



Portal 173

Progress update

27 February 2024

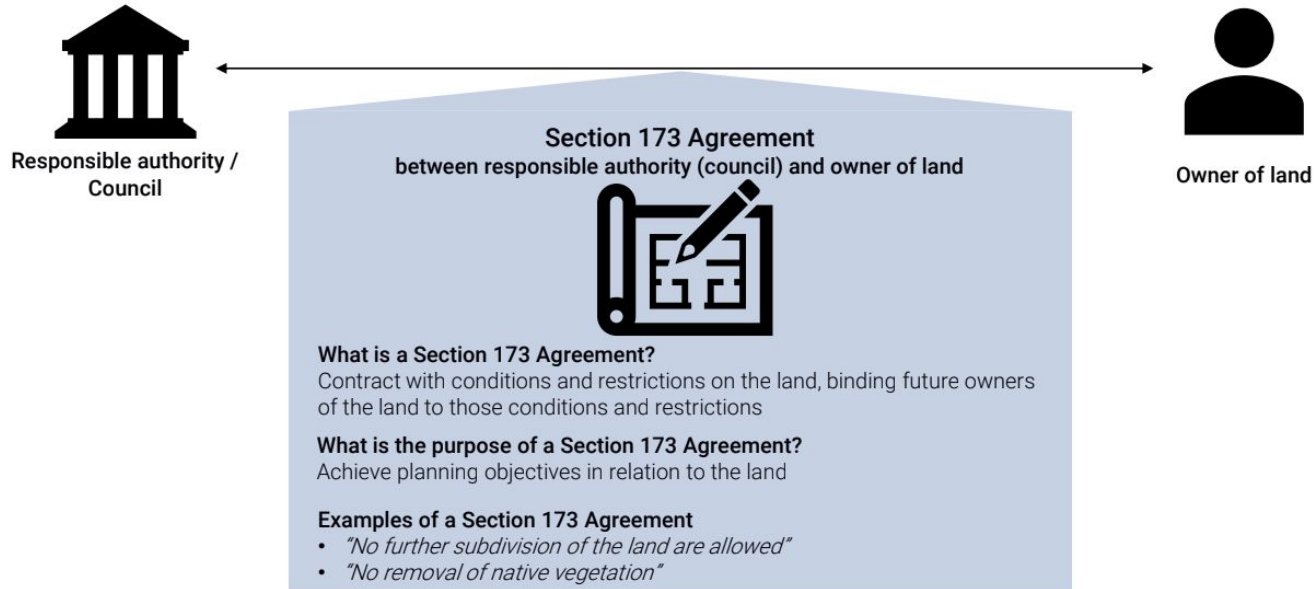
Agenda

1. Recap / Project overview
2. Portal use case
3. Timelines and next steps

(1) Recap / Project overview

Background: What is a Section 173 Agreement?

Question: What is a Section 173 Agreement?



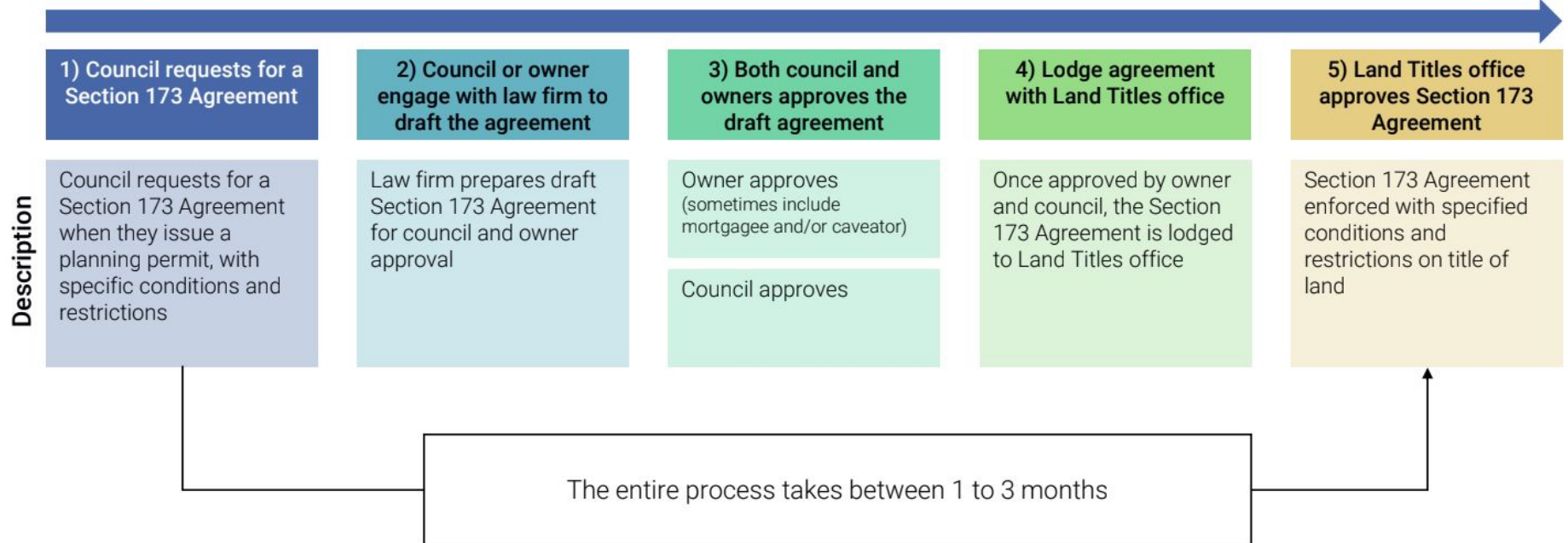
The agreements are named after Section 173 of the Planning and Environment Act 1987.

Background: What is the current process?

Question: What is the process to create a new Section 173 Agreement?

Start of the process

End of the process



Background: What are the challenges of the current process?

Challenge 1 – Technical document

Section 173 Agreement is a legal contract and contains technicalities which may be difficult to understand for an owner with limited legal background.

Challenge 4 – Back-and-forth with stakeholders

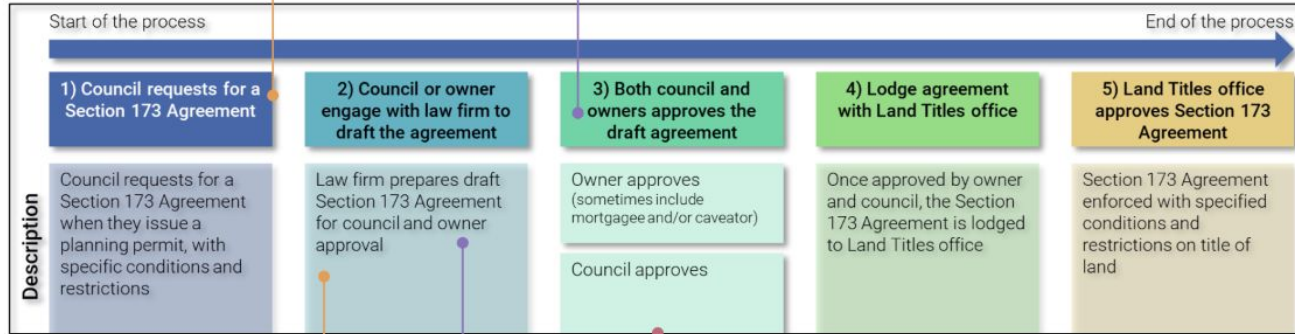
The draft Section 173 Agreement passes many iterations with different stakeholders. Law firm with multiple concurrent drafts may find it difficult to track progress without a system.

Legend

Challenges of owners

Challenges of councils

Challenges of law firm



Impact of challenges

The 5 challenges identified results in **additional time to reach approval** for a Section 173 Agreement

Challenge 2 – Relevant documents not clear

Owners need to provide specific documents for the draft Section 173 agreement. This results in added time if owners don't provide all the relevant documents at the beginning.

Challenge 3 – Time consuming to draft

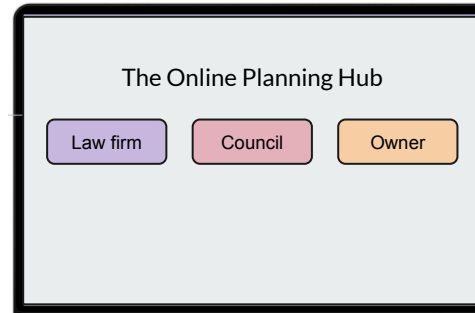
Most draft Section 173 Agreements follow the same structure with different input. Can be time-consuming to manually update relevant areas of the draft.

Challenge 5 – Concurrent drafts

Typically, councils have multiple Section 173 Agreement drafts. Difficult to follow changes to the draft agreement and the relevant owner/law firm.

Solution: Web portals can help to alleviate the challenges

Landing page



Law firm portal

Portal 173

Law firm information page

Draft Section 173 Agreement
Land: 123 Collins St, Melbourne

Other forms

Land	Status	Last updated
123 Collins St, Melbourne	Pending review	6 May 2022
3 Degrares St, Brighton	Sent for council approval	4 Apr 2022
2 Bourke St, Docklands	Sent to Land Titles office	23 Feb 2022
8 Bell St, Carlton	Completed	24 Nov 2021

Send reminder Update owner

Council portal

Portal 173

Council information page

Pending approval

Land	Owner	Date sent
123 Collins St, Melbourne	John Citizen	10 May 2022
3 Degrares St, Brighton	George Main	3 Feb 2022
8 Bell St, Carlton	Clara Russell	24 Nov 2021

View past versions Approve Reject

Area information

View planning permit View agreement View arborist reports

Progress tracking

Land	Owner	Status	Last updated
123 Collins St, Melbourne	John Citizen	Law firm drafting	6 May 2022
3 Degrares St, Brighton	George Main	Pending owner approval	4 Apr 2022
8 Bell St, Carlton	Clara Russell	Completed	23 Feb 2022

Owner portal

Portal 173

Owners information page

New Section 173 Agreement

Information required for draft Section 173 Agreement

Step 1) Fill details for owner and land

First name: John
Surname: Citizen
Address: 3 George St, Fitzroy

Step 2) Fill in details regarding your permit

Permit No. 2169-29243

Upload permit

Step 3) Service required

New Amend existing Remove existing

Step 4) Certificate title

Include (+\$165 incl. GST) Update existing

Cancel / clear form Save for later Proceed to payment

Other forms

Land	Status
123 Collins St, Melbourne	Drafting
3 Degrares St, Brighton	Requires review
8 Bell St, Carlton	Completed

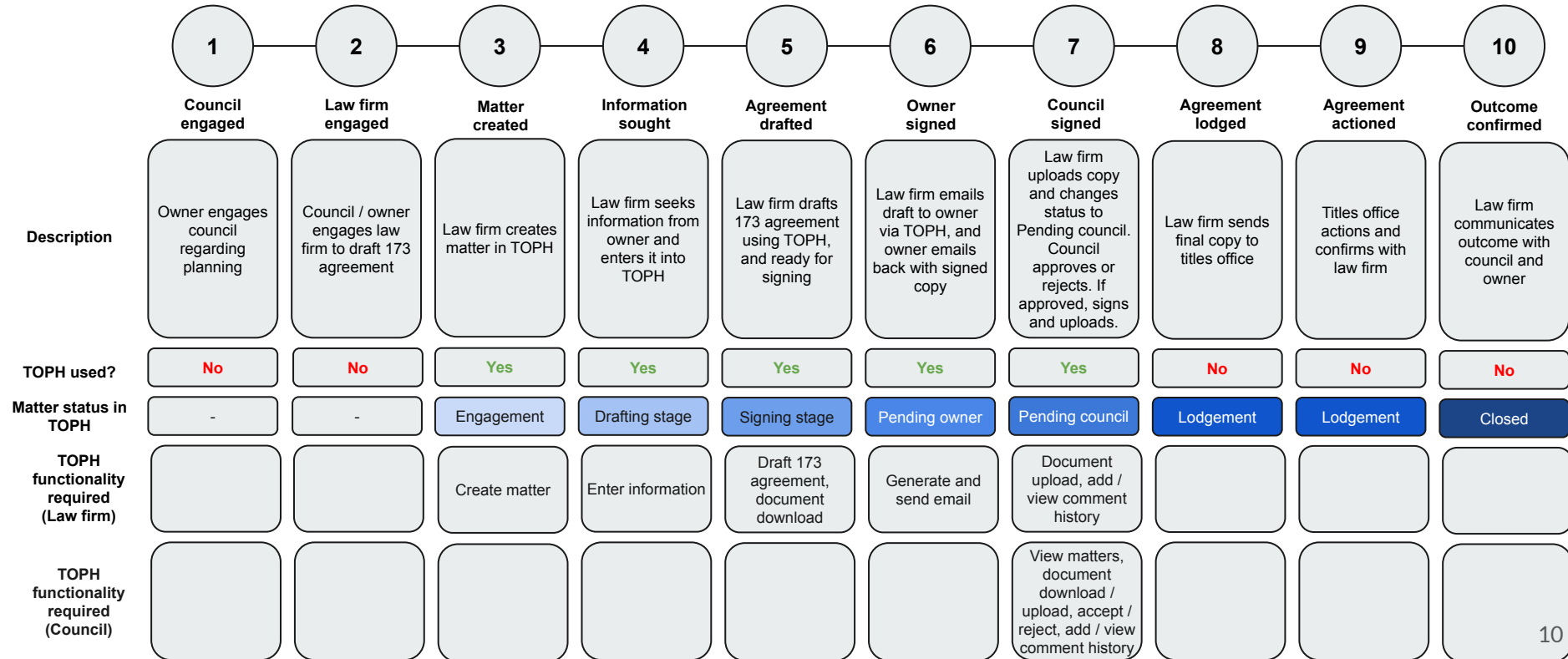
Phases: We can build the council portal and the landing page as part of Phase 2

1	Law firm portal (POC)	Portal where law firms can create matters, upload relevant information, and draft 173 agreements	Phase 1
2	Owner portal (POC)	TBD	
3	Council portal (POC)	Portal where councils can view, approve, and reject matters	Phase 2
4	Landing page (POC)	Landing page where a user can navigate to the three portals	

(2) Portal use case

Portal use case: How will the law firm and council portals be used?

Diagram of current understanding of portal usage



Portal functionality

Application	Core functionality Estimated time required ¹ : ~ 6 weeks (4 weeks remaining)	Additional optional functionality Estimated time required ¹ : ~ 2-3 weeks
Landing page (POC)	a. Navigate to other portals (In progress)	
Council portal (POC)	a. Restrict user to certain councils (In progress) b. View matters, including detailed information and documents (In progress) c. Approve / reject matters, add comment and upload documents (In progress) d. View comment history and past versions of agreements	a. Signature via portal (e.g. DocuSign)
Law firm portal (POC)	a. Create, view, edit, delete matters (Completed) b. Upload / download documents (Completed) c. Draft Section 173 Agreement (Completed) d. Change matter status (Completed) e. Generate and send email to owner / council requesting signature f. View comment history and past versions of agreements	a. Restrict user to certain law firm b. Automated reminder emails to council / owner if there has been no action for a certain number of days

Questions:

- Is there any other functionality you'd like us to include?
- Has there been any feedback on the law firm portal that you would like us to action?

¹ Including review and finalisation

Showcase of current portal

(3) Timelines and next steps

Timelines: We aim to complete the first iteration of the base functionality by end of next week

Task	Week commencing					
	12 Feb	19 Feb	26 Feb	4 Mar	11 Mar	18 Mar
Task 1: Core functionality						
Task 2: Documentation						
Task 3: Additional optional functionality [optional]						
Task 4: Update design (pending designer) [optional]						

Today

Draft

Iterate and finalise

Next steps

- Continue to develop portal
- Confirm functionality required
- Confirm time for next meeting