigate road-safety improvements across the surrounding Bridge Road and Monash Road network, including the intersections and connections involving Pintail Drive, Uplands Crescent, Blamey Drive and Stockwell Crescent, with particular consideration given to sightlines, visibility, blind spots, vehicle movements, pedestrian safety and the need for additional traffic-calming measures.
5. Requests that the outcomes of these investigations, including recommended improvements, indicative costs, potential funding opportunities and delivery timeframes, be presented to a future Councillor Briefing.

COUNCILLOR PREAMBLE

Council welcomes the completion of the Level Crossing Removal Project, with works scheduled for completion on 1 September 2026. The removal of level crossings represents a significant investment in improving connectivity, safety and the efficiency of Melton's transport network.

As these works reach completion, it is important that Council proactively assesses the resulting changes to traffic movements and identifies any emerging congestion and road-safety issues across the surrounding network.

The Station Road/Exford Road/Abby Road/Brooklyn Road roundabout is an important connection for local residents and commuters. Changes to traffic flows following the completion of the level crossing removal works may increase pressure on this intersection and surrounding roads, making it appropriate to undertake a review of traffic conditions and network performance.

Bridge Road is also a significant local connection between residential areas and the broader road network. A review of traffic-calming and safety measures between Diamond Drive and the Exford Road roundabout would assist in identifying opportunities to improve safety for motorists, pedestrians and other road users.

In particular, pedestrian safety at the western end of Bridge Road requires consideration, including safe crossing opportunities for residents accessing the Route 454 bus stop. Improved pedestrian infrastructure and appropriate traffic-calming measures could provide safer access to public transport and improve connectivity for the local community.

There are also broader road-safety considerations across the surrounding Bridge Road and Monash Road network, including the connections around Pintail Drive, Uplands Crescent, Blamey Drive, Hume Ave and Stockwell Crescent. A coordinated assessment of these locations would assist in identifying sightline, visibility, congestions in peak periods, traffic movement and pedestrian safety issues and determining appropriate improvements.

A proactive review of these locations will enable Council to identify practical, evidence-based improvements to traffic flow, safer pedestrian access and road safety as the surrounding network responds to increasing traffic flows and continued population growth.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

It is recommended that any review of traffic congestion and network performance of the road network in the vicinity of the Level Crossing Removal Project not be undertaken until three months after the level crossing is removed to ensure traffic surveys accurately reflect the new traffic conditions.

The response to the Notice of Motion will require allocation of Council resources (Council officer time estimated to be 80 hours) plus the costs for traffic surveys.

15. URGENT BUSINESS

16. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

16.1 Community Grants Assessment Panel - Nomination of Members
(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

16.2 Contract No. 2020/23 - Provision of Landfill Services - Contract Extension
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.3 Contract No. 22-031 – Provision of Landfill Services (Alternate Disposal Options) Update
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.4 Contract No. 26-231 - Diggers Rest Children's and Community Centre - Head Contractor
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17. CLOSE OF BUSINESS