

Agenda

Ordinary Meeting of Council

10:30am, Wednesday 26 February 2025
Council Chamber, Corryong Council Office
76 Hanson Street, Corryong, Victoria

Our Community Vision

Towong Shire will be the ideal place to be: welcoming, vibrant and diverse communities with quality facilities and services.

This information is available in alternative formats on request.

**Agenda for the Ordinary Meeting of Council to be held at
76 Hanson Street, Corryong, Victoria
on Wednesday 26 February 2025 commencing at 10:30am**

Commonly Used Acronyms

Abbreviation	Title
Council Officers	
CEO	Chief Executive Officer
DIE	Director Infrastructure and Environment
DCP	Director Community and Planning
DCOD	Director Corporate and Organisational Development
MF	Manager Finance
SAE	Senior Asset Engineer
Government/Organisation	
CH	Corryong Health (formerly Upper Murray Health and Community Services)
DFFH	Department of Families, Fairness and Housing
DJSIR	Department of Jobs, Skills, Industry and Regions
DTP	Department of Transport and Planning
DEECA	Department of Energy, Environment and Climate Action
GMW	Goulburn Murray Water
HRGLN	Hume Region Local Government Network
MAV	Municipal Association of Victoria
NECMA	North East Catchment Management Authority
NERPEN	North East Regional Procurement Excellence Network
NEW	North East Water
NEWRRG	North East Waste and Resource Recovery Group
RCV	Rural Councils Victoria
RDA	Regional Development Australia
RDV	Regional Development Victoria
THS	Tallangatta Health Service
VGC	Victorian Grants Commission
WBNC	Walwa Bush Nursing Centre

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1 Opening Prayer

"Almighty God, we ask that you be present at this meeting to assist us in our service to the Community through Local Government.

We pray that our decisions will be wise and taken with goodwill and clear conscience.

Amen."

2 Councillor and Officer Presence at the Meeting

Councillor Attendance

Crs Whitehead, Anderson, Wortmann, Tolsher and Pitman

Officer Attendance:	Title:
Ms Phelps	Chief Executive Officer
Mr Heritage	Director Infrastructure and Environment
Mr Florence	Director Community and Planning
Ms Taylor	Director Corporate and Organisational Development

3 Apologies and Granting of Leave of Absence

4 Disclosure of Conflicts of Interest

Section 130 of the Act requires that a 'Relevant person' (which means a person who is a Councillor, a member of a delegated committee who is not a Councillor or a member of Council staff) disclose any conflict of interest in the manner required by Council's Governance Rules and exclude themselves from the decision making process in relation to the matter including any discussion or vote on the matter at any Council meeting.

Council's *Governance Rules* state as follows:

A2 Obligations with regards to conflict of interest

Councillors, members of delegated committee, and Council staff are required to:

- a. *Avoid all situations which may give rise to conflicts of interest;*
- b. *Identify any conflicts of interest; and*
- c. *Disclose or declare all conflicts of interest.*

A3 Disclosure of a conflict of interest at a Council meeting

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which he or she:

A3.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or

A3.2 intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:

A3.2.1 advising of the conflict of interest;

A3.2.2 explaining the nature of the conflict of interest; and

A3.2.3 detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

a. name of the other person;

b. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

c. nature of that other person's interest in the matter, and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub-Rule.

The Councillor must, in either event, leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

5 Confirmation of Minutes

The minutes of the meetings listed below were circulated to Councillors following each respective meeting. Confirmation of the minutes is now sought.

- Ordinary Council Meeting held on 29 January 2025

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 29 January 2025 be confirmed.

6 Petitions and Joint Letters

Nil.

7 Public Question Time

In accordance with Council's Governance Rules, all questions must be submitted to Council in writing by 2.00pm on the day prior to the Council meeting.

An online form is available on Council's website, and a hard copy of the form is available at both the Tallangatta and Corryong Council offices.

Public Notice of Public Question Time was included in the advertisement for the Council meeting.

The CEO will advise of any Public Question Time submissions at the meeting.

7.1 Submitter: Matthew Spurgeon

Subject: Umbrellas in Hanson St

Questions:

1. Given we live in an extremely litigious world I seek clarity around the umbrellas in the main street of Corryong. Who is responsible for opening them up? Can anyone open them up? If I open one up in the morning and forget to close it at night and it gets vandalised, who is responsible? If I open one up and a wind storm comes along and destroys the umbrella, who is responsible? Who is responsible if the umbrella blows out of its mounting and hits a car or person? If your staff are responsible, then will they now be working Saturday Sunday and Public holidays?

Council Response:

To be responded to at the Council meeting.

8 Informal Meetings of Councillors

In accordance with Council's *Governance Rules*, a written summary of the matters discussed at each informal meeting of Councillors is to be tabled at the next convenient Council meeting and recorded in the minutes of that meeting.

The Meeting Records from the Informal Meeting of Councillors held on 15 January 2025 and 29 January 2025 are attached as follows:

1. Workshop Meeting Record - 15 January 2025 [**8.1.1** - 3 pages]
2. Workshop Meeting Record - 29 January 2025 [**8.1.2** - 3 pages]

Recommendation:

That the information be noted.

9 Organisational Improvement

9.1 Action Sheet Report (CEO-06/06/0010)

Disclosure of Interests (S.130):

This report was prepared by Mr Justin Troy, Coordinator Governance and Compliance.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide information.

Summary:

The attached report shows the progress made in relation to the resolutions from the Ordinary Council meeting on 29 January 2025.

Recommendation:

That the report be noted.

Attachment:

1. Action Sheet from Ordinary Council Meeting 18 December 2024 [**9.1.1** - 1 page]

Background/History:

Not applicable.

Relevant Law (s.9(2)(a)):

Not applicable.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not applicable.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Not applicable.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Not applicable.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

Not applicable.

Transparency of Decision (s.9(2)(i)) :

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Not applicable.

Officer's View:

It is the officer's view that good progress has been made by the responsible officers with all actions being completed.

9.2 Instrument of Appointment and Authorisation - Planning and Environment Act 1987 (DCOD)

Disclosure of Interests (S.130):

This report was prepared by Ms Narelle Taylor, Director Corporate and Organisational Development.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to update Council's Instrument of Appointment and Authorisation for Council staff responsible for planning administration, support and enforcement.

Summary:

Councils have an important role under the *Planning and Environment Act 1987* (the Act) in facilitating the use, development and protection of land in Victoria. Enforcement of compliance under the act is important to address any breaches under the Act, as well as to represent and enforce the best interests of the community. Authorised Officers may assist with planning enforcement activities, which are required to be authorised by Council through an Instrument of Appointment and Authorisation.

Recommendation:

That:

1. Council exercise the powers conferred by section 224(1) of the LGA 1989, section 313 of the LGA 2020 and section 147(4) of the Planning and Environment Act 1987 and the Council staff referred to in the Instrument of Appointment and Authorisation (attached at Appendix 9.2.1) be appointed and authorised as set out in the instrument; and
2. The Instrument comes into force immediately after the Common Seal of Council is affixed to the instrument and remains in force until varied or revoked as set out in the Instrument.

Attachment:

1. Instrument of Appointment and Authorisation - P& E Act - Joshua Muller and Justin Troy [**9.2.1** - 1 page]

Background/History:

Instruments of appointment and authorisation are an important means of Council ensuring that its officers are appropriately authorised under the relevant Acts that Council administers.

Section 224(1) of *Local Government Act 1989* (LGA 1989) provides that a Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulation or local law which relates to the powers, duties or functions of Council. Other legislation, including the *Planning and Environment Act 1987*, also empowers a Council to delegate certain powers, duties or functions and appoint authorised officers.

Although the power to appoint authorised officers remains with the LGA 1989, the power to institute proceedings has transitioned to section 313 of the *Local Government Act 2020* (LGA 2020), meaning that staff who are likely to institute proceedings on behalf of Council require an authorisation under the LGA 2020.

To enable planning enforcement activities, it is proposed that additional officers be appointed to support the planning team. Turnover of staff has reduced the number of officers authorised to assist with these activities.

Council subscribes to the Maddocks Delegations and Authorisation Service (Maddocks) whereby templates are provided to assist Council to provide authorisations to staff in line with up-to-date legislative requirements. The attached Instrument has been prepared in line with the most recent template provided by Maddocks.

Relevant Law (s.9(2)(a)):

Section 147(4) of the *Planning and Environment Act 1987* specifies that authorised officers under this Act refer to those who the relevant planning authority has authorised in writing to carry out the relevant duty, function or power.

Section 224(1) of the *Local Government Act 1989* provides that a Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulation or local law which relates to the functions and powers of Council.

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

Options – Best Outcomes for the Community (s.9(2)(b)):

Council could seek to retain the powers, duties and functions proposed for authorisation within this report. Authorisations have been proposed with a view to managing the administrative burden on Council, to focus on matters of the highest priority to the community.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Not applicable.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Council has an annual subscription for Maddocks that is accounted for in Council's annual budget.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

Not applicable.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Council utilises Maddocks to ensure that authorisations are comprehensive and compliant with legislative requirements. Increasing the number of appropriate staff able to assist with planning enforcement activities also reduces the risk of not being able to address potential planning breaches within our shire in a timely manner.

Officer's View:

It is the officer's view that the officer's put forward for appointment can provide valuable assistance towards planning enforcement activities. Land use and development is regulated to ensure the best interests of the wider community are maintained, which protects the health and safety of both the environment and people in the area. Additional authorised officers will increase Council's capability to address planning enforcement issues moving forward.

9.3 Quarterly Budget Report (DCOD)

Disclosure of Interests (S.130):

This report was prepared by Mr Dylan Howard, Manager Finance.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

To present the Quarterly Budget Report in accordance with the requirements of the *Local Government Act 2020*.

Summary:

The quarterly budget report presented in the appendix demonstrates that Council has recorded a quarterly surplus of \$13.207 million to the end of December 2024. The reason for the unusually large surplus is the carried forward unexpended grants from prior year as well as 85% of the full year allocation of Federal Assistance Grants being paid in July. The expenditures to which these income items relate to have not been incurred to the full extent forecast. A more detailed analysis of the most important and material financial information is included in the attached report.

Recommendation:

That:

1. The report be noted; and
2. It be noted that the Chief Executive Officer has advised that a revised budget is not required.

Attachment:

1. Quarterly Budget Report as at 31 December 2024 [**9.3.1** - 8 pages]

Background/History:

This report provides a quarterly update on the financial performance of the organisation.

Relevant Law (s.9(2)(a)):

Section 97 of the *Local Government Act 2020* requires the following:

- (1) *As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.*
- (2) *A quarterly budget report must include –*
 - (1) *a comparison of the actual and budgeted results to date; and*
 - (2) *an explanation of any material variations; and*
 - (3) *any other matters prescribed by the regulations.*

This report meets the requirements of the Act.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not Applicable.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

Not Applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Not Applicable.

Collaboration (s.9(2)(f)):

Not Applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Council has achieved a net operating surplus that is far higher than anticipated due to the timing of the receipt of the grants, however we are still forecasting a deficit to finish up for the year. It is not sustainable to maintain ongoing deficits into the future.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not Applicable.

Council Plans and Policies:

Council Plans:

Not applicable.

Council Policies:

Not applicable.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Whilst the quarterly budget report presents a positive operating result and the cash position remains strong, a large portion of this is committed to projects (operating and capital) for which the funding was obtained.

Officer's View:

The organisation is still in a strong financial position, however a significant portion of Council resources are committed to budgeted capital works and services such as flood recovery funding. The presentation of the budget for 2024/25 highlighted that into the future, Council remains dependent on the receipt of one-off grant funding to support renewal of its aging infrastructure into the future. Significantly, the funding being supplied by State and Federal governments is more often tied to construction of new infrastructure, as opposed to the renewal of roads, bridges and drainage assets. An increase in untied government grant support is required to facilitate asset renewal, to the extent that Council requires.

9.4 S6 Instrument of Delegation - Council to Members of Council Staff (DCOD)

Disclosure of Interests (S.130):

This report was prepared by Mr Justin Troy, Coordinator Governance and Compliance.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to update the Instrument of Delegation from Council to Members of Council Staff, to take into account legislative changes which were assented to or made between January 2024 and January 2025.

Summary:

The *Local Government Act 2020* (LGA 2020) provides all councils with the ability to delegate various elements of its powers, duties and functions to its staff. These delegations are formally recorded in the document, "s6 Instrument of Delegation from Council to Members of Council Staff" (instrument s6).

Council subscribes to the Maddocks Delegations and Authorisations service to ensure that its instrument s6 is up to date in accordance with all relevant legislation that may be delegated. Maddocks typically issues updates to its delegation template every six (6) months and has recently issued an update based on legislative changes which were assented to, or made, on or before January 2025. It is now timely for Council to adopt an updated instrument s6 to align with recent legislative changes. The updates in legislative changes are marked up in the Appendix on pages 32 and 99 of the attachment.

Recommendation:

That

1. Council exercise the powers conferred by legislation referred to in the s6 Instrument of Delegation to Members of Council staff (attached at Appendix 9.4.1);
2. There be delegated to members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument;
3. The instrument comes into force immediately after the Common Seal of Council is affixed to the instrument;
4. On the coming into force of the instrument, all previous delegations from Council to members of Council staff are revoked; and
5. The duties and functions set out in instrument s6 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.

Attachment:

1. S 6 Instrument of Delegation to Members of Council Staff - DRAFT 2025 [9.4.1 - 132 pages]

Background/History:

The LGA 2020 provides that a Council can delegate to a member of its staff any power, duty or function of a Council under any Act other than certain specified powers. Various other Acts also empower a Council to delegate certain powers, duties or functions.

Council utilises the delegations service provided by the law firm Maddocks. The Maddocks template system is used by many councils and provides a mechanism to ensure that appropriate delegations are in place for Council staff and that they are up to date in accordance with any legislative changes. All of the relevant Acts affecting local government are outlined within the Maddocks templates.

In January 2025 Maddocks released updates to its template for "s6 – Instrument of

Delegation to Members of Council Staff". Council's instrument s6 was last considered and adopted at the January 2024 Council Meeting.

Relevant Law (s.9(2)(a)):

The recommendation in this report is made in accordance with the *Local Government Act 2020* and all other Acts which enable the delegation of Council powers, functions and duties to its staff. Instrument s6 has been drafted with respect to the authorities and the restrictions governing delegations as described in each of these Acts. Maddocks Delegations and Authorisations Service has been utilised to aid in ensuring compliance.

Options – Best Outcomes for the Community (s.9(2)(b)):

Option 1: Approve the suggested delegations included in the appendix. Delegations have been proposed with a view to managing the administrative burden on Council, this will enable Council to focus on matters of the highest priority to the community.

Option 2: Council could seek to retain various powers, duties and functions proposed for delegation within this report.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Not applicable.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Council has an annual subscription to the Maddocks Delegations and Authorisations Service that is allowed for in Council's annual budget.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

Not applicable.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Council utilises Maddocks Delegations and Authorisations service to ensure that delegations are comprehensive and in compliance with legislative requirements.

Officer's View:

Delegations have been proposed on the basis of responsibility being placed at the most appropriate level of knowledge and experience to facilitate Council carrying out its duties in the most efficient but responsible manner.

9.5 Corporate and Organisational Development Report (DCOD-06/01/0011)

Disclosure of Interests (S.130):

This report was prepared by Ms Narelle Taylor, Director Corporate and Organisational Development.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of the report is to provide information.

Summary:

The attached report provides an overview of activities within the Corporate and Organisational Development team between October and December 2024.

Significant activities undertaken in this quarter included:

- All required actions to support the Victorian Electoral Commission (VEC) in the conduct of the Local Government elections, and the subsequent swearing in & induction of our elected representatives;
- An all-staff day which allowed us the opportunity to showcase the recent developments in our respective teams, including
 - A demonstration of the new excavator ;
 - The new emergency management & recovery trailers,
 - A catch-up with our Corryong outdoor staff that have been working hard in various roles to ensure the town and CBD streetscape is looking great.

Recommendation:

That the report be noted.

Attachment:

1. DCOD quarterly update [9.5.1 - 1 page]

Background/History:

The Corporate and Organisational Development Report is provided on a quarterly

basis.

Relevant Law (s.9(2)(a)):

Corporate and Organisational Development activities and decisions have been made in accordance with the *Local Government Act 2020*.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not applicable.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

The Communications and Engagement team continues to support numerous community engagement activities in relation to community-facing projects and activities across the organisation. These activities are documented to Councillors in the monthly Communications and Engagement report.

Innovation and Continuous Improvement (s.9(2)(e)):

Our IT and Records Management team have progressed the transition from file servers to a cloud-based, in-place records management system.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Not applicable.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

The activities of the Corporate and Organisational Development team during the quarter supported the *Council Plan 2021-2025* priorities as outlined in the Report on

Council Plan Priorities.

Transparency of Decision (s.9(2)(i)) :

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

The November Audit and Risk Committee meeting was held during the quarter, and the unconfirmed minutes from this meeting were made available to Council in the December Council meeting.

Officer's View:

The goals we set out to achieve during the quarter have been met and have progressed us towards our over-arching objectives of providing a high level of customer service to residents and support to the rest of the organisation.

9.6 Chief Executive Officer Leave Request (Mayor)

Disclosure of Interests (S.130):

This report was prepared by Cr Andrew Whitehead, Mayor.

At the time of preparation of this report, Cr Whitehead did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to seek approval for the Chief Executive Officer to take Annual Leave over the period specified in this report and to appoint an Acting Chief Executive Officer for that period.

Summary:

The Chief Executive Officer has requested Annual Leave for the period Monday 3 March 2025 to Friday 28 March 2025 inclusive.

The Chief Executive Officer has recommended that:

1. For the period 3 March to 16 March 2025 Mr Mark Florence, Director Community and Planning, be appointed to the role of Acting Chief Executive Officer; and
2. for the period 17 March to 28 March 2025 Ms Narelle Taylor, Director Corporate and Organisational Development, be appointed to the role of Acting Chief Executive Officer.

Recommendation:

That:

1. The Chief Executive Officer be granted Annual Leave for the period Monday 3 March 2025 to Friday 28 March 2025 inclusive;
2. The appointment of Mr Mark Florence, Director Community and Planning to the position of Acting Chief Executive Officer for the period 3 March to 16 March 2025 be approved; and
3. The appointment of Mrs Narelle Taylor, Director Corporate and Organisational Development to the position of Acting Chief Executive Officer for the period 17 March to 28 March 2025 be approved.

9.7 Risk and OHS Bi-monthly Report (DCOD)

Disclosure of Interests (S.130):

This report was prepared by Ms Loren Murray, Manager Risk and Safety.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide an update on Council's Risk and Occupational Health and Safety (OHS) strategy, performance, activities, and key initiatives for the reporting period.

Summary:

The Risk & OHS bi-monthly report provides a summary of the following:

- High level summary of incidents and injuries in the business and WorkCover claims
- High potential incidents and near misses (HPIs), that have occurred during the reporting period and details of the identified causes, recommended controls, and the progress of developing and implementing these controls to date.
- An insurance report on notable public liability claims that occurred during the reporting period
- Progress on close out of major hazards by site
- A high-level summary of the major projects underway and progress on systems development and implementation.

Recommendation:

That the Risk and OHS Bi-Monthly report be noted

Attachment:

Documents have been circulated to Councillors prior to the meeting.

Background/History:

The Risk & OHS report shows how Council is performing against its OHS strategic plan and accepted industry standards. Council's Risk and OHS management performance measures and indicators quantify the inputs, outputs, and outcomes of

a risk management system. They identify whether the risk management processes are implemented and working as intended; and if the risk management system is effective.

Relevant Law (s.9(2)(a)):

No relevant laws are applicable with any Council decisions or actions required from this report.

Options – Best Outcomes for the Community (s.9(2)(b)):

Not applicable.

Sustainability Implications (s.9(2)(c)):

Not applicable.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Innovations and improvements during this reporting period:

- The Risk Management Framework (RMF) has been developed in draft. A series of workshops with SMT, Risk Owners and Council have been planned to finalise the framework. The Audit and Risk Committee have endorsed the RMF approach.
- The Safety Information Management Software (IMS) business case has been approved by SMT and endorsed by the Audit and Risk Committee. A preferred software provider has been identified.

Collaboration (s.9(2)(f)):

Not Applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Budget requirements and availability have been confirmed, grant funding has been sought where possible, and all expenditure is being monitored and managed within agreed budget allocations.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not Applicable.

Council Plans and Policies:

Council Plans:

This report supports the following Council Plan 2021-2025 priorities.

6. Organisational Improvement - Maintain a high performing customer-centred organisation that works with the community to develop and deliver priorities.

6.7 Provide a safe and healthy workplace for all Councillors and staff in a continually evolving environment

6.13 Continually improve the risk management and governance frameworks and practices

Council Policies:

Occupational Health and Safety Policy.

Risk Management Policy.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Project activities are prioritised commensurate to the likelihood and impact of identified business and OHS risks.

Officer's View:

During the reporting period there has been a strong focus on the development of systems procedures that provide us a structured and systematic process for managing OHS compliance requirements.

There has also been a focus on identifying and closing out high risk hazards at our public facilities including swimming pools, the resource recovery centres and the saleyard infrastructure. While there are still many challenges related to these assets, tangible progress has been made.

There is a renewed focus on how the public interact with our new and existing assets and the strength of the safety in design process during the project management phases.

Last reporting period, there was a significant focus on building our training and

competency framework and training assets. The provision of training and instruction is a primary obligation under the Act.

Currently there is a compliance gap in this area that requires consideration. Progress on developing Safe Operating Procedures (SOPs) and training assets has been slow due to the availability of resources. A discussion is underway regarding the most effective resourcing structure, which will enable Council to meet its obligations.

The Risk Management Framework (RMF) has been drafted. The finalisation and implementation of this framework is not without its challenges. The management of business risk is a structured process that is underpinned by a calendar of risk management activities. The challenge will be embedding these activities into our calendars and our work culture and making them part of business as usual.

The investment in business technology is proving to be a deciding factor in the functions ability to meet its objectives. The business case has been approved for the implementation of a Safety Information Management System (IMS). This software is a key stone in Council's ability to meet its OHS legal obligations and deliver an effective safety program. Like all initiatives, the who, when and how of implementation is the challenge.

The safety IMS will also support the Human Resource function to meet some of its critical work process needs, especially in the areas of training and induction. However, what has become clear during this process is that the safety IMS cannot meet all the needs of the HR function. For example, the safety IMS cannot deliver a recruitment, onboarding and workforce tracking solution. Currently, the manual administration of these HR activities requires a dedicated employee. Leveraging business technology will be a game changer in these arenas.

9.8 CNC Loan Report (DCOD)

Disclosure of Interests (S.130):

This report was prepared by Ms Narelle Taylor, Director Corporate and Organisational Development.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of the report is to seek approval from Council for a variation to the CNC loan with Bank WAW to interest only for a period of six (6) months.

Summary:

In February 2019 it was resolved that Council agree to act as guarantor for a loan to the Corryong Neighbourhood Centre (CNC) up to a total of \$250,000 over seven (7) years to support the development of their social enterprise model.

Due to the financial challenges facing the CNC, they have requested our support for a variation to interest only loan repayments for a period of six (6) months.

Recommendation:

That Council approve a variation to the CNC loan with Bank WAW to interest only for a period of six months.

Attachment:

Nil

Background/History:

The CNC provides a range of community services to the Upper Murray such as agency support for a range of government entities, youth services, writing workshops, internet and computer access, and education and training support. It operates under a social enterprise model, being a business that trades to intentionally tackle social problems, improve communities, and provide people with access to employment and training.

The CNC purchased the Corryong Bakery in 2016 and Upper Murray Rural Services in

2018. Owning and operating these business entities enables the CNC to collect a sustainable income stream to support the delivery of its local community services. These income streams have been supplemented by government funding and philanthropic grants.

In early 2019, the CNC requested financial support from Council to assist with their short-term needs while it built its operating cash flow, involving an interest-free loan of \$250,000 over seven years with no repayments until year three. It was resolved that instead of granting a loan directly, Council would act as guarantor for CNC to take out a loan with a bank.

Recent withdrawal of grant funding by Department of Families, Fairness & Housing for the Neighbourhood House program has exacerbated the financial challenges experienced by the CNC following several years of the bakery and garage businesses continuously recording operating losses.

Relevant Law (s.9(2)(a)):

Not applicable.

Options – Best Outcomes for the Community (s.9(2)(b)):

The following options are before Council for consideration:

- Approve the CNC's request to approach the bank for a loan variation to assist with operational cashflow; or
- Reject the CNC's request to approach the bank for a loan variation.

To support the ongoing availability of services provided by the CNC to the Upper Murray community, approving the loan variation is the recommended option, noting that if the loan is not able to be repaid in full, Council will bear the cost of the outstanding balance of the loan, currently sitting at \$112,000.

Sustainability Implications (s.9(2)(c)):

Social

The ongoing operation of the CNC provides for a range of social services to the community – providing this support to the organisation will enable the organisation to continue to operate and find alternative means of funding their existing liabilities.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Not applicable.

Collaboration (s.9(2)(f)):

Not applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

Council are already exposed to the potential impact of CNC being unable to repay the bank WAW loan and likely will be recognising a provision for the loss of the outstanding loan amount. Providing approval for the CNC to seek a variation to the loan repayments is intended to lessen the risk of default in the long-term. It is unknown how successful this will be, however not providing it will likely increase the risk of default in the short term.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

Not applicable.

Transparency of Decision (s.9(2)(i)) :

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

As discussed above, Council is already exposed to the risk that the CNC default on their loan repayments and have to cover the outstanding loan amount. Providing approval for the CNC to seek a variation from Bank WAW is intended to lessen the risk of this happening. There is the risk of poor community sentiment being directed to Council if the request is denied.

Officer's View:

The value of social enterprises such as the CNC are difficult to quantify, but there is little doubt that it provides valuable services to the Upper Murray community.

Providing approval for the CNC to seek a variation to the loan repayments will not significantly increase the financial liability to which Council is exposed if the CNC do default on the loan. Conversely, if the CNC can take the interest-only period of six (6) months and reorganise their finances and continue to repay the loan in full, then this will significantly decrease Council's financial exposure. Therefore, on balance it is recommended to approve the CNC to seek a variation to the loan repayments.

10 Community Wellbeing

10.1 Culture and Inclusion and Tallangatta Neighbourhood House Report (DCP)

Disclosure of Interests (S.130):

This report was prepared by Danielle Brooke, Senior Community Development Officer – Culture and Inclusion and Katherine Lanigan, Senior Community Development Officer – Tallangatta Neighbourhood House.

At the time of preparation of this report, the officers did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide information.

Summary:

Noting recent changes and new positions to the structure of the Community Wellbeing team, this report provides an overview of Community Development activities across Culture and Inclusion for the period 1 August 2024 to 31 January 2025 and the Tallangatta Neighbourhood House for the period September 2024 to 31 January 2025. A summary of the key activities during this time is as follows:

Youth

- FReeZA event summary for 2024.
- Draft Towong Shire Council Youth Plan 2025 to 2029.

Inclusion activities

- Reconciliation Action Plan with Reconciliation Australia.
- LGBTQIA+ report

Community Wellbeing

- Commencement of strategic planning for Municipal Health and Wellbeing Plan 2025 – 2029.
- Wellbeing partnerships and collaboration.

Creative Arts

- Partnership engagement

Libraries Report

- Inclusive of Living Libraires Infrastructure Program funding application

Tallangatta Neighbourhood House

- Tallangatta Community Christmas
- Spring Sizzle Lunch – Fundraiser for National Brest Cancer Foundation

Recommendation:

That the report be noted.

Attachments:

1. Culture and Inclusion Report – August 2024 – January 2025 **[10.1.1]**
2. Tallangatta Neighbourhood House Report – September 2024 – January 2025 **[10.1.2]**

Background/History:

This report is provided every six months to inform Council and the community of progress and activity across culture, inclusion and the Tallangatta Neighbourhood House.

This report is based on the new structure of the Community Wellbeing Team with contribution from the following positions:

Manager Community Wellbeing (new position)

Senior Community Development Officer - Culture and Inclusion (new position). This position includes arts, culture, youth, Libraries and social inclusion.

Senior Community Development Officer - Tallangatta Neighbourhood House (existing position).

Relevant Law (s.9(2)(a)):

No relevant laws are applicable with any Council decisions or actions required from this report.

Options – Best Outcomes for the Community (s.9(2)(b)):

The culture, inclusion and Tallangatta Neighbourhood House activities support community wellbeing by promoting connectedness and engagement, as well as offering community members to develop skills, and to exhibit talents and expertise.

Sustainability Implications (s.9(2)(c)):

No economic, social or environmental sustainability factors for the municipal district is required to be promoted through this report.

Community Engagement (s.9(2)(d)):

Community engagement was conducted or will be conducted during the following:

- Development of the Towong Shire Youth Plan 2025-2029.
- During the preparation of the LGBTQIA+ Inclusion and Wellbeing report.

Innovation and Continuous Improvement (s.9(2)(e)):

The new structure of the Community Wellbeing team is focused on improving the focus across culture, inclusion and overall community development within the Shire.

Collaboration (s.9(2)(f)):

The Draft Youth Plan, Municipal Health and Wellbeing Plan, LGBTQIA+ report, Reconciliation Action Plan, Art plan, all feature stronger collaboration opportunities to engage and support community to enhance community social capital.

Collaboration with important partners within the community and outreach services in the Youth Space, Health Services, Schools, First Nations Groups, LGBTQIA+ community, Neighbourhood House and Centres will play a pivotal role in driving better health and community outcomes.

Financial Viability/Budget Impact (s.9(2)(g)):

Budget requirements and availability have been confirmed, grant funding has been sought where possible, and all expenditure is being monitored and managed within agreed budget allocations.

Regional, State and National Plans and Policies (s.9(2)(h)):

Activities have been conducted in accordance with relevant state and national plans including:

- Children, Youth and Families Act 2005
- The Victorian State Government's Creative State 2016-2020
- Victoria's Gender Equality Act 2020

- Victorian Health and Wellbeing Act 2008

Council Plans and Policies:

Council Plans:

This report supports the following *Council Plan 2021-2025* priorities.

2. Community Wellbeing - Encourage and support all people in our Shire to be healthy, happy, connected and resilient.

- 2.6 Develop a strategy for arts and cultural offerings across the Shire
- 2.8 Renew the Youth Plan to embed the 'youth voice' in all aspects of service delivery
- 2.11 Support our communities to ensure that Shire places are welcoming to culturally and linguistically diverse (CALD) and LGBTIQA+ communities and are inclusive and connected
- 2.12 Build relationships and develop understanding of aboriginal people and consider the commitment to an ongoing reconciliation action plan process

Council Policies:

Not applicable.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Not applicable.

Officer's View:

While the position of Senior Community Development Officer - Culture and Inclusion was vacant during part of this period, engagement of consultants has enabled limited delivery of youth and culture programs to continue and progress.

It is expected that the next six months will be productive with the recent commencement of the Senior Community Development Officer - Culture and Inclusion and support provided by the newly appointed Manager Community Wellbeing.

10.2 Grant Application - Living Libraries Infrastructure Program (DCP)

Disclosure of Interests (S.130):

This report was prepared by Mr Michael Stanton, Manager Community Wellbeing.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to seek approval to apply for funding up to \$200,000 through the State Government Living Libraries Infrastructure Program (LLIP) for an internal renovation of the Corryong Elyne Mitchell Library.

Summary:

The report seeks Council approval for pursuing funding through the Victorian Government Living Libraries Infrastructure Program 2024-2025 for a minor internal renovation of the Corryong Elyne Mitchell Library. The Corryong Library is a valued community asset offering a range of services for residents and visitors and this has been identified as a much-needed project.

The LLIP is well established and the 2024/25 Program includes minor grants of between \$10,000 - \$200,000 to support library projects which enhance the role of libraries in strengthening communities and encouraging community participation.

In assessing grant applications, projects will be supported that deliver benefits to the community and aim to improve engagement and access to learning opportunities including accessibility, flexibility, provide space to increase learning opportunities/programs and include principles of environmentally sustainable design.

Internal improvements to the Corryong library have been identified as a priority with \$20,000 allocated via the Council Support Fund towards the development of a design, planning and costings of an internal renovation of the library with Eames Architects recently appointed to complete this work.

The detail of the design work will be finalised in early March following community consultation and the development of a report inclusive of concept design and costings, however we anticipate that total project cost to be \$150,000 - \$200,000. There is no contribution required from Council in order to apply for this funding.

Recommendation:

That the Chief Executive Officer be authorised to submit an application to the Living Libraries Infrastructure Fund for up to the maximum grant amount of \$200,000 for the Corryong Library Internal Renovation Project.

Attachment:

Nil.

Background/History:

The Corryong Library is a well-used community asset with good visitation numbers and a membership which is slowly increasing. The library operates as an important Community Hub facilitating community engagement through activities such as Story Time, Premier's Reading Challenge (grant funded), book clubs, key social and inclusive events, school programs, author talks and ongoing Library initiatives.

The Library provides gaming and family spaces during school holidays, and workspace and resources for travellers and locals for work, study, or leisure needs. Visitors utilise our spaces, Wi-Fi, technology, reading materials, and friendly staff assistance.

Internal improvements to the Corryong library have been identified previously and as part of the recovery program \$20,000 was allocated via the Council Support Fund towards the development of a design and planning of an internal renovation of the library.

Following a recent Request for Quotation process Towong Shire has engaged Eames Architects to carry out community consultation, develop a design concept, and costings. This work will take place through February and March with the works developed to assist in our proposed funding application to the Living Libraries Infrastructure Program (LLIP).

The LLIP enables Victorian councils and regional library corporations to deliver new or renewed library infrastructure for their communities and includes minor grants of \$10,000 - \$200,000. Under this program Towong Shire is described as a small rural Council and therefore not required to contribute towards the project as part of the application process.

The aim of the Corryong Library upgrade is to undertake minor works as an internal renovation, cosmetic in nature with small remodelling elements or upgrades. This will be to deliver a creative, innovative space that supports different programming and

learning activities and improve the facility for community use, accessibility and program deliverability. Additionally, to upgrade permanent fixtures and fittings critical to the efficient, effective and flexible delivery of library service.

Applications for the LLIP are due on March 14 and the project is expected to be between \$150,000 - \$200,000.

Relevant Law (s.9(2)(a)):

No relevant laws are applicable with any Council decisions or actions required from this report.

Options – Best Outcomes for the Community (s.9(2)(b)):

Several options are proposed for consideration, with Option 1 considered the preference in terms of achieving the best outcome for the community.

- That Council approves the submission of a grant application to the Victorian Government's LLIP in March 2025 for up to the maximum grant of \$200,000 to fund the internal renovation of the Corryong Library.
- That Council does not make a submission to the Victorian Government's LLIP and instead seeks alternative funding through other sources, with the aim of securing a higher level of funding for a larger scale development of the Corryong Library.
- That Council does not pursue the internal renovation of the Corryong Library project.

Sustainability Implications (s.9(2)(c)):

Economic

The improved facilities provided by the renovation are not expected to increase on-going maintenance and operating costs. The project construction is expected to use local contractors, providing a positive impact on the local economy.

Social

The Corryong Library is a well-used community asset, and the proposed upgrades include improved and varied programming and learning activities further promoting the Library as a social hub and focus for the community.

Community Engagement (s.9(2)(d)):

Eames Architects have carried out community consultation as part of the works they

have been engaged for. This engagement includes an online survey, a community collaboration day at the Corryong Library and specific key stakeholder engagement.

Innovation and Continuous Improvement (s.9(2)(e)):

In line with the intended outcomes of the Living Libraries Infrastructure Program the proposed Corryong Library upgrade aims to deliver a creative, innovative space that supports different programming and learning activities and improve the facility for community use, accessibility and program deliverability.

Collaboration (s.9(2)(f)):

Collaboration for this project has occurred through recent consultation through the planning and design process. This consultation included a community survey, stakeholder engagement and a collaboration session at the library.

Financial Viability/Budget Impact (s.9(2)(g)):

Council is not required to provide any funding contributions towards the Living Libraries Infrastructure Program application, and if successful will reduce the burden on ratepayers to renew this asset.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not Applicable.

Council Plans and Policies:

Council Plans:

This report supports the following *Council Plan 2021-2025* priorities.

2. Community Wellbeing - Encourage and support all people in our Shire to be healthy, happy, connected and resilient.
- 2.5 Review opportunities for communities to access library resources and connect through libraries
- 2.6 Develop a strategy for arts and cultural offerings across the Shire
- 2.11 Support our communities to ensure that Shire places are welcoming to culturally and linguistically diverse (CALD) and LGBTIQ+ communities and are inclusive and connected

Council Policies:

External Grants Policy

Under the external grants application policy, Council officers must seek approval from Council for any projects greater than \$150,000 and/or where a Council contribution of \$50,000 or more is required that has not been included in the annual budget.

Community Engagement Policy.

Community consultation for this project is aligned to the Towong Shire's Community Engagement Policy.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

The risks associated with the Corryong Library internal reconstruction project have been significantly reduced thorough the recent planning process undertaken which has included community engagement and the development of Quantity Surveyor cost estimates for project construction.

Officer's View:

An internal renovation of the Corryong Elyne Mitchell Library has been identified as a priority with funning allocated via the Council Support Fund to complete design works, planning and costings, with an architect recently appointed to complete this work which will assist in the preparations of the proposed funding application.

The Library offers several services and program, is a valued community asset, has good visitation with membership slowly increasing.

The funding opportunity presented through the Victorian State Government's LLIP is an opportunity to access funding up to \$200,000 to complete the internal renovation of the Corryong Library without any contribution required from Towong Shire.

10.3 Resilient Buildings Project Tender Evaluation (DCP)

Disclosure of Interests (S.130):

This report was prepared by Mr Sven Erikson, Emergency Management Co-ordinator.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide information to support the assessment of tender submissions for the Resilient Buildings Project. The report seeks approval to appoint the recommended contractor.

Summary:

This report demonstrates the tender process followed for the procurement of a suitable contractor to undertake the installation of works outlined within the Resilient Building Project and provides a recommendation for the appointment of a contractor to undertake these works.

Recommendation:

That :

1. Contract No. 2024-097 Resilient Buildings Project, be awarded to Indigo Power Ltd for the lump sum of \$816,461 excluding GST;
2. The Chief Executive Officer be authorised to sign and seal Contract No. 2024-097 in accordance with Local Law 1 – Common Seal and Miscellaneous Penalties; and
3. The Chief Executive Officer be authorised to approve contract variations up to the value of the total allocated project budget.

Attachment:

A comparative tender evaluation for Contract No.2024-097 has been provided to Councillors prior to the meeting.

Background/History:

Towong Shire Council (TSC) has received external funding to improve community resilience across isolated townships via minor infrastructure improvements to be implemented across the Shire's community facilities. The intention of this funding is to improve community recovery outcomes following an emergency event by upgrading solar power systems, providing water tanks, generators and improving communications systems.

A comprehensive audit has been undertaken of over 50 community facilities and prioritisation schedule of works has been completed for 28 sites. This audit has included community engagement with many of the community hall management committees to determine the infrastructure improvements required at each venue.

The scope of this tender is for a contractor(s) to project manage the following infrastructure improvements across 28 community facilities within the Towong Shire Council local government area to implement:

- Water infrastructure including required plumbing and product procurement to install polyethylene water tanks of up to 22,500 litre capacity at the nominated hall facilities.
- Power system improvements including the required electrical services work and product procurement to install solar panels, batteries and to be able to connect to a generator at the nominated hall facilities.
- Supply and deliver 10 KVA Diesel Generator- Single Phase- 240V & Trailer Package, registered, and with hitch lock and wheel lock.
- Communication systems improvements including the procurement of installations including install of a UHF CB base radio and antenna (upgradable to an LMR system) at the nominated hall facilities.

Relevant Law (s.9(2)(a)):

The *Local Government Act 2020*

Section 109 states:

"A Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works".

The procurement process followed for this tender and the subsequent assessment and recommendation have been undertaken in accordance with Council's Procurement Policy adopted in June 2023.

Options – Best Outcomes for the Community (s.9(2)(b)):

In terms of achieving the best outcome for the municipal community, including future generations, two options are proposed for consideration:

Option 1 – Approve the tender as presented and award Contract No.2024-097 to Indigo Power Ltd

Option 2 – Retender the works. This will impact project timelines significantly and put Council at risk of meeting funding obligations.

Sustainability Implications (s.9(2)(c)):

Economic

This project will use local contractors providing a positive impact on the local economy.

Social

The successful completion of this project will significantly improve opportunities for community to gather before and after emergency events. It will support community to recover from previous emergency events and to build their resilience for future emergencies.

Environmental/Climate Change

The nature of the improvements to communities' facilities will mean each hall will reduce its use of mains water and mains power, leading to a more environmentally sustainable model of operations for each facility.

Community Engagement (s.9(2)(d)):

The Resilient Buildings Project is developed through strong partnerships between Council, Emergency Recovery Victoria, local community facility committees and emergency management stakeholders.

Innovation and Continuous Improvement (s.9(2)(e)):

Emergencies are impacting our communities more often and with increasingly more consequences. Under the state Emergency Management arrangements outlined in the State Emergency Management Plan (SEMP) the need for communities to be able to support themselves is increasing with a target for communities to be self-sufficient for up to 72 hours after an event.

This project will support communities within the Towong Shire to improve their ability to be resilient before and after an emergency event.

Collaboration (s.9(2)(f)):

This project has demonstrated progressive collaboration between Council, State Government via Emergency Recovery Victoria, the Towong Municipal Emergency Management Planning Committee (MEMPC) and the local community, to achieve a positive outcome.

Financial Viability/Budget Impact (s.9(2)(g)):

Budget requirements and availability have been confirmed, grant funding has been sought, and all expenditure is being monitored and managed within agreed budget allocations.

Regional, State and National Plans and Policies (s.9(2)(h)):

State Emergency Management Plan
Hume Regional Emergency Management Plan
Towong Shire Municipal Emergency Management Plan

Council Plans and Policies:

Council Plans:

This report supports the following *Council Plan 2021-2025* priorities.

2. Community Wellbeing - Encourage and support all people in our Shire to be healthy, happy, connected and resilient.

2.14 Support our communities to drive their recovery from bushfires and the COVID-19 pandemic and improve their mitigation of and resilience to future adverse events

5. Environmental Sustainability - Integrate sustainable environmental management practices into all of our activities.

5.3 Continue to seek funding for integrated water management projects to maximise the use of recycled and raw water sources for public amenity and climate change mitigation

Council Policies:

Climate Adaptation Policy.

This project delivers climate adaption outcomes via deliver renewable energy infrastructure and water storage.

Procurement Policy:

The procurement process followed for this tender and the subsequent assessment and recommendation have been undertaken in accordance with Council's Procurement Policy adopted in June 2023.

Transparency of Decision (s.9(2)(i)) :

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

The project design and development, and the tender stage, have included strong risk management assessment. The due diligence exercised through the evaluation process has served to mitigate any significant risks associated with project delivery.

A risk for this project is the time frame available to spend the allocated grant funding. This risk will be mitigated through active management of project implementation and supervision of the contractor.

The appointment of an experienced contractor with strong referrals and strong community connection will facilitate the project being as low risk as possible.

Officer's View:

It is the officer's view that the awarding of Contract No.2024-097 to Indigo Power Ltd for the value of \$816,461 will result in successful project delivery and an excellent outcome for Council and the community.

11 Asset Management

11.1 Asset Management Report (DIE)

Disclosure of Interests (S.130):

This report was prepared by Mr Jamie Heritage, Director of Infrastructure and Environment.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide information.

Summary:

This report provides an update on the progress of the asset management activities within the asset management team between October 2024 - January 2025, including:

- Asset management
- Asset inspections
- Asset maintenance, renewal, and replacement programs
- Issue of permits

Recommendation:

That the report be noted.

Attachment:

Nil

Background/History:

This is a quarterly report produced by the Infrastructure and Environment Directorate – Asset Team, to provide a progress overview of asset management activities and key deliverables of the *Council Plan 2021-25* and *Asset Management Plan*.

Civil Assets

The Asset Inspection officer has continued with scheduled and reactive civil inspections, including inspections of roads and footpaths across the Shire as per Council's *Road Management Plan* and annual inspection program. These asset

inspections identify defects that are outside Council intervention levels and will be rectified as part of routine maintenance works to be completed over the coming months. A total of 14.6 km or 30% of the footpath network and 1250 km 49% road network was inspected for condition, including 313km at night, this quarter.

Routine stabilisation works on 25,672m² of Council roads identified with high-risk defects have had stabilisation works completed. In preparation for the annual reseal program, the 2024/25 annual reseal program has been let with the contractor Boral proposed to start works at the start of March 2025. This year's program of works will see the resealing of 15.8km of Council's sealed road network.

The 2024/25 annual guardrail replacement program has been developed, with delivery expected to be completed in the second half of the financial year. The focus will be on the replacement of wooden posts on guardrails that have deteriorated beyond repair. The 2023/24 program is complete with 324m of guardrail replaced on both roads and bridges.

Council officers have inspected and investigated civil permits, issuing 6 Legal Point of Discharge Permits and 6 Working Within Road Reserve Permits in this quarter.

Storm damage repairs are progressing on roads damaged in the January and October 2022 flood events, DRFA (Emergency Recovery Victoria within the Department of Justice and Community Safety) has recently approved the certified estimate for \$2,218,831.58 for flood recovery work.

Construction is currently underway at the damaged Lake Road culvert with 35% of the works completed. Spring Creek Road Bridge construction / repairs are due to commence in late March 2025 with the road requiring to be closed whilst works are undertaken. Traffic will be redirected, and Lake Road Culverts open prior to this closure.

A list of Flood Damage Priority works was prepared and contracted in December 2024 to TCM works, 100% of these works have been completed.

The Priority 1 West End works contract has been let with TCM starting works in February 2025.

Recreation and Outdoor Space Assets

Extensive community consultation led to an outstanding result for the Walwa Park playground replacement. Enviro Culture were awarded the contract for the removal of the existing playground and the supply and install of a new playground, shade sail and seating. Works commenced in August 2024 with completion in November 2024.

Council awarded a tender for an independent condition assessment audit and

inspection of 29 playgrounds, skateparks, exercise stations and splashpads within the municipality. The results of these inspections have allowed Council officers to determine the current condition of existing playground facilities and facilitate a future routine maintenance and renewal program.

Building and Facility Assets

The annual inspection audit and report for Council Buildings Essential Safety Measures compliance to the Australian Building Code was previously completed under a shared service agreement with Indigo Shire Council. This service was no longer available under this agreement. Due to a resourcing gap Council officers arranged for an independent external provider to complete these on Council's behalf. Officers are working through the findings of the 19 completed inspections.

A review of Town Maintenance Service Contracts is currently underway, the current contracts expired on 31 October 2024, with council taking up the final +1-year extension. It is anticipated that this will be completed and new contracts to commence from 1 July 2025.

Relevant Law (s.9(2)(a)):

The Local Government Act 2020

Options – Best Outcomes for the Community (s.9(2)(b)):

Council officers continue to respond to customer requests in the best interest of council and the community.

Sustainability Implications (s.9(2)(c)):

Economic

Works within the asset management program provide local economic stimulus through the employment of local contractors.

Social

Projects within the asset management program are prioritised in line with the *Council Plan 2021-2025* to improve social amenity and economic outcomes across the Shire.

Environmental/Climate Change

Not applicable.

Community Engagement (s.9(2)(d)):

Community engagement within the asset team has continued over this period including:

- Responding to the community by completing reactive inspections and implementing maintenance on vital open and recreation spaces, including maintaining public amenities in a clean and well-stocked condition.

Innovation and Continuous Improvement (s.9(2)(e)):

Council officers have engaged suitably qualified independent condition assessment contractors to assess assets so that council can be well informed when producing future asset and renewal programs. So far, we have engaged condition assessment contractors for roads, bridges and major culverts, playgrounds, skate parks, fitness equipment, splash pads.

Collaboration (s.9(2)(f)):

Not Applicable.

Financial Viability/Budget Impact (s.9(2)(g)):

The asset maintenance budget is reported to SMT on a monthly basis, and summary reporting for Council is to be developed for future reports.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not Applicable.

Council Plans and Policies:

Council Plans:

This report supports the following *Council Plan 2021-2025 priorities*.

1. Asset Management - Maintain and improve our Shire's infrastructure to meet the levels of service established in consultation with our communities.

- 1.22 Review and deliver the strategic parks and playgrounds upgrade program to completion
- 1.27 Deliver annual asset inspection and renewal programs per asset management and road management plan requirements
- 1.28 Implement the maintenance program for Council's buildings

Council Policies:

This report supports the following Council Policies

Asset Management Policy

Stock Grid Policy

Asset Valuation Policy

Community Engagement Policy

Road Construction Policy

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Council meeting that is open to the public.

Risk Assessment:

Council officers' continue to inspect and identify any hazards with council assets as part of the maintenance and renewal programs.

Officer's View:

The asset team has made notable progress over the past quarter in advancing the asset maintenance program, and are effectively managing aging infrastructure, identifying necessary renewals, and integrating new infrastructure despite operating with a limited team.

It is the officer's view that, with a modest budget and staffing, the asset team can achieve optimal outcomes for the Council and our community in a cost-effective manner. This approach will ensure Towong Shire's sustainability for the future.

12 Land Use Planning

There are no Land Use Planning reports to present this meeting.

13 Environmental Sustainability

There are no Environmental Sustainability reports to present this meeting.

14 Economic and Tourism Development

There are no Economic and Tourism Development reports to present this meeting.

15 Councillor Reports

15.1 Australia Day (Cr Tolsher)

Meeting/event attended:	Australia Day 2025 (Tallangatta)
Date of Meeting/Event:	26/01/2025
Key information presented/discussed at meeting:	A beautiful sunny day in the triangles in the heart of Tallangatta was the background for a great day. We began with Rotary providing breakfast for us all. Proceedings began with Girl Guides positioning the flags and the Australian Citizenship Affirmation. Our guest speakers started off with the honorable Bill Tilly who spoke about how important this day is for all local communities. The next speaker was Rotarian Graeme Sayers who spoke about the great role and support the Rotary Club has been at this event. They both reflected on the past year and the future, diversity and inclusiveness within our society. The Tallangatta choir accompanied by Reece McKee performed 3 beautiful Australian songs that were also sung by the audience. There wouldn't be an Australia Day Ceremony without local Jock Cavanah reciting a poem that was well received by the community. The citizen of the year was awarded to Lucy-Anne Cobby who has been an active member on many committees and a tireless worker for many volunteer organisations. Lucy-Anne was a very humble and popular recipient of the award. The community group of the year was awarded to the Annual Tallangatta show society where all of the committee came on to the stage to accept the award with their President Roger Lees There was no Young Citizen of the Year awarded. Peter Tolsher

Members Comments/Thoughts:	Great event
Action Required:	Nil
Additional Information Available:	Nil

Recommendation:

That the report be noted.

15.2 Road Safe North East (Cr Tolsher)

Meeting/event attended:	Road Safe North East
Date and location of meeting/event:	4/2/2024 in Wangaratta
Key information from the meeting/event:	Spoke about a course for a learner driving instructor when supervising young adults. Could be possible to happen in our shire if there is enough interest. Gave an update on the development of a new project, a rest stop on the Omeo Hwy at Razorback Ridge. Talked about the legal aspect of driving a golf cart to and from the golf course of the road way. Its legal on the road and not to be on the footpath.
Members Comments/Thoughts:	Great committee to be part of with some great outcomes for our Council.
Action required:	See if there is interest for a supervising course to be held in the shire for learner drivers.
Additional Information:	Road safe northeast web site info@roadsafenortheast.com.au

Recommendation:

That the report be noted.

15.3 Dartmouth Progress Association (Cr Tolsher)

Meeting/event attended:	Dartmouth Progress association
Date and location of meeting/event:	4/2/2024 in Dartmouth
Key information from the meeting/event:	Spoke about Phone and internet issues when power outages and that the backup battery only lasts approx 30 – 45 minutes. The system for logging issues is frustrating due to no follow up when it will be actioned. The need for someone to attend community meetings in Mitta and Eskdale. They requested a letter of support for the masterplan of the pondage that is sitting at council for response. They were very happy with progression of the splash park and said the project manager was good to deal with. Concerns that since the closure of the caravan park there is no access to fuel apart from driving to Mitta that is costly due to the travel distance and fuel price.
Members Comments/Thoughts:	A very committed community committee that was well chaired and respectful. It is valuable for a councillor to attend but I think quarterly would be enough.
Action required:	A letter of support for their pondage masterplan. See if we can leverage support for power outage battery back-up service plan. Make contact for councillor to attend community meetings in Mitta and Eskdale. Investigate another avenue for logging issues which has already been spoken about at the council workshop with JH.
Additional Information:	Council can make contact by email: judi.buss@gmail.com

Recommendation:

That the report be noted.

15.4 Advocacy Meeting Albury/Wodonga Health Hospital (Cr Anderson)

Meeting/event attended:	Advocacy Meeting Albury/Wodonga Health Hospital
Date of Meeting/Event:	2 December 2024, 30 January 2025 and 6 February 2025
Key information presented/discussed at meeting:	<u>Advocacy meetings held 2/12/2024 and 30/1/2025</u> Presentation; - CEO and Board chair Albury Wodonga Health on the next steps for the brownfield site Presentation; - Border Medical Association & Better Border Health, their evidence why will the community gain/solve in this solution, why is it better alternative and risks. Discussion on advocacy strategy; Deputations and consensus achieved & approved for action. Actions to be taken from meetings; To co-ordinate deputations to Federal, Victorian and NSW governments including opposition government. 19 Feb – AM Train to Melbourne Actions paused as meeting offered with the Minister for Health, Mary-Ann Thomas. Minister for Health Mary-Ann Thomas offered to meet the Mayors of Albury Wodonga via a Zoom meeting. She rejected meeting in-person or meeting with two rural representatives, Mayors of Towong and Indigo. The meeting was unsuccessful. <u>Emergency Advocacy meeting NEW Hospital NEW Site 6/2/2025</u> 1. Update from Albury & Wodonga Mayors re; Deputation with Minister Thomas 2. Advocacy next steps; re-schedule 19th /2 march on Steps of Victorian Parliament to 5th March.

	3. Aims; deputations to NSW & Federal Government 4. Commence overall group communication for respective shires and invite to community members to attend rally.
Action Required:	Nil – meetings to continue
Additional Information Available:	Nil

Recommendation:

That the report be noted.

16 Urgent Business

In accordance with Council's Governance Rules, matters of urgent business can only be considered if:

- a) It relates to or arises out of a matter which has arisen since distribution of the agenda; and
- b) It cannot safely or conveniently be deferred until the next Council meeting; and
- c) The Council resolves to admit an item considered to be urgent business.

17 Committee Minutes

17.1 OHS Committee Meeting Minutes - January (DCOD-06/04/0212)

Disclosure of Interests (S.130):

This report was prepared by Mr Wayne Carter, Occupational Health and Safety Officer.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide information.

Summary:

The unconfirmed minutes of the Occupational Health and Safety Committee meeting held on 16 January 2025 have been provided to Councillors prior to the meeting.

Recommendation:

That the unconfirmed minutes of the Occupational Health and Safety Committee meeting held on 16 January 2025 be noted.

18 Council Policies

18.1 Policies for Review

The following policies are tabled for review in accordance with Council's agreed review cycle. Feedback should be provided to the nominated officer by 26 March 2025 to ensure any input can be considered prior to tabling the policies for adoption:

- Climate Adaptation Policy

Attachment:

1. Climate Adaptation Policy - Adopted 27 September 2023 [**18.1.1** - 5 pages]

Recommendation:

That the policies tabled for review be noted.

19 Sealing of Documents

Nil.

20 Confidential

Section 66 of the *Local Government Act 2020* declares that meetings are to be open to the public unless the following specified circumstances apply:

1. *A Council or delegated committee must keep a meeting open to the public unless the Council or delegated committee considers it necessary to close the meeting to the public because a circumstance specified in subsection (2) applies.*
2. *The circumstances are –*
 - a) *the meeting is to consider confidential information; or*
 - b) *security reasons; or*
 - c) *it is necessary to do so to enable the meeting to proceed in an orderly manner.*
3. *If the circumstance specified in subsection (2)(b) or (2)(c) applies, the meeting can only be closed to the public if the Council or delegated committee has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.*
4. *For the purposes of subsection (3), the arrangements may include provision to view the proceedings on the Internet or on closed circuit television.*
5. *If a Council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection –*
 - a) *the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of confidential information in section 3(1); and*
 - b) *an explanation of why the specified ground or grounds applied.*

As defined in section 3(1) of the Local Government Act 2020 "confidential information" means the following information

- a. *Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;*

- b. *Security information, being information that if released is likely to endanger the security of Council property or the safety of any person;*
- c. *Land use planning information, being information that if prematurely released is likely to encourage speculation in land values;*
- d. *Law enforcement information, being information which if released would be reasonably likely to prejudice the investigation in an alleged breach of the law or the fair trial or hearing of any person;*
- e. *Legal privileged information, being information to which legal professional privilege or client legal privilege applies;*
- f. *Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;*
- g. *Private commercial information, being information provided by a business, commercial or financial undertaking that –*
 - (i) *relates to trade secrets; or*
 - (ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*
- h. *Confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);*
- i. *Internal arbitration information, being information specified in section 145;*
- j. *Councillor Conduct Panel confidential information, being information specified in section 169;*
- k. *Information prescribed by the regulations to be confidential information for the purposes of this definition; and*

Information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

Nil.

21 Closure of Meeting

Council Meeting - 26 February 2025 Attachments

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Meeting Records

Councillor Workshop

Wednesday 15 January 2025 – Tallangatta

Attendees: Crs Wortmann, Whitehead, Anderson, Pitman and Tolsher
Ms Juliana Phelps Chief Executive Officer and officers as listed below.

Apologies: Nil

Disclosures of Conflicts of Interest: Nil

9.30am Councillor feedback/issues/questions (spreadsheet)

The following matters were raised by Councillors:

Cr Wortmann

- 18 Dec – ESVF (Emergency Services and Volunteers Fund)
- 2 Jan – Corryong CBD – learnings
- 6 Jan – Planning Scheme amendments - timeframe
- 6 Jan – Bellbridge Boat House Project
- 8 Jan – Murray River Road – road condition and mobile blackspot

Cr Whitehead

Cr Anderson

- 14 Dec – Queen Elizabeth Drive Tallangatta – blocked stormwater drains
- 14 Dec – Greenlight

Cr Pitman

Cr Tolsher

- 5 Jan – Tallangatta Triangles fencing of playground
- 5 Jan – Queen Elizabeth Drive Tallangatta - traffic speed
- 5 Jan – Queen Elizabeth Drive Tallangatta - blackberry spraying

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.



10.00am Chief Executive Officer (*Juliana Phelps*)

Ms Juliana Phelps provided information in relation to the following:

Councillor Workbook feedback

12.00pm Director Corporate and Organisational Development (*Narelle Taylor*)

Ms Narelle Taylor provided information in relation to the following:

[Briefing re: January Council Meeting reports:](#)

Model Code of Conduct

[Updates:](#)

Council Plan development process

Long Term Financial Plan

Internal Audit

Comms and Engagement Report as at 31 December 2024

12.30pm Lunch

1.00pm Director Corporate and Organisational Development (continued)

Ms Narelle Taylor continued to provide information in relation to the matters noted earlier.

2.00pm Director Infrastructure and Environment (*Jamie Heritage*)

Mr Jamie Heritage provided information in relation to the following:

[Briefing re: January Council Meeting reports:](#)

Capital Works Report

Environmental Sustainability

[Updates:](#)

Corryong CBD and shopfronts

Hanson Street West

Towong Walking Track

Wises Creek

Bellbridge Walking Track

innovation : technology : sustainability

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.



3.00pm Chief Executive Officer *(Juliana Phelps)*

Ms Juliana Phelps provided information in relation to the following:

Briefing re: January Council Meeting reports:

Leave request

Updates:

North East Water Price Submission feedback

ALGA – Call for motions

3.30pm Councillor time

4.00pm Close

innovation : technology : sustainability

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.



Meeting Records

Councillor Workshop

Wednesday 29 January 2025 – Tallangatta

Attendees: Crs Wortmann, Whitehead, Anderson, Pitman and Tolsher
Ms Juliana Phelps Chief Executive Officer and officers as listed below.

Apologies: Nil

Disclosures of Conflicts of Interest: Nil

9.30am Councillor feedback/issues/questions (spreadsheet)

The following matters were raised by Councillors:

Cr Wortmann

27 Jan – Resilient Buildings project

Cr Whitehead

Cr Anderson

27 Jan – Bellbridge Walking Track

27 Jan – Tallangatta VIC

27 Jan – Lake Road safety – bollards

Cr Pitman

25 Jan – Lake Banimboola Pondage Reserve Masterplan

25 Jan – Lifecycle Upper Murray

25 Jan – Corryong Cadets

25 Jan – MFSRBF

Cr Tolsher

10.30am Council Meeting

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.



11.30am Director Community and Planning (Mark Florence)

Mr Mark Florence provided information in relation to the following:

Staff introduction
 - Michael Stanton (Manager Community Wellbeing)
 Bullioh Female Friendly Facilities project (Miranda Mouat)
 Bethanga Recreation Reserve (Miranda Mouat)
 Resilient Buildings
 Neighbourhood House
 Skatepark opening
 Mitta Mountain Bike park
 Drummonds Lane, Talgarno (Margaret Fox)
 VicHealth Grant application (Simon Jones)
 Arbovirus

12.30pm Lunch

1.00pm Director Infrastructure and Environment (Jamie Heritage)

Mr Jamie Heritage provided information in relation to the following:

Corryong CBD and Hanson Street
 Stock route
 Bellbridge Walking Track
 Maloney data

2.00pm Chief Executive Officer (Juliana Phelps)

Ms Juliana Phelps provided information in relation to the following:

Wheeler Street
 Federal election priorities
 Induction program – what's next
 Future meetings – DoT 12 Feb 1pm
 - GMW (Bellbridge Boatclub) 12 Feb 2.30pm
 - RDA 19 March 10.30am

innovation : technology : sustainability

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.



3.00pm **Councillor time**

4.00pm **Meeting close**

innovation : technology : sustainability

Our Community Vision

Towong Shire will be the ideal place to be: Welcoming, vibrant and diverse communities with quality facilities and services.

ACTION SHEET
FROM 29 JANUARY 2025 ORDINARY COUNCIL MEETING

ITEM	DESCRIPTION	RESPONSIBLE OFFICER	PROGRESS/ COMPLETE
5	<u>Confirmation of Minutes</u> That the Minutes of the Ordinary Council Meeting held on the 18 December 2024 be confirmed.	Coordinator Governance and Compliance	Confirmed Minutes added to Council's website. Complete
9.2	<u>Chief Executive Officer Remuneration Review</u> That the Chief Executive Officer's remuneration package be increased by 3% backdated to 1 December 2024.	Director Corporate and Organisational Development	Resolution has been action within the Directorate. Complete
18.1	<u>Policies for Adoption</u> That the Model Councillor Code of Conduct and Internal Resolution Procedure, as amended and presented be adopted, with the Chief Executive Officer authorised to make minor administrative changes where necessary.	Coordinator Governance and Compliance	Document is drafted and with the Chief Executive Officer and Councillors to sign. Complete

Instrument of Appointment and Authorisation

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

Joshua Muller
Justin Troy

By this instrument of appointment and authorisation Towong Shire 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 -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of Towong Shire Council on 26 February 2025.

The COMMON SEAL of TOWONG)
SHIRE COUNCIL was affixed in the)
presence of:)

Juliana Phelps
Chief Executive Officer

Andrew Whitehead
Mayor

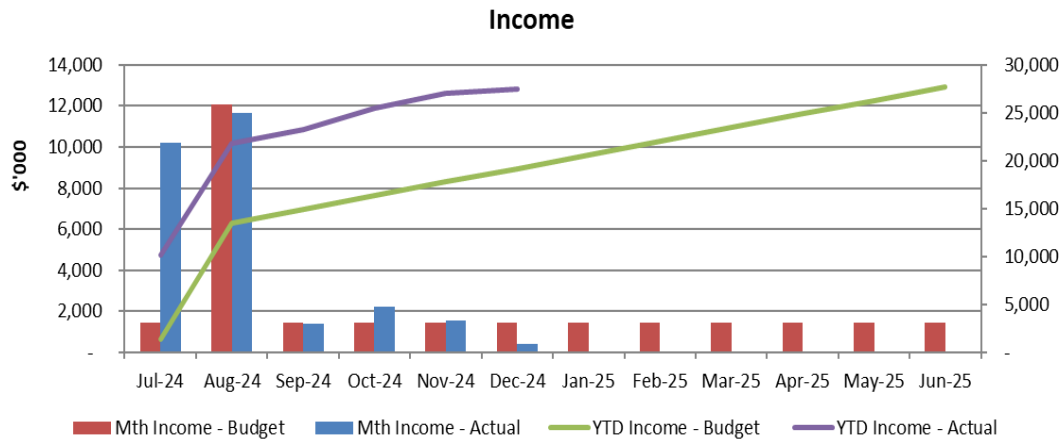


Quarterly Budget Report as at 31 December 2024

SUMMARY INCOME STATEMENT

	ACTUAL (YTD)	ADOPTED BUDGET 2025/26	%
Income			
Rates & Charges	10,395,736	10,596,000	98%
Statutory Fees & Fines	102,672	368,000	28%
User Fees	601,348	1,121,000	54%
Grants - Operating	10,607,390	10,170,000	104%
Grants - Capital	4,875,522	3,390,000	144%
Contributions - Monetary	77,725	-	
Net Gain / Loss on PIPE	(21,968)	-	
Fair Value Adjustment to Investment Properties	-	-	
Other Income	823,500	2,023,000	41%
Total Income	27,461,925	27,668,000	99%
Expenses			
Employee Costs	5,340,983	11,945,000	45%
Material and Services	5,313,320	10,709,000	50%
Depreciation	3,448,803	6,562,000	53%
Finance Costs	8,118	16,000	51%
Other Expenses	142,801	434,000	33%
Total Expenses	14,254,025	29,666,000	48%
Surplus/(Deficit)	13,207,900	(1,998,000)	

INCOME



Note 1:

Income for the December quarter amounted to \$4.1M, adding to the \$23.2 million in the prior quarter to take it to 98% of the budget for the full year. Income for the quarter was made up of:

- \$303K in user fees, of which \$252K relates to childcare.
- \$2.3 million in grants were received, highlighted by \$530K for the Corryong Skate Park and \$730K in Local Roads Infrastructure and Community Grants.
- \$660K in disaster relief funding claims.
- The majority of the "Contributions - Monetary" of \$77K year to date are made up of the community group donations towards the Rowen Park Project.



GRANT INCOME

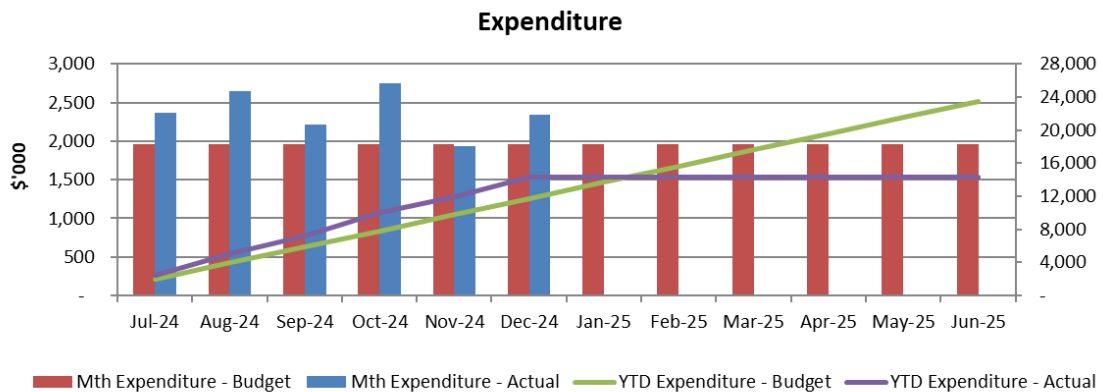
	Note	YTD	YTD	YTD	YTD	2024/25 Full Year	2024/25 Full Year
		(Actual) \$'000	(Budget) \$'000	(Variance) \$'000	(Variance) %	(Budget) \$'000	(Achieved) %
Recurrent	1	6,484	8,986	(2,502)	(28%)	8,986	72%
Non-Recurrent	2	8,996	4,573	4,423	97%	4,573	197%
Total		15,480	13,559	1,921	14%	13,559	114%

Note 2:

\$2.3 million of grant income has been recorded for the second quarter which is usually the lowest quarter of grant income. The two biggest grants received were:

- \$530K for the Corryong Skate Park. One final small milestone payment remains.
- \$730K in Local Roads Infrastructure and Community Grants.
- The remaining grants received during the quarter included kindergarten, maternal health and public library funding,

EXPENDITURE

**Note 3:**

Expenditure for the quarter reached \$7m including:

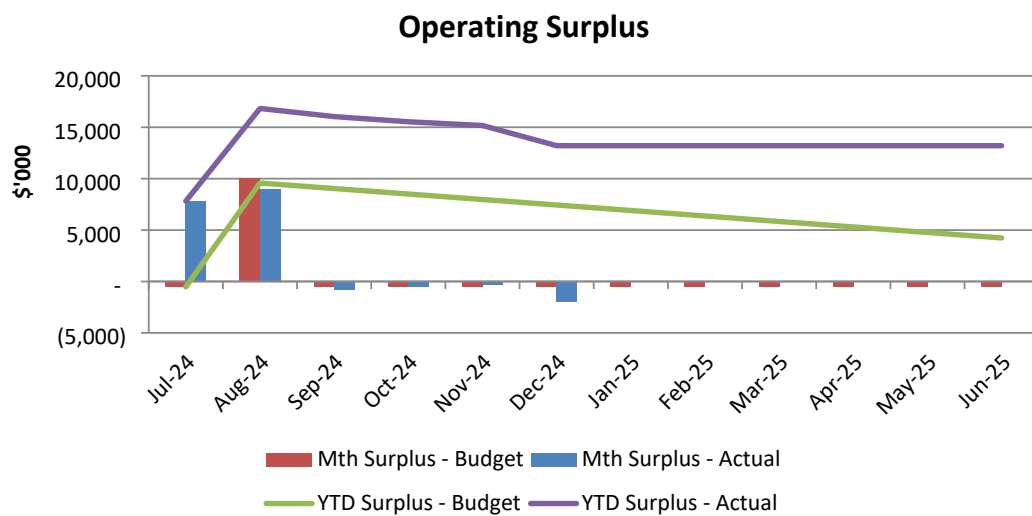
- \$2.3 million in material and services including \$427K on Community asset projects such as Rowen Park and Tintaldra Hall. Note that expenditure on these projects are recognised as expenses, not capital as they are not assets of the council.
- \$2.9 million in employee costs.

Council was operating with 108 Full Time Equivalent (FTE) staff at 31 December December 2024 against an annual budget of 125 FTE. Vacant positions at this time that were in the recruitment process included:

- Manager Assets and Environment – Tallangatta
- Manager Capital and Development – Tallangatta
- Team Leader Customer Service – Tallangatta
- Customer Service Officer – Tallangatta
- Finance Coordinator – Tallangatta
- Kindergarten Teacher – Walwa – Part time
- Kindergarten Educator – Walwa – Part time
- Kindergarten Educator – Corryong and Walwa – Casual
- Early Years Educators – Tallangatta and Bellbridge – Part time/Full time

OPERATING RESULT

	Note	Dec-24 (Actual) \$'000	Dec-24 (Budget) \$'000	YTD (Actual) \$'000	YTD (Budget) \$'000	YTD (Variance) \$'000	YTD (Variance) %	2024/25 Full Year (Budget) \$'000	2024/25 Full Year (Achieved) %
Income	1	383	4,268	27,462	19,181	8,281	43%	27,716	99%
Expenditure	2	2,348	5,871	14,254	11,742	(2,512)	-21%	23,483	61%
Surplus/ (Deficit)		(1,965)	(1,603)	13,208	7,439	5,769	78%	4,233	312%



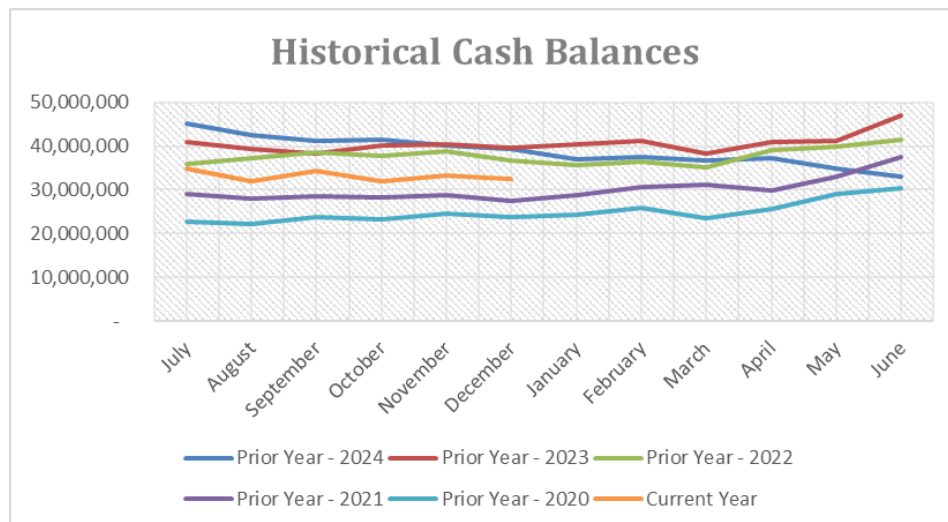
30 June 2025 is the deadline for the Resilience and Recovery Grant therefore by year end, we expect to see the utilisation of at least \$2.7 million towards Community Recovery projects. The expected completion of the Community Sports projects during the year include Rowen Park, Cudgewa Lights & Tallandoon Tennis Court which will see expenditure exceed the income in the run towards the end of the year. Based on this we continue to forecast a deficit at year end. These projects relate to assets that Council do not own, therefore the expenditure on these projects will be recognised as an expense.

CASH POSITION

Total cash and investments as at 31 December 2024 was **\$32.4 million**

Current 12 Month Term Deposit Interest Yield: 4.75% p.a

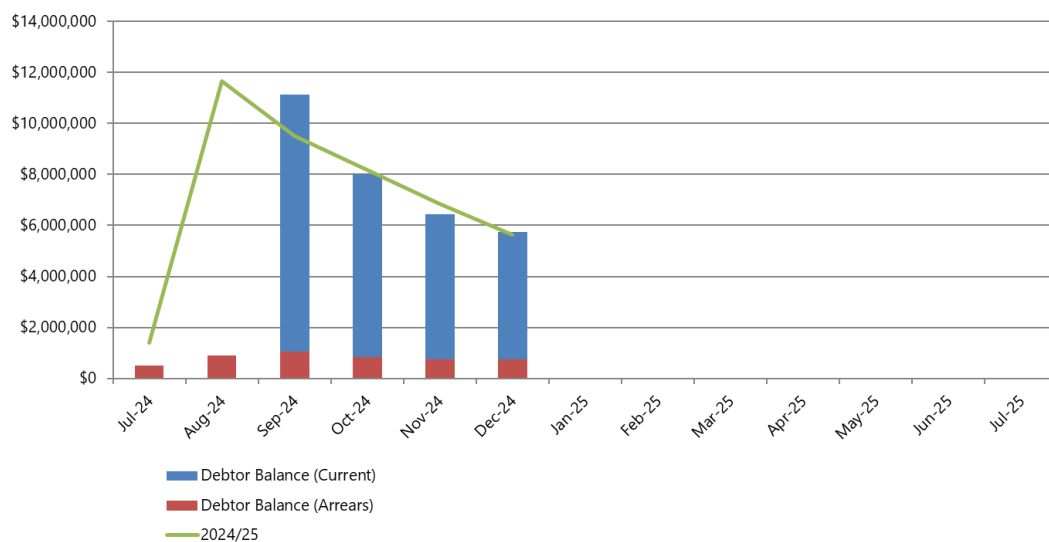
Current Cash & Investments (\$M)	
Total Cash	\$ 4,854
Total Investments < 12 months	\$ 27,548
Total Investments > 12 months	\$ -
	\$ 32,402
Interest Received YTD (\$,000)	\$ 852



RECEIVABLES

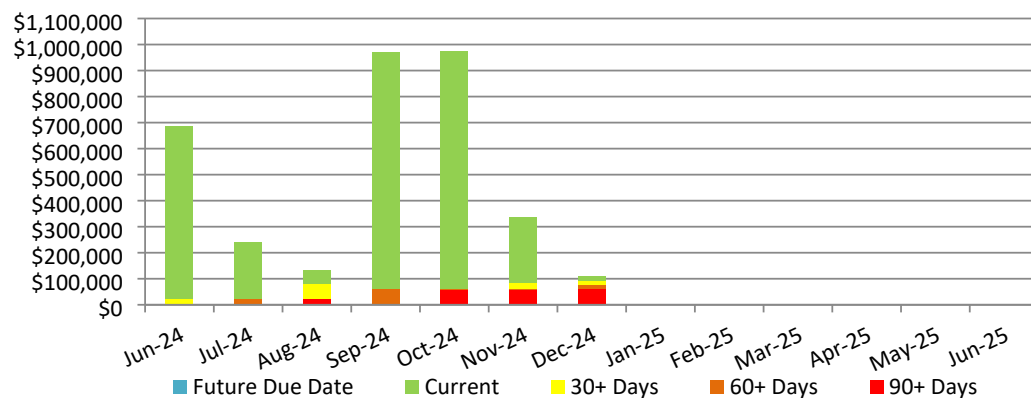
Rates debtors

Rates debtors reduced from \$11 million to under \$6 million in the space of one quarter. Prior year arrears reduced by \$110K to \$742K.



Sundry Debtors

The Sundry Debtors reduced from \$970K to \$108K over the quarter, off the back of AGL paying their \$300K rates invoice and the receipt of some grants that had been raised during the prior quarter.



Sundry Debtors



CAPITAL WORKS

Capital Works Quarterly Budget prepared and presented separately in a new Capital Works report to Council presented bi-monthly.



S6 Instrument of Delegation – Members of Staff

Towong Shire Council

Instrument of Delegation

to

Members of Council Staff



Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. Delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. Record that references in the Schedule are as follows:

Officer	Title
BI	Building Inspector
CEO / N/A	Chief Executive Officer / No delegation given to staff members, remains CEO responsibility
DCP	Director Community & Planning
DI&E	Director Infrastructure & Environment
DCOD	Director Corporate & Organisational Development
EHO	Environmental Health Officer
MF	Manager Finance
OHS	OHS Officer
GO	Governance Officer

3. Declares that:
 - 3.1 This Instrument of Delegation is authorised by a resolution of Council passed on ~~24 January 2024~~ 26 February 2026; and
 - 3.2 The delegation:
 - 3.2.1 Comes into force immediately 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 TOWONG)
 SHIRE COUNCIL was affixed in the)
 presence of:)

.....
 Chief Executive Officer

.....
 Mayor/Deputy Mayor



SCHEDULE

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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	DCOD	
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	DCOD	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	DCOD	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	DCOD	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions	DCOD	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	DCOD	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14	Power to manage multiple public cemeteries as if they are one cemetery	DCOD	
s 15(4)	Duty to keep records of delegations	DCOD	
s 17(1)	Power to employ any persons necessary	CEO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	DCOD	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	DCOD	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	DCOD	Where Council is a Class A cemetery trust

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18C	Power to determine the membership of the governance committee	DCOD	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	DCOD	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	DCOD	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	DCOD	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	DCOD	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	DCOD	Where Council is a Class A cemetery trust

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	DCOD	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	DCOD	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	DCOD	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	DCOD	Where Council is a Class A cemetery trust

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	DCOD	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	DCOD	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	DCOD	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	DCOD	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	DCOD	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	DCOD	Where Council is a Class A cemetery trust

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	DCOD	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	DCOD	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year	DCOD	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	DCOD	
s 20(1)	Duty to set aside areas for the interment of human remains	CEO	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	CEO	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
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	CEO	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CEO	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	DCOD	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	DCOD	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCOD	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	DCOD	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	DCOD	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	DCOD	
s 60(2)	Power to charge fees for providing information	DCOD	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	DCOD	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64B(d)	Power to permit interments at a reopened cemetery	DCOD	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO	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	DCOD	
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	DCOD	
s 70(2)	Duty to make plans of existing place of interment available to the public	DCOD	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	DCOD	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(2)	Power to dispose of any memorial or other structure removed	DCOD	
s 72(2)	Duty to comply with request received under s 72	DCOD	
s 73(1)	Power to grant a right of interment	DCOD	
s 73(2)	Power to impose conditions on the right of interment	DCOD	
s 74(3)	Duty to offer a perpetual right of interment	DCOD	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	DCOD	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	DCOD	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCOD	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	DCOD	
s 80(2)	Function of recording transfer of right of interment	DCOD	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	DCOD	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	DCOD	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	DCOD	
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)	DCOD	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	DCOD	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	DCOD	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	DCOD	
s 84I(6)(a)	Power to remove any memorial on the place of interment	DCOD	
s 84I(6)(b)	Power to grant right of interment under s 73	DCOD	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	DCOD	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	DCOD	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment 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	DCOD	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DCOD	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	DCOD	
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	DCOD	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	DCOD	
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86(5)	Duty to provide notification before taking action under s 86(4)	DCOD	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	DCOD	
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	DCOD	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	DCOD	
s 91(1)	Power to cancel a right of interment in accordance with s 91	DCOD	
s 91(3)	Duty to publish notice of intention to cancel right of interment	DCOD	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCOD	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	DCOD	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	DCOD	
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	DCOD	
s 100(1)	Power to require a person to remove memorials or places of interment	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DCOD	
s 100(3)	Power to recover costs of taking action under s 100(2)	DCOD	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	DCOD	
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	DCOD	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	DCOD	
s 103(1)	Power to require a person to remove a building for ceremonies	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	DCOD	
s 103(3)	Power to recover costs of taking action under s 103(2)	DCOD	
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	DCOD	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	DCOD	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCOD	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	DCOD	
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	DCOD	
s 108	Power to recover costs and expenses	DCOD	
s 109(1)(a)	Power to open, examine and repair a place of interment	DCOD	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	DCOD	Where the holder of right of interment or responsible person cannot be found

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCOD	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	DCOD	
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	DCOD	
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	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DCOD	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	DCOD	
s 112	Power to sell and supply memorials	DCOD	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	DCOD	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	DCOD	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 119	Power to set terms and conditions for interment authorisations	DCOD	
s 131	Function of receiving an application for cremation authorisation	DCOD	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	DCOD	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	DCOD	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	DCOD	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	DCOD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	DCOD	
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	DCOD	
s 151	Function of receiving applications to inter or cremate body parts	DCOD	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	DCOD	
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	DCOD	
sch 1 cl 8(8)	Power to regulate own proceedings	DCOD	Subject to cl 8

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	DCOD	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	DCOD	Where Council is a Class A cemetery trust Subject to cl 8



DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	DCOD, LLO	Council may delegate this power to a Council authorised officer

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	EHO, DCP	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	EHO, DCP	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 preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	EHO, DCP	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	EHO, DCP	If s 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	EHO, DCP	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	EHO, DCP	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).	EHO, DCP	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHO, DCP	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	EHO, DCP	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	EHO, DCP	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	EHO, DCP	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19EA(3)	Function of receiving copy of revised food safety program	EHO, DCP	
<u>s 19FA(1)</u>	<u>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</u>	<u>EHO, DCP</u>	<u>Where Council is the registration authority</u> <u>Subject to s 19FA(2), which requires a time limit for compliance to be specified</u>
<u>s 19FA(3)(a)</u>	<u>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)</u>	<u>EHO, DCP</u>	<u>Where Council is the registration authority</u> <u>Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))</u>
<u>s 19FA(3)(b)</u>	<u>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)</u>	<u>EHO, DCP</u>	<u>Where Council is the registration authority</u>
<u>s 19FA(3)(c)</u>	<u>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)</u>	<u>EHO, DCP</u>	<u>Where Council is the registration authority</u>

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, DCP	Where Council is the registration authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	EHO, DCP	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	EHO, DCP	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	EHO, DCP	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	EHO, DCP	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	EHO, DCP	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	DCP	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	EHO, DCP	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	EHO, DCP	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHO, DCP	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	EHO, DCP	Where Council is the registration authority
---	Power to register, renew or transfer registration	EHO, DCP	Where Council is the registration authority Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36A	Power to accept an application for registration or notification using online portal	EHO, DCP	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 36B	Duty to pay the charge for use of online portal	EHO, DCP	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
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	EHO, DCP	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)	EHO, DCP	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	EHO, DCP	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	EHO, DCP	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	EHO, DCP	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHO, DCP	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	EHO, DCP	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO, DCP	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	EHO, DCP	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	EHO, DCP	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	EHO, DCP	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	EHO, DCP	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	EHO, DCP	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO, DCP	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO, DCP	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	EHO, DCP	Where Council is the registration authority
s 39A	Power to register, or renew the registration of a food premises despite minor defects	EHO, DCP	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39A (6)	Duty to comply with a direction of the Secretary	EHO, DCP	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	EHO, DCP	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 <i>Public Health and Wellbeing Act 2008</i>	EHO , DCP	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	EHO, DCP	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	DCP	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	EHO, DCP	
s 40F	Power to cancel registration of food premises	DCP	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 43	Duty to maintain records of registration	EHO, DCP	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	EHO, DCP	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHO, DCP	Where Council is the registration authority
s 45AC	Power to bring proceedings	DCP	
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	DCP	Where Council is the registration authority



HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	N/A	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation



LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	DCP	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DCP	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	DCP	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	DCP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8A(5)	Function of receiving notice of the Minister's decision	CEO	
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	CEO	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO	
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	DCP	
s 12B(1)	Duty to review planning scheme	DCP	
s 12B(2)	Duty to review planning scheme at direction of Minister	DCP	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DCP	
s 17(1)	Duty of giving copy amendment to the planning scheme	DCP	
s 17(2)	Duty of giving copy s 173 agreement	DCP, DI&E, DCOD	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DCP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DCP	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DCP	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	DCP	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DCP	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DCP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DCP	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DCP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DCP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DCP	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DCP	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DCP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DCP	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DCP	Note: the power to make a decision to abandon an amendment cannot be delegated

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 28(2)	Duty to publish notice of the decision on Internet site	DCP	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DCP	
s 30(4)(a)	Duty to say if amendment has lapsed	DCP	
s 30(4)(b)	Duty to provide information in writing upon request	DCP	
s 32(2)	Duty to give more notice if required	DCP	
s 33(1)	Duty to give more notice of changes to an amendment	DCP	
s 36(2)	Duty to give notice of approval of amendment	DCP	
s 38(5)	Duty to give notice of revocation of an amendment	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DCP	
s 40(1)	Function of lodging copy of approved amendment	DCP	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DCP	
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	DCP	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	DCP	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	DCP	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	DCP	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DCP	Where Council is a responsible public entity
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	DCP, CEO	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	DCP	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DCP	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DCP	
s 46GP	Function of receiving a notice under s 46GO	DCP	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	DCP	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DCP	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DCP	
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	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCP	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DCP	
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	DCP	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCP	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DCP / MF	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DCP	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)	DCP	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)	DCP	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DCP	
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	DCP	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	DCP, DI&E	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	DCP, DI&E	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	MF	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	MF	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	DCP	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	MF	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	DCP	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(b)	Function of receiving the monetary component	MF	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)	DCP	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	DCP	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DCP	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	DCP	Where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DCP	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> 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	DCP	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZA(1)	Duty to keep proper and separate accounts and records	MF	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	MF	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)	DCP	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	DCP	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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)	DCP	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)	DCP	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)	DCP / MF	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	DCP	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DCP	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)	DCP	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	DCP	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)	DCP	Where Council is the development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	Function of receiving proceeds of sale	DCP / MF	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)	DCP	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)	DCP / MF	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	DCP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DCP	Where Council is a collecting agency or development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DCP	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)	DCP	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DCP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DCP	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO	
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	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DCP	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO	
s 46Q(1)	Duty to keep proper accounts of levies paid	MF	
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	DCP	
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	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DCP	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)	DCP	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	DCP	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	DCP	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46QD	Duty to prepare report and give a report to the Minister	DCP / MF	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	N/A	
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	N/A	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	N/A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	N/A	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	DCP	
s 47	Power to decide that an application for a planning permit does not comply with that Act	DCP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DCP	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	DCP	
s 50(4)	Duty to amend application	DCP	
s 50(5)	Power to refuse to amend application	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50(6)	Duty to make note of amendment to application in register	DCP	
s 50A(1)	Power to make amendment to application	DCP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DCP	
s 50A(4)	Duty to note amendment to application in register	DCP	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	DCP	
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	DCP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DCP	
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	DCP	
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	DCP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DCP	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DCP	
s 52(3)	Power to give any further notice of an application where appropriate	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DCP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DCP	
s 54(1)	Power to require the applicant to provide more information	DCP	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DCP	
s 54(1B)	Duty to specify the lapse date for an application	DCP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DCP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DCP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DCP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DCP	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	DCP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DCP	
s 57A(5)	Power to refuse to amend application	DCP	
s 57A(6)	Duty to note amendments to application in register	DCP	
s 57B(1)	Duty to determine whether and to whom notice should be given	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DCP	
s 57C(1)	Duty to give copy of amended application to referral authority	DCP	
s 58	Duty to consider every application for a permit	DCP	
s 58A	Power to request advice from the Planning Application Committee	DCP	
s 60	Duty to consider certain matters	DCP	
s 60(1A)	Duty to consider certain matters	DCP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DCP	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCP	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DCP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	N/A	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	N/A	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DCP	
s 62(2)	Power to include other conditions	DCP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DCP	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DCP	
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	DCP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DCP	
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)	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	DCP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DCP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DCP	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(3)	Duty not to issue a permit until after the specified period	DCP	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	DCP	This provision applies also to a decision to grant an amendment to a permit – see s 75
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	DCP	This provision applies also to a decision to grant an amendment to a permit – see s 75A

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DCP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DCP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DCP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCP	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	DCP	
s 69(1A)	Function of receiving application for extension of time to complete development	DCP	
s 69(2)	Power to extend time	DCP	
s 70	Duty to make copy permit available in accordance with public availability requirements	DCP	
s 71(1)	Power to correct certain mistakes	DCP	
s 71(2)	Duty to note corrections in register	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73	Power to decide to grant amendment subject to conditions	DCP	
s 74	Duty to issue amended permit to applicant if no objectors	DCP	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DCP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DCP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DCP	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCP	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
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	DCP	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	DCP	
s 83	Function of being respondent to an appeal	DCP	
s 83B	Duty to give or publish notice of application for review	DCP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCP	
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	DCP	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	DCP	
s 84AB	Power to agree to confining a review by the Tribunal	DCP	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DCP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DCP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91(2)	Duty to comply with the directions of VCAT	DCP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DCP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DCP	
s 93(2)	Duty to give notice of VCAT order to stop development	DCP	
s 95(3)	Function of referring certain applications to the Minister	DCP	
s 95(4)	Duty to comply with an order or direction	DCP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DCP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DCP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DCP	
s 96F	Duty to consider the panel's report under s 96E	DCP	
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 <i>Planning and Environment (Planning Schemes) Act 1996</i>)	DCP	
s 96H(3)	Power to give notice in compliance with Minister's direction	DCP	
s 96J	Power to issue permit as directed by the Minister	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DCP	
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	DCP	
s 97C	Power to request Minister to decide the application	DCP	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DCP	
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	DCP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	DCP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DCP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DCP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DCP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCP	
s 97Q(4)	Duty to comply with directions of VCAT	DCP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DCP	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DCP	
s 101	Function of receiving claim for expenses in conjunction with claim	DCP	
s 103	Power to reject a claim for compensation in certain circumstances	DCP	
s 107(1)	Function of receiving claim for compensation	DCP	
s 107(3)	Power to agree to extend time for making claim	DCP	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DCP	
s 114(1)	Power to apply to the VCAT for an enforcement order	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DCP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DCP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DCP	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DCP	Except Crown Land
s 129	Function of recovering penalties	DCP	
s 130(5)	Power to allow person served with an infringement notice further time	DCP	
s 149A(1)	Power to refer a matter to the VCAT for determination	DCP	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DCP	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DCP	
s 171(2)(g)	Power to grant and reserve easements	DCP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCP	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)	DCP	Where Council is a collecting agency specified in an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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)	DCP	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	DCP	
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	DCP	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 <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DCP	
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	DCP	
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	DCP	
s 178A(1)	Function of receiving application to amend or end an agreement	DCP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DCP	
s 178A(5)	Power to propose to amend or end an agreement	DCP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DCP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DCP	
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	DCP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DCP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DCP	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	DCP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DCP	If no objections are made under s 178D Must consider matters in s 178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DCP	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	DCP	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	DCP	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DCP	After considering objections, submissions and matters in s 178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DCP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DCP	
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	DCP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DCP	
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	DCP	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 179(2)	Duty to make available for inspection copy agreement	DCP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	DCP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DCP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DCP	
s 182	Power to enforce an agreement	DCP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCP	
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	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DCP	
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	DCP	
s 184G(2)	Duty to comply with a direction of the Tribunal	DCP	
s 184G(3)	Duty to give notice as directed by the Tribunal	DCP	
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	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 198(1)	Function to receive application for planning certificate	DCP	
s 199(1)	Duty to give planning certificate to applicant	DCP	
s 201(1)	Function of receiving application for declaration of underlying zoning	DCP	
s 201(3)	Duty to make declaration	DCP	
-	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	DCP	
	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	DCP	
	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	DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to give written authorisation in accordance with a provision of a planning scheme	DCP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DCP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DCP	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DCP	
s 522(1)	Power to give a compliance notice to a person	DCP	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	DCP, CEO	
s 525(4)	Duty to issue identity card to authorised officers	DCP, CEO, GO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	DCP	
s 526A(3)	Function of receiving report of inspection	DCP	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	DCP, CEO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	DI&E	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	DI&E	
s 11(9)(b)	Duty to advise Registrar	DI&E	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DI&E	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DI&E	Where Council is the coordinating road authority
<u>s 12(2)(b)</u>	<u>Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road</u>	<u>DI&E</u>	
s 12(2)	Power to discontinue road or part of a road	DI&E	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	DI&E	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	DI&E	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	DI&E	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	DI&E	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	DI&E	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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	DI&E	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	CEO	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO	
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	CEO	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO	
s 15(2)	Duty to include details of arrangement in public roads register	DI&E	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 16(7)	Power to enter into an arrangement under s 15	DI&E	
s 16(8)	Duty to enter details of determination in public roads register	DI&E	
s 17(2)	Duty to register public road in public roads register	DI&E	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	DI&E	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	DI&E	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	DI&E	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	DI&E	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18(1)	Power to designate ancillary area	DI&E	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	DI&E	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	DI&E	
s 19(4)	Duty to specify details of discontinuance in public roads register	DI&E	
s 19(5)	Duty to ensure public roads register is available for public inspection	DI&E	
s 21	Function of replying to request for information or advice	DI&E	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DI&E	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DI&E	
s 22(5)	Duty to give effect to a direction under s 22	DI&E	
s 40(1)	Duty to inspect, maintain and repair a public road.	DI&E	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DI&E	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DI&E	
s 42(1)	Power to declare a public road as a controlled access road	DI&E	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	DI&E	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	DI&E	Where Council is the coordinating road authority If road is a municipal road or part thereof

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	DI&E	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)	DI&E	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	DI&E	
s 49	Power to develop and publish a road management plan	DI&E	
s 51	Power to determine standards by incorporating the standards in a road management plan	DI&E	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DI&E	
s 54(2)	Duty to give notice of proposal to make a road management plan	DI&E	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DI&E	
s 54(6)	Power to amend road management plan	DI&E	
s 54(7)	Duty to incorporate the amendments into the road management plan	DI&E	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DI&E	
s 63(1)	Power to consent to conduct of works on road	DI&E	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DI&E	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DI&E	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DI&E	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	DI&E	Where Council is the coordinating road authority
s 67(3)	Power to request information	DI&E	Where Council is the coordinating road authority
s 68(2)	Power to request information	DI&E	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 72	Duty to issue an identity card to each authorised officer	CEO, GO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85	Function of receiving report from authorised officer	DI&E	
s 86	Duty to keep register re s 85 matters	DI&E	
s 87(1)	Function of receiving complaints	DI&E	
s 87(2)	Duty to investigate complaint and provide report	DI&E	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	DI&E	
s 112(2)	Power to recover damages in court	DI&E	
s 116	Power to cause or carry out inspection	DI&E	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DI&E	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DI&E	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	DI&E	
s 121(1)	Power to enter into an agreement in respect of works	DI&E	
s 122(1)	Power to charge and recover fees	DI&E	
s 123(1)	Power to charge for any service	DI&E	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DI&E	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	DI&E	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	DI&E	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DI&E	
sch 2 cl 5	Duty to publish notice of declaration	DI&E	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DI&E	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	DI&E	Where Council is the infrastructure manager or works manager
sch 7 cl 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	DI&E	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DI&E	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	DI&E	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	DI&E	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DI&E	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DI&E	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DI&E	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DI&E	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DI&E	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DI&E	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DI&E	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DI&E	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DI&E	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DI&E	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 16(8)	Power to include consents and conditions	DI&E	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	DI&E	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	DI&E	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	DI&E	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	DI&E	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	DI&E	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DI&E	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DI&E	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	DI&E	Where Council is the responsible road authority
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	DI&E	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 ##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	DCOD	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DCOD	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	N/A	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	N/A	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	N/A	

CEMETERIES AND CREMATORIA REGULATIONS 2015 ##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	N/A	
r 30(2)	Power to release cremated human remains to certain persons	N/A	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	N/A	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	N/A	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	N/A	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	N/A	

CEMETERIES AND CREMATORIA REGULATIONS 2015 ##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	N/A	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	N/A	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	N/A	
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	N/A	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	DCOD	
r 40	Power to approve a person to play sport within a public cemetery	DCOD	

CEMETERIES AND CREMATORIA REGULATIONS 2015 ##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 41(1)	Power to approve fishing and bathing within a public cemetery	DCOD	
r 42(1)	Power to approve hunting within a public cemetery	DCOD	
r 43	Power to approve camping within a public cemetery	DCOD	
r 45(1)	Power to approve the removal of plants within a public cemetery	DCOD DI&E	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DCOD	
r 47(3)	Power to approve the use of fire in a public cemetery	DCOD	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCOD	
Note: sch 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	DCOD	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	DCOD	See note above regarding model rules
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	DCOD	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015 ##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	DCOD	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	DCOD	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	DCOD	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	DCOD	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	DCOD	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	DCOD	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015 ##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	DCOD	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	DI&E	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	DI&E	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	DI&E	See note above regarding model rules

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DCP	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DCP	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	DCP	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible	DCP	Where Council is not the responsible authority but the relevant land is within Council's



	authority and duty to make the document available in accordance with the public availability requirements		municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DCP	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.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DCP, CEO	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DCP, CEO	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	DCP	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	DCOD	
r 10	Function of receiving application for registration	EHO, DCP	
r 11	Function of receiving application for renewal of registration	EHO, DCP	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	EHO / DCP	
r 12(1)	Power to refuse to renew grant the registration if not satisfied that the caravan park complies with these regulations	DCP	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	EHO / DCP	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DCP	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	EHO, DCP	
r 12(4) & (5)	Duty to issue certificate of registration	EHO, DCP	
r 14(1)	Function of receiving notice of transfer of ownership	EHO, DCP	
r 14(3)	Power to determine where notice of transfer is displayed	EHO, DCP	
r 15(1)	Duty to transfer registration to new caravan park owner	EHO, DCP	
r 15(2)	Duty to issue a certificate of transfer of registration	EHO, DCP	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	EHO, DCP	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for	EHO, DCP	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	renewal of registration		
r 17	Duty to keep register of caravan parks	EHO, DCP	
r 18(4)	Power to determine where the emergency contact person's details are displayed	EHO, DCP	
r 18(6)	Power to determine where certain information is displayed	EHO, DCP	
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	EHO, DCP	
r 22(2)	Duty to consult with relevant emergency services agencies	EHO, DCP	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	EHO, DCP	
r 24	Power to determine places in which caravan park owner must display copy of public emergency	EHO, DCP	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	warnings		
r 25(3)	Duty to consult with relevant floodplain management authority	EHO, DCP	
r 26	Duty to have regard to any report of the relevant fire authority	EHO, DCP	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	EHO, DCP	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	BI, DCP	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	BI, DCP	
r 41(4)	Function of receiving installation certificate	BI, DCP	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	BI, DCP	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	BI, DCP	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	DI&E	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DI&E	
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)	DI&E	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	DI&E	
r 13(1)	Duty to publish notice of amendments to road management plan	DI&E	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	DI&E	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 16(3)	Power to issue permit	DI&E	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DI&E	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DI&E	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	DI&E	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	DI&E	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DI&E	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DI&E	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DI&E	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	DI&E	Where Council is the coordinating road authority

Corporate & Organisational Development Quarterly update

The following key activities were the focus of the Corporate and Organisational Development team for the quarter October – December 2024.

Long term financial Plan software: Council adopted the CT Management Long term financial planning software in November 2024 and undertook training with the software provider. Developing Councils long term financial plan continues while we obtain the required data around asset planning, renewals, maintenance and forecasting; in addition to preparing the 2025/26 Council Budget.

Team structures: With turnover occurring in the DCOD team, time has been put into redefining the required structures to deliver services to the rest of the organisation. As a result, new staff will be inducted to the organisation across the Finance, HR & Safety, Customer & Comms and engagement teams.

Risk Management & Safety: Development of key framework & policy documentation in this space has continued with the draft risk management framework, policy and procedure documents, and the draft injury management policy being developed. These policies will require consultation and further development prior to adoption.

Council elections: Council elections were held on 26 October, with the Swearing-in of new Councillors and induction into the role commencing in November 2024. Planning for the development of the Council Plan has commenced, identifying the process and key engagement strategies to inform the preparation of this strategically significant document. Activities in this space will continue over the coming months throughout most of 2025.

Information management: Finalisation of the Business Classification Scheme (BCS) and mapping the migration of records into the new BCS progressed significantly.

All-staff day: An all-staff day was held in Tallangatta, promoting cross-organisational relationship building, improved understanding of different service unit operations, and the achievements of teams across the organisation.



Culture and Inclusion Report – 1st August 2024 to 31st January 2025

Ms Danielle Brooke, Senior Community Development Officer - Culture and Inclusion Commenced in November 2024. This role is a newly created position which oversees the Council's culture, youth and inclusion functions, along with Libraries. The role will develop and support inclusion and access for marginalised groups including young people, older people, those with a disability, LGBTQIA+ and First Nations People to improve equity and wellbeing for all people.

This report covers the period when the position of Culture and Inclusion Co-Ordinator was being developed and recruitment was in process, during part of this period both this new position and previous position were vacant. Consultants were engaged during this time to deliver programs and reporting in Youth and LGBTQIA+ population groups whilst Libraries were overseen by the Director Community and Planning during this time.

YOUTH

Freeza

FReeZA operates on a three-year cycle, over the last three years Council has received 'FReeZA' youth funding, from the Victorian State Government, there is no funding for Council in the next round of FReeZA. Final activities from the previous round conducted in 2024 are listed below:

- Activities were for youth aged 12 to 25 years old, based on consultation with youth groups.
- Activities included skate park events and writing workshops.
- Parallel Wilds, nature virtual reality experiences in Walwa and Talgarno.
- Performance and song writing workshops (online and in person) in the lead up to the Battle of the Bands in December with 22 musicians performing and 90 audience members. These were facilitated by consultant Sal Kimber who is a musician and project facilitator. Sal Kimber organised many aspects of the event; from finding the bands and creating a running order, through to event promotion, marketing and organising the audio equipment and running the event on the day.
- Sal Kimber is also finalising the final FReeZa funding acquittal with the funding administrators on Council's behalf.



Youth Strategy

A draft Towong Shire Youth Strategy 2025-2029 has been prepared by consultant Carlene Lamanna during 2024. The strategy was developed through a methodological process, of literature review, evidence statistics, stakeholder engagement, evaluation of collected data to prepare the draft plan.

Significant community engagement occurred during development of this plan through community surveys and focus groups with Youth, Parents and Stakeholder Organisations (Schools, Neighbourhood House and Youth).

This new document will be an important strategic resource for guiding council efforts in the youth sector, building key partnerships and building a foundation of youth engagement.

The draft document is being finalised, and it is proposed to bring this draft strategy to Council in March for endorsement.

INCLUSION

Reconciliation Action Plan

Details and status of the draft Reconciliation Action Plan (RAP) are being presented to Council in February with arrangements being made for the delivery of cultural awareness training to all Towong Shire staff over the coming months.

Whilst we await formal feedback on the Draft RAP from Reconciliation Australia there are several actions that will commence such as Cultural Awareness training.

LGBTQIA+

The LGBTQIA+ Inclusion and Wellbeing Consultation Report was presented to Council in March 2024. This report was prepared by Consultant Sal Kimber, through evidence base and consultation within the LGBTQIA+ community.

A key Recommendation from that report was to establish a reference group made up of a cross section of the LGBTQIA+ community across age and location. The details and process for this to happen are being worked through before implementation.



COMMUNITY WELLBEING

Strategic planning for the Council Municipal Health and Wellbeing Plan 2025-2029 has commenced this will involve collaborating with partner organisations and stakeholders, community engagement and consultation as Section 26 of the Public Health and Wellbeing Act 2008. It will also involve supporting evidence from State, local and leading industry organisations who track, monitor and provide services under Health and Wellbeing to form evidence supporting community feedback and for future proposed actions.

Wellbeing Partnership Engagement

Meetings have occurred with key partnership organisations to establish connection in wellbeing activities. These organisations have been, Gateway Health, Tallangatta Health Service, Corryong Health Service, Orange Door, Women's Health Goulburn Northeast.

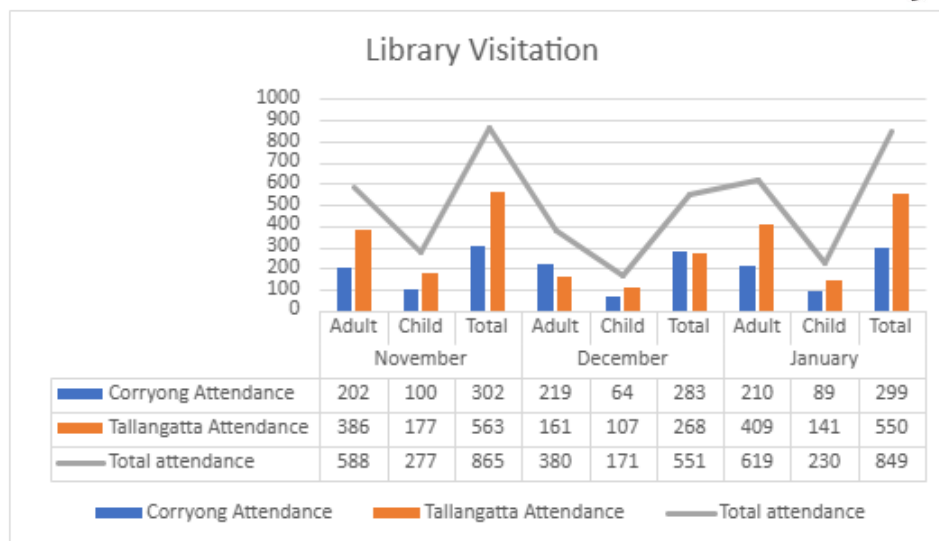
LIBRARIES

Towong Shire libraries are highly valued by our communities for meeting diverse needs. This summer, we facilitated various activities, including the Big Summer Read, continued borrowing, inter-library loans, gaming and family spaces during school holidays, and workspace and resources for travellers and local for work, study, or leisure needs.

Visitors utilised our spaces, Wi-Fi, technology, reading materials, and friendly staff assistance.

The library team continues to manage community engagement, collection development (including Public Libraries Funding Program and Premier's Reading Challenge grants), and the 2024 programming schedule featuring ongoing programming such as book clubs, key social & inclusive events, school programs, author talks, and ongoing library initiatives.

In January, Tallangatta library also had a refresh with a layout change, highlighting the large print collection and creating family, quiet and leisure spaces.



Living Libraries Infrastructure Program 2024-25

Towong Shire staff are preparing an application to the Living Libraries Infrastructure Program (LLIP) 2024-25 for an internal renovation of Corryong Library under this program where up to \$200,000 can be sought without any Council contribution.

A request for quotation to engage a consultant/architect was advertised in December 2024 for community consultation and a design concept to be developed to assist in our funding application which is due in March. Eight submissions were received and assessed with Eames Architecture appointed to complete these works.

CREATIVE ARTS

Partnership Engagement

A meeting was held with Murray Arts in January, establishing preliminary opportunities in expanding collaboration with local artists, promotional opportunities through websites, further grant opportunities through art funding, and creating community connection through an art event.

This collaboration will focus on how Arts will bolster community connection, culture and inclusion with a proposed meeting to be set up with Murray Arts, Council and community art members in the short term.

Community Services Report Tallangatta Neighbourhood House

19 September 2024 to 31 January 2025

The objective of the Neighbourhood House is to support, develop and engage the community of Tallangatta and surrounds through a broad range of social, learning and recreational opportunities to support mental health and wellbeing, build resilience and foster a sense of connectedness within the community.

Activities of the Neighbourhood House are aligned to the 2021-2025 Council Plan, Community Wellbeing strategies to:

- Encourage active lifestyles and facilitate access to activities that have meaning to our community members in order to improve wellbeing;
- Support our communities to be inclusive, warm and welcoming; and
- Collaborate with community service providers and groups to collectively support community needs.

Throughout the reporting period, the Neighbourhood House has undertaken activities in the following key service delivery areas:

Community Development

- Promotional support and advice to organisers of the Tallangatta Garage Sale Day;
- Development of promotional materials for Tallangatta Senior Citizens events;
- Opportunity for community groups to promote their activities via the Tallangatta Community Christmas event;
- Opportunity for community members to volunteer at the Neighbourhood House;
- Free regular meeting space for six community groups; and
- Ongoing promotion of community group activities via Neighbourhood House Facebook page and email newsletter.

Collaboration with Organisations and Services

- Annual "Giving Tree Project" collaboration with Tallangatta Girl Guides. Community members leave gifts under a Christmas Tree located at Tallangatta Bakery. Gifts are then distributed to local families nominated by schools and family support services. A total of 21 families (62 kids and 33 adults) were supported.
- Meeting with Tallangatta Health Service, Health Promotions Officer regarding the Tallangatta Community Garden by the Lakeside;
- Attended Upper Murray Region Neighbourhood House Network Managers Forum;
- Supported Towong Shire Council with Tallangatta Australia Day event; and
- Free venue for external service provider visits including Northcott (disability services), Hume Riverina Community Legal Service, Skills & Jobs Centre and Towong Shire Council Supported Playgroup.

Programs, Activities and Events

- Regular email communications promote upcoming Neighbourhood House and broader community activities to 650 individual subscribers;
- Upcoming House activities and outcomes are posted on the Neighbourhood House Facebook page with 1.2k Followers;
- A wide variety of activities catering for all ages were held during the reporting period. Program highlights are as follows:

Spring Sizzle Lunch for a Cause – National Breast Cancer Foundation (NBCF) Fundraiser
Neighbourhood House regularly hosts pop-up lunches designed to give community members the opportunity to make new connections and reduce social isolation. The Lunch for a Cause concept was developed after the House was approached by a passionate community member seeking assistance to raise funds for the NBCF due to many people in Tallangatta currently battling breast cancer. The event was very well supported with 43 in attendance. Guests paid \$15 to enjoy a BBQ meat and salad lunch plus dessert and purchased raffle tickets. Donations of food, catering supplies and raffle prizes from local businesses ensured that 100% of funds raised could be donated to NBCF. An impressive \$1053 was raised.

Tallangatta Community Christmas

This free event for the whole community was held in the Tallangatta Triangles on 13 December. Festivities included the children's Christmas Party and a visit from Santa followed by the Christmas Carols.

On arrival children collected a 'Party Passport' and visited community stands offering free activities, games, food and giveaways. A total of 190 passports were handed out to children and 34 community groups and clubs, businesses, service organisations and schools were in attendance or supported the event in some way.

The carols featured the Tallangatta Community Choir along with local school children, Rotary Club members and other local musical talent. The carols attracted an estimated crowd of 200. A generous donation of \$1,000 was received from Smiths TMP (Tallangatta Meat Processors) towards the running cost of the event.

Connecting Community in Upper Hume Social Prescribing Project

Neighbourhood House has received funding for this project aiming to reduce social isolation by connecting people to groups, social activities and other individuals in their community.

Weekly connecting community events have been scheduled at a local café and at the Neighbourhood House. A volunteer host will be in attendance to welcome participants and facilitate conversation. A Community Connector will be available to support individuals connect with groups. Local businesses, organisations and health providers will be educated on the program and asked to refer individuals they may identify as needing support.

(Full details of the project can be found in the December 2024 Council meeting report.)



Connecting Community

Need help to find a social or recreational activity that will suit you?

Are you a little nervous about joining something new?

Being connected to others in your community is great for your health and wellbeing.

Let us help you break the ice!

How does it work?

Community Connectors

- Our volunteer community connectors can help connect you with groups and activities in your community, link you with services and assist you to join in with events or programs.
- We offer personal and confidential support to help you achieve your goals at your pace and in a way that suits you.

Community Connections

- Our weekly connecting community events provide the opportunity to connect and socialise regularly with others in your community.
- Our volunteer host will be there to welcome you and occasionally we will have visitors from community groups or services drop in so you can talk to them about what they offer.
- Drop in for a cuppa or contact us to book your seat at the table for lunch.

Where and when?

DATE	TIME	EVENT	LOCATION
FIRST MONDAY	10AM	CAFE	YELLOW PICKET FENCE
SECOND WEDNESDAY	2PM	CUPPA	TALLANGATTA NEIGHBOURHOOD HOUSE
THIRD MONDAY	10AM	CAFE	YELLOW PICKET FENCE
FOURTH WEDNESDAY	12PM	LUNCH	TALLANGATTA NEIGHBOURHOOD HOUSE

How do I take the first step?

- Contact us directly, come along to a connecting community event or ask your health professional for a referral.

✉ tallangatta.nh@towong.vic.gov.au



Send Message 0408 573 474



Monday to Friday 9.30am-2.30pm



5a Banool Rd, Tallangatta



CONNECTING COMMUNITY
IN UPPER HUME PHASE 2 (CCUHP2)

The Connecting Community in Upper Hume Phase 2 (CCUHP2) project is managed by the Upper Murray Regional Neighbourhood House Network and funded by Ovens Murray Mental Health, Alcohol and Drug Alliance.

The following activities were delivered in the reporting period:

TERM 4 2024	ACTIVITY	Attendance	TNH Funded
23 Sept	School Holidays - Cooking	8	206.04
30 Sept	School Holidays - Drama	11	248.30
2 Oct	School Holidays - 3D Animal Portraits	8	388.79
4 Oct	Games Night	4	0
7 Oct	Ukelele Group	7	0
9 to 30 Oct	Adult Sewing - Mastering Patterns	4	232.25
25 Oct	Teens - Halloween Movie Night	8	72.75
31 Oct	Halloween Trick or Treat	80	27.36
1 Nov	Needle Felting - Teddy Bears	6	64.53
1 Nov	Games Night	8	0
4 Nov	Ukelele Group	3	0
3 Nov to 1 Dec	Adult Sewing - Mastering Patterns	4	232.25
6 to 27 Nov	Relax and Reset- Meditation & Mindfulness	4	366.65
9 Nov	Big Sing	56	+161.48
13 Nov	Know Your Gizmo – Digital Device help	3	0
15 Nov	Spring Sizzle – Lunch for a Cause	43	0
16 Nov	Mosaics	12	661.85
18 Nov	Provide First Aid	10	220.18
18 Nov	Provide CPR	2	24.49
20 Nov	Wet Felting	8	225.38
2 Dec	Ukelele Group	5	0
6 Dec	Games Night	9	0
9 & 12 Dec	Gingerbread House	14	490.47
13 Dec	Community Christmas - Party & Carols	500	120.84
15 Dec	Christmas Baking	8	494.51
			\$3915.16

**TNH Funded - the financial contribution from Neighbourhood House to run the activity after deducting participant fee income. Funded by DFFH - Neighbourhood House Coordination Program budget.*



Climate Adaptation

Responsible officer:	Director Infrastructure and Environment
Key Result Area:	Environmental Sustainability
Document type:	Policy
Reference:	10/01/0004
Approved by:	Council
Date approved:	27 September 2023
Date of next review:	27 September 2024

Definitions

Term	Definition
Climate change	Refers to a change in the state of the climate that can be identified by changes in the mean and/or the variability of its properties, and that persists for an extended period, typically decades or longer ¹ .
Adaptation	Process of adjustment to actual or expected climate and its effects which aims to reduce the impact of any given level of climate change.
Mitigation	Refers to efforts to minimise the extent of climate change by reducing or preventing emission of greenhouse gases
Resilience	The capacity of an organisation to absorb disturbance and reorganize while undergoing change to still retain essentially the same function, structure, identity and feedbacks. ²

Scope

The purpose of this policy is to provide a mechanism to guide strategies, evaluate and assess projects and policies, and enable Council to manage its climate change vulnerability thereby increasing the organisation's resilience and preparation for the future.

¹ IPCC (2007) Fourth Assessment Report: Climate Change 2007: Synthesis Report

² [Walker, B. and Salt, D. \(2008\) Resilience Thinking: Sustaining ecosystems and people in a changing world. Island Press. U.S.A.](#)



Background

This policy is underpinned by climate projections in the *Murray Basin Cluster Report* from CSIRO and the Australian Bureau of Meteorology's *Climate Change in Australia Projections* (Timbal et al. 2015).

Expectations are for hotter and generally drier conditions in Towong Shire with increasing frequency and intensity of extreme climatic events. This has implications for the continued management of local government assets and delivery of services into the future. A range of local government functional areas are already faced with the impacts of heatwave, drought, fire and flood. These extremes place pressure on the achievement of strategic objectives, via a range of financial, people and safety, environmental, governance, business continuity and reputational consequences.

This policy aligns with Towong Shire Council's mission statement by proactively planning for a changing climate.

Objectives

Council is committed to responding to the risks of climate change to Council assets and services.

The objectives of this policy are to:

- Reduce greenhouse gas emissions (through appropriate mitigation strategies)
- Conserve natural resources
- Promote a safe and healthy community
- Increase Council's resilience to the impacts of climate change

Approach

We aim to achieve the objectives of this policy by:

1. Implementing Climate Adaptation Action Plans to assess and respond to the impacts of climate change on Council assets and services.
2. Evaluate the climate change implications when making strategic and operational decisions and developing policy positions.

Deployment

Climate change impacts are experienced across the organisation and community, with mitigation and adaptation actions implemented by Councillors, staff and community members.

This policy applies to Council services and assets. It is to be considered when Council and its officers make recommendations and decisions, or design and review programs, processes and projects. This policy also applies to Councillors as the elected representatives of the Towong Shire in their decision making and advocacy; and to all employees, agency employees, sub-contractors and volunteers whilst they are working on Council sites and/or under Council direction.



Human Rights

The policy gives regard to relevant legislation, principles of natural justice and procedural fairness, community values and Council's resource capacity. It is considered that this policy supports the rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Relevant Legislation

The local policy and planning context relevant to climate change adaptation is tabulated in Table 1 with quotes from key council documents. Some of these guiding documents acknowledge climate change and the increasing nature of extreme events, and others take the additional step in putting forward various adaptation responses.

Resources

The following resources are committed by Council to assist with the implementation of this policy:

- Director Infrastructure and Environment to manage implementation of this Policy
- Managers to implement this Policy
- Other resources as deemed necessary by the Chief Executive Officer.

Table 1. Towong Shire Council local policy and planning context relevant to climate change

TSC document	Relevant content
Council Plan 2011-2025 (Towong Shire Council, 2021)	Mission : 'To provide strong leadership and to work with our communities to enhance their social, economic and environmental wellbeing.' Items listed as ongoing responsibilities for the Environmental sustainability Key Result Area: • Develop a climate change action plan (including actions to reduce carbon emissions, electric vehicle charging, etc); • Invest in community education programs and a waste services survey to improve waste and recycling separation; • Continue to seek funding for integrated water management projects to maximise the use of recycled and raw water sources for public amenity and climate change mitigation.
Towong Planning Scheme (Towong Shire Council, 2023)	"The Towong Planning Scheme acknowledges climate change as a significant risk for to be considered in planning matters. This is noted most notably in clauses 02.03-3 (Environmental risks and amenity) and 13.01-1S (Natural hazards and climate change).
Municipal Emergency Management Plan (Towong Shire Council, 2018)	Increasing frequency and intensity of extreme events (particularly heatwaves) are acknowledged in the risk assessment that fed into the emergency management planning process.



TSC document	Relevant content
Strategic Plan for Agriculture (Towong Shire Council, 2023)	The strategic plan references various initiatives and recommendations throughout the document to address climate change in the agricultural industry
Municipal Economic Development Strategy (Towong Shire Council, 2022)	Outcome 2.1 "To support agricultural output and grow its value, the industry also needs to adopt future-proofing measures to protect against the increasing threat of climate change and extreme weather events (which creates uncertainty for farmers)."
Municipal Public Health and Wellbeing Plan (Towong Shire Council, 2021)	Action 3.1 "Ensure communities adopt sustainable practices to reduce the impact of climate change". This includes developing a climate change action plan and integrate climate risk discussion in peak committees.
Heatwave Plan (Towong Shire Council, 2017)	Under 'Council obligations under Government Legislation and Policy', the plan refers to the following documents, including linkages between heatwave and climate change: Public Health and Wellbeing Act 2008, Emergency Management Act 1986 and 2013, Climate Change Act 2010, Planning and Environment Act 1987, Our environment, our future sustainability action statement 2006. This statement identifies community and local government as the levels most appropriate for heatwave emergency planning and response.
Municipal Climate Adaptation Action Plan (Towong Shire Council, 2023)	The Climate Adaptation Action Plan is an initiative referenced in numerous strategic documents to map out a practical pathway for Council to further reduce their emissions over the next ten years. It details initiatives addressing topic areas such as waste, fleet transition, stationary fuels, electricity and concrete and asphalt.

Results

The deployment of this policy together with the results achieved will be reviewed at least annually.

References

Towong Shire Council (2021) *Council Plan 2021-2025*
Towong Shire Council (2023) *Towong Planning Scheme*
Towong Shire Council (2023) *Municipal Strategic Plan for Agriculture*
Towong Shire Council (2022) *Municipal Economic Development Strategy*
Towong Shire Council (2021) *Municipal Public Health and Wellbeing Plan*
Towong Shire Council (2023) *Municipal Climate Adaptation Action Plan*
Towong Shire Council (2017) *Municipal Heatwave Plan*



A handwritten signature in blue ink, consisting of a large 'C' followed by a stylized 'JP' and another 'C'.

Authorised by: _____

Juliana Phelps
Chief Executive Officer