



ATTACHMENTS

ITEM 4 CONFIRMATION OF MINUTES

- Item 4 Attachment 1 – Council Meeting Minutes 7 February 2024

ITEM 9 REPORTS REQUIRING A DECISION

- Item 9.2 Attachment 2 – Business Assistance Grants Grading Criteria
- Item 9.2 Attachment 3 – Confidential attachment
- Item 9.3 Attachment 4 – Community Action Grants Grading Criteria
- Item 9.3 Attachment 5 – Confidential attachment
- Item 9.4 Attachment 6 – Draft Body-Worn Cameras Policy
- Item 9.4 Attachment 7 – Draft Community Engagement Policy
- Item 9.4 Attachment 8 – Confidential attachment
- Item 9.4 Attachment 9 – Confidential attachment
- Item 9.4 Attachment 10 – Confidential attachment
- Item 9.4 Attachment 11 – Draft Gender Equality Policy
- Item 9.4 Attachment 12 – Live Streaming and Publishing Recordings Policy
- Item 9.5 Attachment 13 – S6 Delegation from Council to Council Staff
- Item 9.5 Attachment 14 – S11A Instrument of Appointment (PE Act)
- Item 9.5 Attachment 15 – S18A Instrument of Appointment (*EPA Act 2017*)

ITEM 10 COUNCIL COMMITTEES

- Item 10.1 Attachment 16 – Rainbow Town Committee Minutes 19 February 2024
 - Item 10.2 Attachment 17 – WMPM Committee Minutes 18 December 2023
 - Item 10.2 Attachment 18 – Yurunga Committee Minutes 18 January 2024
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8 February 2024

MINUTES

of Ordinary Council Meeting

Date: Wednesday 7 February 2024

Time: 3:00pm

Venue: Council Chamber
92 Nelson Street, Nhill

Council: Cr Brett Ireland – Mayor
Cr Wendy Bywaters – Deputy Mayor
Cr Melanie Albrecht
Cr Debra Nelson
Cr Robert Gersch
Cr Ron Ismay

Officers: Monica Revell – Acting Chief Executive Officer
Petra Croot – Acting Director Corporate & Community Services
Ram Upadhyaya – Director Infrastructure Services

Acknowledgement of Indigenous Community

Hindmarsh Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.



Public Access

This meeting is open to members of the public and will be livestreamed from Council's Facebook page at www.facebook.com/hindmarshshirecouncil

Live Streaming Statement

This meeting will be streamed live on the internet and the recording of this meeting will be published on Council's website and/or social media pages after the meeting.

Members of the public attending this meeting may be filmed.

By remaining in the public gallery once the meeting commences, members of the public give their consent to being filmed, and for the recording of them to be made publicly available and used by Council.

Information about the broadcasting and publishing recordings of Council meetings is available in the Council's Live Streaming and Publishing Recordings of Council Meetings Policy is available on the Council's website.

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In Attendance:

Councillors:

Cr Brett Ireland (Mayor), Cr Wendy Bywaters (Deputy Mayor), Cr Melanie Albrecht, Cr Robert Gersch OAM, Cr Ron Ismay and Cr Debra Nelson.

Officers:

Ms Monica Revell (Acting Chief Executive Officer), Mr Ram Upadhyaya (Director Infrastructure Services), Ms Petra Croot (Acting Director Corporate and Community Services) and Ms Shauna Johnson (Executive Assisant).

1 ACKNOWLEDGMENT OF THE INDIGENOUS COMMUNITY & LIVE STREAMING STATEMENT

Cr B Ireland opened the meeting at 3:05pm by acknowledging the Indigenous Community and by reading out the live streaming statement.

2 APOLOGIES

No apologies.

3 DECLARATION OF INTERESTS

A Councillor or Officer with a conflict of interest in an item on the Agenda must indicate that they have a conflict of interest by clearly stating:

- the item for which they have a conflict of interest;
- whether their conflict is **general** or **material**; and
- the circumstances that give rise to the conflict of interest.

Declaration of material or general conflict of interest must also be advised by Councillors and Officers at the commencement of discussion of the specific item.

Ms M Revell declared a material conflict of interest in confidential item 14.4.

Ms P Croot declared a material conflict of interest in confidential item 14.4.

4 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 13 December 2023 at the Council Chamber, as circulated to Councillors be taken as read and confirmed.

MOVED: CRS M Albrecht/R Gersch

That the Minutes of the Ordinary Council Meeting held on Wednesday 13 December 2023 at the Council Chamber, as circulated to Councillors be taken as read and confirmed.

CARRIED

Attachment Number: 1

5 PUBLIC QUESTION AND SUBMISSION TIME

Community members wishing to ask questions at council meetings may do so, in writing, at least 24 hours prior to the council meeting. Both the question and answer will be read out at the meeting. Questions may be submitted by mail, email info@hindmarsh.vic.gov.au or delivered in person to a council customer centre but are limited to two questions and 100 words including any pre-amble. Offensive, trivial and repetitive questions, questions which have been recently answered, or questions that may contain defamatory comments, may be excluded at the discretion of the Mayor.

The question must be accompanied by a name and the locality where the questioner resides or works, which will be read out at the meeting. By submitting a question, the questioner gives consent to this information being read out in public. Anonymous questions will not be answered.

No public questions or submissions received.

6 ACTIVITY REPORTS

COUNCILLOR ACTIVITIES: 5 December 2023 – 29 January 2024

6.1 Cr IRELAND, MAYOR

Date	Meeting/Event	Location	Comments
06/12/2023	Unveiling of portrait at Nhill police station	Nhill	
06/12/2023	Meeting with CEO re upcoming agenda	Nhill	
06/12/2023	Citizenship ceremony in council chambers	Nhill	
11/12/2023	Friends of Lake Albacutya AGM at Mecca Rainbow	Rainbow	
12/12/2023	Rainbow p-12 college awards night	Rainbow	
13/12/2023	Council briefing	Nhill	
13/12/2023	Council meeting followed by Xmas party	Nhill	
15/12/2023	Mayoral matters column to media		
18/12/2023	Dimboola secondary college awards night	Dimboola	
21/12/2023	Council staff xmas party at Nhill golf club	Nhill	
23/12/2023	Inspected vandalism at Jeparit swimming hole and leased with staff to rectify		Thanks to Phil King who took time out to come and fix the damage.
26/12/2023	6am call-out to Jeparit swimming pool due to pool leaking and losing water		Once again council staff were quick to rectify even though it was a public holiday.
04/01/2024	Mayoral matters to media regarding Australia Day		
08/01/2024	Meeting with CEO		Regarding general business and introduction to Ram our new Director of Infrastructure Services.
15/01/2024	Interview with Wimmera mail times		Re local governments role and attitude to Australia Day.

18/01/2024	Yurunga homestead meeting		
26/01/2024	Australia day ceremony	Rainbow	Once again, well supported by our communities and congratulations to all the recipients of awards, both shire and town.
26/01/2024	Australia day ceremony	Jeparit	
26/01/2024	Australia day ceremony	Dimboola	
26/01/2024	Australia day ceremony	Nhill	
27/01/2024	Media release regarding the day and award winners		

6.2 Cr BYWATERS, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments
10/12/2023	Nhill Karen Christmas event	Uniting Church Nhill	
10/12/2023	Combined Churches, Carols in the Street	Avonlea nursing home and Goldsworthy Park, Nhill	
13/12/2023	Nhill College presentation night, Ray Keam, award presentation	Nhill College	
16/12/2023	Council briefing meeting, Council meeting, and Councillor and senior management team Christmas party	Nhill	
16/12/2023	Volunteer cleanup at the Nhill Train station. Australian Rail Track Association (ARTA)	Nhill	
18/12/2023	Wimmera Mallee Pioneer Museum general meeting and volunteers' lunch	Jeparit WMPM	
18/12/2023	Inspect, Jeparit Waterhole, Caravan Park, and Christmas	Jeparit	

	window displays		
21/12/2023	Hindmarsh shire council staff presentations and Christmas party	Nhill Golf Club	
26/12/2023	Boxing Day Nhill Cup	Nhill Racecourse	
06/01/2024	Aviation Heritage Centre, Nhill Book Fair	Nhill	
26/01/2024	Inspection at Dimboola train station regarding future volunteer cleanup	Dimboola	
27/01/2024	Karen New Year	Nhill	
29/01/2024	Australian citizenship ceremony	Nhill	

6.3 Cr ALBRECHT

Date	Meeting/Event	Location	Comments
12/12/2023	Nhill Town Committee Christmas Carols meeting	Nhill	
13/12/2023	Hindmarsh Shire Council Briefing	Nhill	
13/12/2023	Hindmarsh Shire Council Meeting	Nhill	
16/12/2023	Nhill Town Committee Christmas Carols	Nhill	Thank you to all the performers and people that attended the Christmas Carols. I am proud to be part of a small working group that made such a great event for Nhill.

6.4 Cr GERSCH

Date	Meeting/Event	Location	Comments
06/12/2023	Nhill police station presentation	Nhill	
06/12/2023	Citizenship ceremony	Nhill	
08/12/2023	Xmas carols	Nhill	
13/12/2023	Council meeting	Nhill	
13/12/2023	Council briefing	Nhill	
13/12/2023	Council Xmas social	Nhill Golf	

		Club	
21/12/2023	Council Xmas breakup	Nhill Golf Club	
20/01/2024	Karen new year celebrations		
23/01/2024	Informal meeting acting CEO Monica	Nhill	
23/01/2024	Nhill library NGV kids program	Nhill	
26/01/2024	Australia Day ceremony	Rainbow	
26/01/2024	Australia Day ceremony	Jeparit	
26/01/2024	Australia Day ceremony	Dimboola	
26/01/2024	Australia Day ceremony	Nhill	

6.5 Cr NELSON

Date	Meeting/Event	Location	Comments
05/12/2023	DFNC AGM	Dimboola	
13/12/2023	Mates mentoring meeting	Dimboola	
13/12/2023	Council Briefing meeting	Nhill	
13/12/2023	Council meeting	Nhill	
13/12/2023	SMT & Councillor end of year dinner	Nhill	
15/12/2023	Town Christmas party	Dimboola	
21/12/2023	WSMLLEN meeting	Horsham	
31/12/2023	New Years Eve party	Dimboola	
26/01/2024	Australia Day celebrations	Dimboola	

6.6 Cr ISMAY

Date	Meeting/Event	Location	Comments
26/01/2024	Australia Day ceremony	Rainbow	
26/01/2024	Australia Day ceremony	Jeparit	

7 CORRESPONDENCE

7.1 GENERAL CORRESPONDENCE

Responsible Officer: Acting Chief Executive Officer

Attachment Numbers: 2 – 5

Introduction:

The following correspondence is attached for noting by Council.

Inwards:

- 2024/01/19 – Email from Senator Alex Antic RE Flag Pride
- 2024/01/23 – Australia Day Petition
- 2024/01/23 – Australia Day Petitioners (*Confidential attachment*)

Outwards:

- 2024/01/31 – Letter to Gerang Hall Committee RE Disbanding

RECOMMENDATION:

That Council notes the attached correspondence.

MOVED: CRS D Nelson/R Ismay

That Council notes the attached correspondence.

CARRIED

Attachment numbers: 2 – 5

8 PLANNING PERMITS

8.1 PLANNING APPLICATIONS APPROVED UNDER DELEGATION

Responsible Officer: Director Infrastructure Services

Introduction:

This report provides Council with an update on all Planning Applications approved under delegation for the period 01 October 2023 to 31 December 2023.

Discussion:

Planning permit applications when submitted undergo a rigorous process and are assessed under Hindmarsh Planning Scheme. Delegations set by the Council allows the CEO to approve planning permits following the assessment and recommendation from town planners. Complex planning permits, or permits where objections are received, are presented to the Council for decision making.

When eligible, some low impact and straightforward planning permits are assessed through the VicSmart process for swift approval. The VicSmart statutory planning permit process aims to streamline the assessment of simple planning permit applications.

Key features of VicSmart include:

- A 10 business day permit process
- Applications are not advertised or referred to external authorities.
- The CEO or their delegate decides on the application.

The following VicSmart permits were approved by the Acting CEO between 01 October 2023 and 31 December 2023.

Permit No.	Address	Proposal	Date Lodged	Trigger	Date approved	Stat Days
VS1832-2023	9 King St Rainbow	Development of land with a shade structure	31/08/2023	Clause 32.05-10 (TZ) <i>A permit is required to construct a building or construct or carry out works for a Section 2 use.</i>	4/10/2023	4
VS1829-2023	61 Leahy St Nhill	Construct a building or construct or carry out works (fence)	12/07/2023	Clause 42.01-2 (ESO6) <i>A permit is required to construct a fence that may obstruct the flow of water.</i>	26/10/2023	15
VS1836-2023	4 Hope St Dimboola	Construction and carrying out of works (earthworks) associated with the development of an outbuilding ancillary to a dwelling	20/10/2023	Clause 42.01-2 (ESO6) <i>A permit is required for earthworks.</i>	7/11/2023	10

Permit No.	Address	Proposal	Date Lodged	Trigger	Date approved	Stat Days
VS1839-2023	88 Lloyd St Dimboola	Construction and putting up display business identification signage	18/10/2023	Clause 43.01-1 (HO) <i>A permit is required to construct or display a sign.</i>	16/11/2023	1
VS1838-2023	38 Taverner St Rainbow	Construct a building or carry out works (car port)	11/10/2023	Clause 43.01-1 (HO) <i>A permit is required to construct a building or construct or carry out works.</i>	22/11/2023	8
VS1834-2023	17 Hindmarsh St Dimboola	Buildings and works and use of land for an Automated Collection Point	19/09/2023	Clause 32.08-9 (GRZ) <i>A permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.08-2.</i>	31/10/2023	5

The following Planning Permit Applications were approved by the Acting CEO between 01 October 2023 and 31 December 2023.

Permit No.	Address	Proposal	Date Lodged	Trigger	Date approved	Stat Days
PA1826-2023	Lake Rd Jeparit	Use of land for extractive industries.	6/06/2023	Clause 35.07-1 (FZ) <i>A permit is required to use the land for extractive industry.</i> Clause 35.07-1 (FZ) <i>A permit is required to construct a building or carry out works.</i> Clause 52.08-1 <i>A permit is required for use and development of land for extractive industry.</i>	17/10/2023	79
PA1824-2023	Towns Ln Nhill	Construct a building or construct or carry out works (Utility Installation - Bore)	17/05/2023	Clause 44.04 (LSIO) <i>A permit is required for buildings and works within the LSIO.</i>	27/10/23	18
PA1827-2023	63 Anderson St Dimboola	2 Lot Subdivision	23/06/2023	Clause 32.08-3 (GRZ1) and 42.01-2 (ESO6) <i>A permit is required to subdivide land.</i>	7/11/2023	55
PA1830-2023	18 Vickery St Kiata	Development of land for a dwelling	2/08/2023	Clause 44.06-2 (BMO) <i>A permit is required to construct a building or carry out works associated with an accommodation use.</i>	7/11/2023	47
PA1833-2023	59 Federal St Rainbow	Use and development of land for an Automated Collection Point	19/09/2023	Clause 32.05-10 (TZ) <i>A permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.05-2.</i>	1/11/2023	13

Permit No.	Address	Proposal	Date Lodged	Trigger	Date approved	Stat Days
				Clause 43.01-1 (HO) <i>A permit is required to construct a building or construct or carry out works.</i>		
PA1823-2023	137 Glenlee Reserve Rd Glenlee	Two lot subdivision (re-subdivision of two existing lots) and creation of a carriageway easement)	13/05/2023	Clause 35.07-3 (FZ) <i>A permit is required to subdivide land.</i>	28/11/2023	60

Options:

N/A

Link to Council Plan:

Facilitating and supporting economic development.

Financial Implications:

Fees associated with planning permit applications and amendments are set by the State in accordance with the Planning and Environment (Fees) Regulations 2016. These fees are currently being applied to all applications received by Council.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	Risk is managed appropriately by adhering to the assessment process during approval of all planning applications including VicSmart. Complicated planning permits with higher levels of risk are presented to the council for decision.

Conflict of Interest:

Under section 130(2) of the Local Government Act 2020, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author – Mikayla Mackley, Planning Officer

In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Ram Upadhyaya, Director Infrastructure Services

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Communications Strategy:

Nil

Next Steps:

Next Report to be provided in April 2024 for the period 01 January to 31 March 2024.

RECOMMENDATION:

That Council notes the VicSmart Applications and Planning Applications approved by the Acting CEO or delegate, for the period 1 October 2023 to 31 December 2023.

MOVED: CRS R Gersch/M Albrecht

That Council notes the VicSmart Applications and Planning Applications approved by the Acting CEO or delegate, for the period 1 October 2023 to 31 December 2023.

CARRIED

9 REPORTS REQUIRING A DECISION

9.1 FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023

Responsible Officer: Acting Chief Executive Officer

Attachment Number: 6

Introduction:

The Financial Report for the second quarter of the 2023/2024 financial year has been prepared, including explanations of variances where applicable, and is presented for the information of Council.

RECOMMENDATION:

That Council notes the Financial Report for the period ending 31 December 2023 as presented.

MOVED: CRS M Albrecht/D Nelson

That Council notes the Financial Report for the period ending 31 December 2023 as presented.

CARRIED

Attachment number: 6

9.2 HINDMARSH SHIRE COUNCIL COMMUNITY ACTION PLAN 2024-2028

Responsible Officer: Acting Director Corporate and Community Services

Attachment Number: 7

Introduction:

This report seeks Council adoption of the Hindmarsh Shire Council Community Action Plan 2024-2028 following a consultation period between Thursday 14 November 2023 and Thursday 25 January 2024.

Discussion:

The Hindmarsh Shire Council Community Action Plan 2024-2028 (the Plan) has been prepared following development sessions with the Hindmarsh community in late March and early April 2023, and a further consultation period of the proposed Plan from December 2023 to January 2024. The Plan amalgamates identified initiatives by priority and timeframe and aims to provide direction to Council for projects to include in Council Plans, Annual Budgets, and long-term Financial Plans. This also drives the identification of alternative or additional grant or funding streams to undertake projects as appropriate funding becomes available.

The draft Plan was presented to Council on 13 December 2023 where Council endorsed the draft Plan to be made available for public consultation described above.

As there were no submissions received during the 14 December 2023 to 25 January 2024 consultation period, there are no amendments to the draft Plan.

Options:

1. Council can choose to adopt the Community Action Plan 2024-2028;
2. Council can make amendments to the Community Action Plan 2024-2028 prior to adoption; or
3. Council can choose not to adopt the Community Action Plan 2024-2028.

Link to Council Plan:

Theme One: Our Community.

A community well informed and engaged.

Provide arts and cultural activities that strengthen social connection.

Support healthy living and provide services and activities for people of all ages and abilities.

Theme Two: Built and Natural Environment.

Well-maintained physical assets and infrastructure to meet community and organisational needs.

Attractive streetscapes.

Theme Three: Competitive and Innovative Economy.

Facilitating and supporting economic development.

Develop and promote local tourism opportunities that attract visitation.

Financial Implications:

Initiatives contained within the draft Community Action Plan 2024-2028 will be considered in Council’s strategic planning as well as future budgets as adopted by Council.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	The draft Community Action Plan provides initiatives for Council to implement, facilitate, and support community driven development within Hindmarsh Shire, setting clear pillars for Council to focus on in the realisation of community priorities.

Relevant legislation:

Local Government Act 2020

Community engagement:

Two stages of community engagement were undertaken as part of the development of the Plan. The first stage incorporated group development sessions, deliberative engagement, and the second stage provided the community with the opportunity to confirm the Plan as informed by the initial sessions.

Gender equality implications:

Gender impact assessments will be completed as part of the implementation of specific initiatives contained within the Plan. Council’s Community Engagement Policy is currently the subject of a Gender Impact Assessment - this will inform the delivery of future community engagement initiatives.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Officer Responsible – Petra Croot, Acting Director Corporate & Community Services.

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Phil King, Manager Economic and Community Development.

In providing this advice as the Author, I have no disclosable interests in this report.

Communications Strategy:

The endorsed Community Action Plan 2024-2028 will be published on Council's website and publicised on Council's social media pages. It will be provided to Council's Senior Management team and Project Management Office and will form part of Council's ongoing project and strategic planning.

RECOMMENDATION:

That Council adopts the Community Action Plan 2024-2028.

MOVED: CRS W Bywaters/D Nelson

That Council adopts the Community Action Plan 2024-2028.

CARRIED

Attachment number: 7

9.3 HINDMARSH SHIRE COUNCIL ECONOMIC DEVELOPMENT STRATEGY 2024-2028

Responsible Officer: Acting Director Corporate and Community Services
Attachment Number: 8






Introduction:

This report seeks Council adoption of the Hindmarsh Shire Council Economic Development Strategy 2024-2028 (the Strategy), following a process of community consultation that took place between 25 October 2023 and 23 November 2023. At the close of the consultation period on Thursday 23 November 2023, Council had received 11 submissions. The submissions, officer responses and amendments to the draft Strategy are detailed in this report.

Discussion:

The Hindmarsh Shire Council Economic Development Strategy 2024-2028 builds on current economic contexts within the Hindmarsh Shire, to identify strategies and targets to support our people, employment and socio-economic wellbeing, housing, and economic output.

The Strategy considers current estimates and then sets targets to guide our community and organisation through emerging economic development opportunities: attracting investment in industry sectors; participating in innovative housing development initiatives; delivering infrastructure to support and drive potential population growth; attracting new investment and reinvestment in innovative and sustainable businesses; collaborating with regional activities; assisting key towns to increase visitation and the economic impact of visitors; and cost-effectively resourcing Council’s involvement in local economic development and tourism with our small team as well as selective outsourcing.

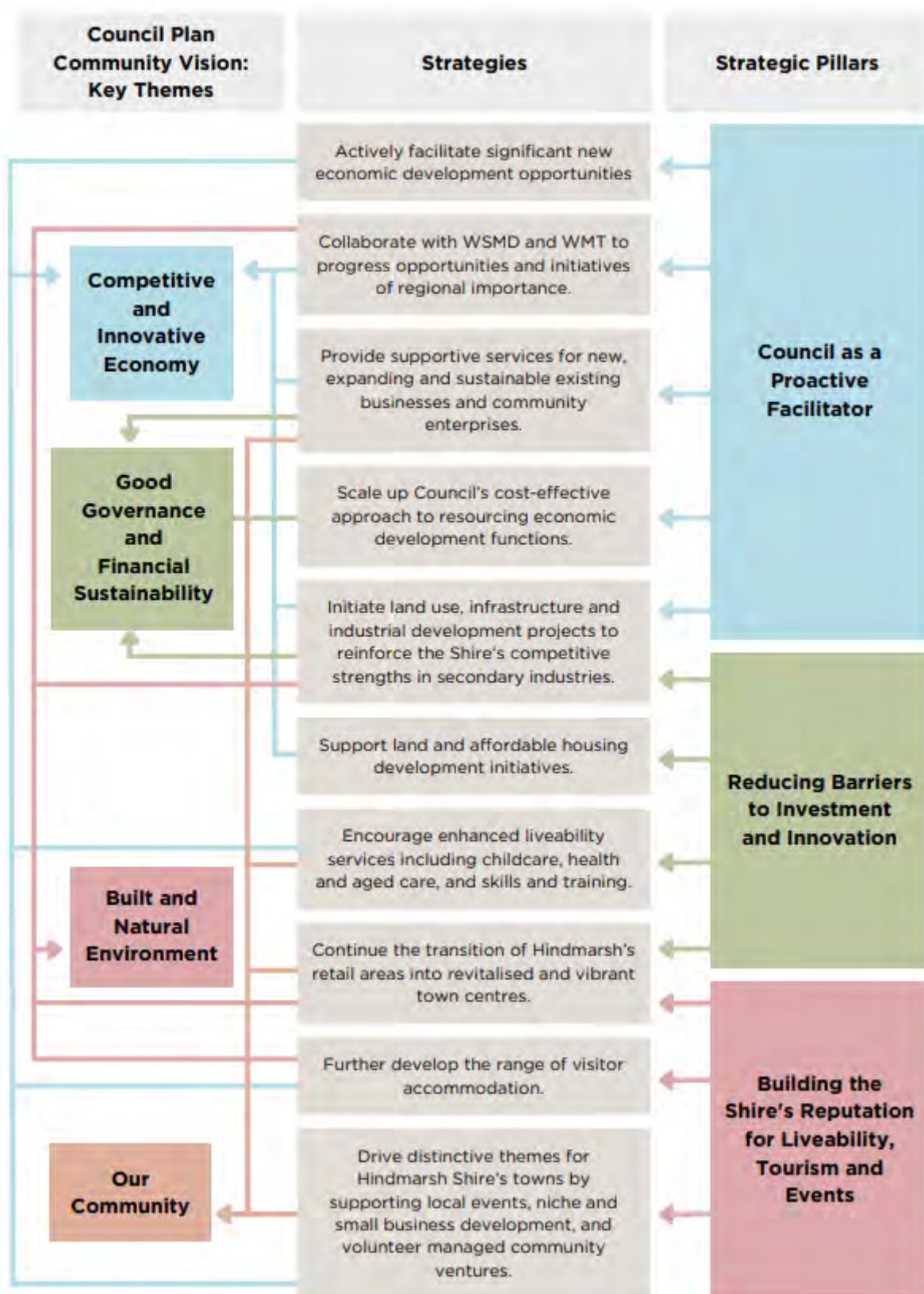
Current Estimates			Strategy Targets
Shire population	5,698		5,650 by 2036
Shire local jobs	2,233		2,300 by 2036
Dwelling stock	2,954		3,280 by 2036
Visitor economy	\$17.8 million		\$25.5 million by 2028
Total output	\$721.5 million		\$800 million by 2028

Three strategic pillars (as listed below) have been developed for the Strategy, with each strategic pillar having multiple strategies and actions -

1. Council as a Proactive Facilitator.

2. Reducing Barriers to Investment in the Local Economy; and
3. Building the Shire’s Reputation for Lifestyle, Tourism and Events.

The Strategy contains 10 strategic directions and 40 actions, with some actions crossing over into multiple strategic pillars.



At the closing date of the consultation period there were 11 submissions received from the public, with two respondents speaking to their submissions at the 13 December 2023 Council Meeting.

A summary of submissions and resultant amendment and/or response is included below.

Strategic Pillar	Response / Request	Action
Pillar #1	Upgrade displays and exhibitions at museums and historic attractions through shared curatorial expertise to increase visitation and sustainability. For Council to employ a dedicated Economic Development Officer to drive tourism and event initiatives and to support individual attractions and businesses.	This is included in EDS Strategy 1.2 and an action 1.2.5 Council to employ a dedicated Economic Development Officer (Action 1.4.6).
Pillar #3	Include the Wimmera Mallee Pioneer Museum as a hero business in Jeparit and provide support for it to live up to its fullest potential.	Council to continue to support the WMPM and to promote the asset. Advocate and investigate additional funding support for exhibitions and curator expertise. Ensure the WMPM is included in any future tourism based strategic plans.
Pillar #2	Daily public transport between regional towns, e.g. Jeparit to Horsham and return.	Advocate for increased public transport services if broader community support and need is identified.
	Nhill to be identified and promoted as having significant historical assets including the NAHC and Nhill Silo.	The draft strategy has been amended to include 'aviation and history' as part of future branding for Nhill.
	Raised several issues in relation to Council not being supportive towards housing development and investment in Nhill or the shire.	The submission references past activities rather than commenting on the future strategy. Council acknowledges that innovative approaches could be implemented to address current shortages of key worker and other affordable housing. Strategy 2.2 is directly related to this issue and the draft strategy has now been amended to explicitly mention Nhill and Jeparit

		as short-term priorities.
	<p>Raised several issues in relation to Council not being financially viable or competent in being able to complete projects within Jeparit and being supportive of the needs of Jeparit and its residents.</p> <p>She raised issues surrounding the socio-economic disadvantage that Jeparit suffers from and about the lack of shops available to lease or purchase for new startup businesses.</p>	<p>The EDS is not a strategy for the private sector. It is geared to those areas in which Council can contribute to economic development within its resources. Governments at all levels have policies which expect local town communities to contribute to their own economic development initiatives. While Council has a role to encourage and facilitate, many economic development initiatives need to be driven by local communities and businesses.</p>
	<p>Provided support for the Economic Development Strategy 2024 – 2028 and advised that an additional submission was being made via the on-line portal.</p> <p>Provided a copy of the Nhill Silo Heritage Project and asked that consideration be given to its inclusion in future strategic and planning initiatives.</p>	<p>Nhill Silo Heritage Project has now been added to Strategy 3.1 and will be advocated by Council to be included in future regional tourism plans.</p>
Pillar #1	<p>Strategies outlined in the Economic Development Strategic Plan align with the aims and purposes of the Nhill Silo Heritage Project and the Master Plan.</p> <p>Support for Pillar #1.</p>	<p>Nhill Silo Heritage Project has now been added to Strategy 3.1.</p>
Pillar #2	<p>Strategies that reduce existing or future barriers to investment and development is supported by the Nhill Silo Heritage Project.</p>	<p>Continue with the development and implementation of processes and policies that support investment and development within the shire.</p>
Pillar #3	<p>Initiatives and strategies that support and build the shires ability to attract and host tourism and social events, activities and improved lifestyle are supported by the Nhill Silo Heritage Project.</p>	<p>Continue with the development and implementation of processes and policies that support tourism and event development within the shire.</p>
Pillar #1	<p>Supports the appointment of a dedicated Economic Development Officer for Council as this will enable</p>	<p>Council to employ a dedicated Economic Development Officer (Action 1.4.6).</p>

	better marketing and promotion of the shire's assets and tourist attractions.	
Pillar #2	<p>Include Jeparit in and Housing Strategy being established for the shire or region.</p> <p>Jeparit is well situated to become a banner town for retirees and the establishment of a mature aged housing development or in-fill of vacant land / large blocks would significantly benefit the town's ability to attract residents.</p>	<p>Advocate for Jeparit to be included in any Housing Development Strategy for the shire or the region. Strategy 2.2 is directly related to this issue and the draft strategy has now been amended to explicitly mention Jeparit as a priority.</p>
Pillar #3	<p>Undertake streetscape improvements which have been discussed and prioritised for several years. Streetscape beautification will help revitalize the town centre and compliment other initiatives including the WRDT and the Jeparit Swimming Hole redevelopment.</p> <p>Many new residents have good ideas but due to a lack of local expertise a lot of initiatives are unable to be developed further. Suggestion is for Council to facilitate workshops to enable initiatives to be further developed.</p>	<p>Council to identify funding opportunities to undertake appropriate streetscape improvements.</p> <p>Council to consider facilitating workshops to enhance the understanding of local residents, groups and organisations about project implementation.</p>
Pillar #1	Removal of barriers and hurdles to expedite the transition of the Jeparit Bowling Club into a Community Hub / Community Garden.	Council to provide financial support by allowing payment plans to be entered into the relevant fees.
Pillar #2	Facilitation towards training for volunteers in areas such as food preparation, nutrition, horticulture and marketing which will all assist in improving the community well-being of Jeparit.	Council to consider facilitating workshops to enhance the understanding of local residents and volunteers in areas as described.
Pillar #3	With appropriate training and assistance, the Jeparit Bowling Club / Community Hub could become an established hero business within Jeparit and could expand into a	<p>Council to consider facilitating workshops and training sessions in the development of the facility as a business.</p> <p>Council could also assist by</p>

	community-based business offering meals etc.	identifying funding opportunities as they arise.
Pillar #3	<p>The respondent has stated that due to one individual owning a number of commercial premises in Jeparit it is difficult for the town to undertake economic development initiatives as some of the buildings are either not in a fit for purpose state or the lease arrangements hinder economic growth.</p> <p>The individual has owned some of the premises for twenty years and a lot of the buildings have been effectively vacant for many of those years.</p> <p>The respondent lists anecdotal evidence where agreements between the owner and the tenant are verbal and that the agreements are not compliant appropriate Acts.</p> <p>The apparent lack of willingness by the owner to redevelop the various premises is seen as a deterrent to anyone starting a business in Jeparit.</p>	Council to review relevant legislation and Local Laws to determine what, if any, action can be undertaken to enforce the owner of the buildings to update the buildings and to ensure future tenants can confidently lease premises to operate a business from.
	<p>The respondent has raised a range of ideas in relation to the importance of the Nhill Silo Heritage Project assisting to revitalize the town by providing a functioning Heritage, Events and Arts precinct.</p> <p>The respondent, Chan Uoy has been instrumental in coordinating and delivering the Wimmera Steampunk Festival in Dimboola and along with ‘Human Design’ artists Zlatko Balazic and John McKee were invited to meet with key stakeholders of the Nhill Silo Heritage Project Inc.</p> <p>They have identified eight key areas for the Nhill Silo Heritage Project Inc to concentrate on to achieve its objective ‘ to protect, preserve and restore the complex formerly known</p>	The Nhill Silo Heritage Project has now been added to Strategy 3.1 in the draft EDS.

	as Noskes Flour Mill to promote the complex as an Australian cultural icon and to develop it as a community asset’.	
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The final Strategy has been prepared by Council officers for Council consideration.

Options:

1. Council can choose to adopt the Hindmarsh Shire Council Economic Development Strategy 2024-2028; or
2. Council can choose not to adopt the Hindmarsh Shire Council Economic Development Strategy 2024-2028.

Link to Council Plan:

Theme One: Our Community.

A community well informed and engaged.

Theme Three: Competitive and Innovative Economy.

Facilitating and supporting economic development.

Develop and promote local tourism opportunities that attract visitation.

Financial Implications:

Initiatives contained within the Hindmarsh Shire Council Economic Development Strategy 2024-2028 will be referred to Council’s annual budget.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	The Hindmarsh Shire Council Economic Development Strategy 2024-2028 provides community-endorsed initiatives for Council to implement to facilitate and promote economic development within Hindmarsh Shire, setting clear paths for Council to focus on in future financial and project planning, as well as partnerships, advocacy and strategic direction.

Relevant legislation:

Local Government Act 2020

Community engagement:

Community engagement was undertaken as part of the development of the draft Strategy.

Gender equality implications:

Gender impact assessments will be completed as required for specific initiatives to be implemented from within the Strategy.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Officer Responsible – Petra Croot, Acting Director Corporate & Community Services.
In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Phil King, Manager Economic and Community Development.
In providing this advice as the Author, I have no disclosable interests in this report.

Communications Strategy:

The adopted Hindmarsh Shire Council Economic Development Strategy 2024-2028 will be placed on Council's website.

RECOMMENDATION:

That Council adopts the Hindmarsh Shire Council Economic Development Strategy 2024-2028.

MOVED: CRS R Gersch/M Albrecht

That Council adopts the Hindmarsh Shire Council Economic Development Strategy 2024-2028.

CARRIED

Attachment number: 8

9.4 COUNCIL PLAN 2023/2024 ACTIONS PROGRESS REPORT

Responsible Officer: Acting Chief Executive Officer

Introduction:

This report provides Council with a progress update on the actions for 2023/2024 taken against the Council Plan and Municipal Health & Wellbeing Plan 2021-2025.

Discussion:

Council’s main strategic document the Council Plan 2021-2025 was developed and adopted on 22 September 2021. The document contains strategic objectives under four Themes Our Community; Built and Natural Environment; Competitive and Innovative Economy; and Good Governance & Financial Sustainability with annual actions on how Council will achieve the objective of the plan.

Progress on the 2023/2024 actions against the Council Plan are included below:

Theme One – Our Community

Action Item	Update on Action	Status
Promotion and marketing of Council information including the monthly hardcopy newsletters available at customer service centres and libraries, and fortnightly e-newsletters distributed through emails and available on Council’s website	<p>Q1 & Q2 - Council staff continue to prepare and distribute monthly newsletter and fortnightly e-newsletters. Monthly newsletters are printed for free collection from Council Customer Service Centres and Libraries, and fortnightly e-newsletters are sent to our subscribers. All newsletters are available for viewing on Council’s website at www.hindmarsh.vic.gov.au/newsletters</p>	<p>Ongoing</p>
Support our ageing community through hosting inclusive seniors concert and social connection activities including	<p>Q1 - Planning is underway for the 2023 Seniors Concert on Wednesday 11 October. Q2 – The Hindmarsh Shire Seniors Concert was a huge success with over 360 people attending. Buses transported people from across the Shire to the inclusive event. Movie matinees continue to be successful with attendees coming from across the</p>	<p>Underway</p>

<p>movie matinees and morning teas, with a focus on diversity (refugee background, migrants, aboriginal and Torres Straight Islanders, all abilities and LGBTIQ+)</p>	<p>Shire. Cuppa connections continue to be held in each of our four libraries on a weekly basis. Council officers are currently planning musical entertainment in each town and utilising the community bus to allow interested community members the opportunity to attend cuppa connection in different towns throughout Hindmarsh.</p>	
<p>Continue to support early years services including the roll out of up to 30 hours of four-year old kindergarten in Hindmarsh</p>	<p>Q1 - A new kinder in school facility was announced for Dimboola which will help to meet the greater need due to the implementation of up to 30 hours of four-year-old kinder in 2025 and increased enrolments. An application was submitted (with support from Dept. of Education) for new standalone four-year-old Kindergarten at Nhill. The proposal is for both new centres to be built on School sites, assisting with the transition from Kindergarten to School. Q2 – Council continues to work with Emerge and the Department to support the roll out of up to 30 hours of four-year old kindergarten. We are still awaiting the outcome of the application submitted for a new standalone four-year-old kindergarten in Nhill.</p>	<p>Ongoing</p>
<p>Continue to advocate for after school care and an increase in childcare in Hindmarsh Shire</p>	<p>Q1 - Council supported West Wimmera Health Services application for after school care in Nhill. The announcement of a new kinder in school facility in Dimboola will allow for additional childcare spaces to open up from 2025. Q2 – Council continues to advocate for increased childcare in Hindmarsh at any opportunity.</p>	<p>Ongoing</p>
<p>Continue to implement the Hindmarsh Shire Youth Strategy</p>	<p>Hindmarsh Shire Youth Council with support from Hindmarsh Shire Council’s Youth Officer are working closely to address and implement the Hindmarsh Shire Youth Strategy; including but not limited to hosting events and initiatives that empower, welcome, and involve other young people; and facilitating spaces that create opportunities for connection, expression, and community. Q2 – With the change of staff in the youth officer role the implementation of actions from the strategy has been slower than anticipated. Youth Council meetings</p>	<p>Ongoing</p>

	and planning for events have continued.	
Support and host youth events that are accessible to all Hindmarsh Shire youth.	<p>Q1 - Youth Councillors have organised and hosted several events, and have an 'Aussie Disco' currently in the middle of the planning stage – this event was decided on after multiple young people in all major towns expressing to the Youth Councillors that they love the 'disco' type events and find these a great way to unwind and socialise with their friends near and far.</p> <p>Q2 – Youth Councillors have hosted and organised two very big, and successful events at the end of 2023. 'Bring on Summer' concert, partnered with West Wimmera Shire, and a Hindmarsh Youth Formal. Young people, including youth councillors were very pleased with the turnout of the youth formal with 116 registrations and one youth have said “This was the best formal they’ve ever been to”.</p>	Ongoing
Work with various agencies to host and promote school holiday activities throughout the Shire	<p>Q1 - Hindmarsh Shire Council recently completed their September School Holiday Program, with over 130 people registered for several events and total event attendance total of over 300, these school holidays were once again another success for Hindmarsh Shire and the various partners utilised throughout the program including; Level Up Gaming, Jeparit Angling Club, local Dimboola fisherman, Rainbow Lake Association and Hindmarsh Shire Libraries.</p> <p>Q2 – Planning is underway for the National Gallery of Victoria regional roadshow which will be held in January 2024 in each of the four libraries.</p>	Ongoing
Host outdoor music sessions in Dimboola, Jeparit, Nhill and Rainbow	<p>Q1 - There is an outdoor music concert scheduled for November in Nhill at Jaypex Park. This is currently in the planning stages, but is set to be a great event.</p> <p>Q2 – A New Year’s Eve disco event was held at the Dimboola Library on the rear deck. This event was facilitated by the Dimboola Progress Association, and was very well attended.</p>	Ongoing
Work with various agencies to facilitate and host information sessions to inform multicultural community members on	<p>Q1 - Council has recently employed a Karen Liaison / Customer Service Officer who will work with agencies and community.</p> <p>Q2 – An information session to be held at the Shire office is being planned for early 2024 to provide information on Council services to our multicultural community members.</p>	Ongoing

<p>Council services and services of public and private agencies and organisations</p>		
<p>Key documents translated into Karen</p>	<p>Q1 - Karen Liaison Officer employed to assist Council with interpreting services and to advise on key documents to be translated. Q2 – A number of short information flyers have been created in Karen and placed on the local Karen Facebook page. This includes posters on animal registration, how to access interpreter services, caltrop weed, and transfer station summer hours.</p>	<p>Ongoing</p>
<p>Consider community garden opportunities in Dimboola</p>	<p>Q1 - A Community Garden is being investigated by the Dimboola Urban Landcare Group.</p>	<p>Ongoing</p>
<p>Support and coordinate the volunteer taxi service in Nhill</p>	<p>Q1 & Q2 - Council continues to support and coordinate the volunteer taxi service in Nhill</p>	<p>Ongoing</p>
<p>Commence implementation of the recommendations from the Cultural Audit</p>	<p>Q1 - Council has amended recruitment processes to encourage multicultural community members to apply for positions. Q2 - Hindmarsh Shire Council Cultural Inclusion Review 2023 draft report received in late December 2023. Relevant recommendations within the report are being considered for implementation throughout 2024.</p>	<p>Ongoing</p>
<p>Celebrate volunteers week, International Day of People with Disability and Harmony day</p>	<p>Q1 - Planning will commence shortly for an activity to support IDPwD which will be held in December 2023. Q2 - The International Day of People with Disability event was held at the Dimboola Bowling Club and whilst numbers of attendees were lower than expected due to the heat of the day and COVID-19 outbreaks, those that attended had a good day out. Carers on the day said that they were very appreciative of Council running the event and that participants look forward to it.</p>	<p>Ongoing</p>
<p>Support culturally significant days including for first peoples</p>	<p>Q1 - Hindmarsh Shire Libraries hosted the First NAIDOC Week Exhibition showcasing both local and statewide indigenous artists. This inaugural event will continue to be on our library calendar moving forward. Hindmarsh Shire Libraries continue to extend upon their cultural knowledge, including indigenous</p>	<p>Ongoing</p>

	<p>Australians with representation on the State Library Victoria steering committee Libraries for Aboriginal Peoples.</p> <p>Q2 – As part of Hindmarsh Shire Libraries collection development, we will be implementing the First Nations Collection Description Guidelines that recently launched in conjunction with NSLA, AIATSIS, CAUL, CAVAL and ALIA and project consultant Tui Raven. Adoption of these guidelines commits our support of first nations peoples.</p>	
<p>Provide community action grants to support Hindmarsh community groups and organisations</p>	<p>Q1 - Community Action Grants are currently being advertised and round one application will be presented to Council in October 2023.</p> <p>Q2 – Council awarded round one of the community action grants to 13 community groups / organisations at the October Council meeting. Round two is currently being advertised and will be presented to the March 2024 Council meeting.</p>	<p>Ongoing</p>
<p>Advocate for and host a range of learning and skill development opportunities for all ages throughout Hindmarsh</p>	<p>Q1 - Hindmarsh Shire Libraries host a range of activities including literacy development, digital literacy and creative endeavors, across a range of ages and demographics throughout the Shire.</p> <p>Q2 - Hindmarsh Shire Libraries are continually looking for opportunities to showcase visiting authors, learning through doing activities for both early years, primary and secondary students as well as running programming that supports our ageing population such as Digital Literacy for Seniors.</p>	<p>Ongoing</p>

Theme Two – Built & Natural Environment

Action Item	Update on Action	Status
<p>Continue to advocate for funding for Davis Park upgrades including undercover seating</p>	<p>Q1 - Funding for stage one has been allocated through Council and LRCI phase 4, with a grant application submitted through the Country Football Netball Program 2023/2024 pending. If successful, this additional funding will secure completion of stage one upgrades which include the construction of AFL compliant change rooms and undercover seating.</p> <p>Q2 – Council is still awaiting the outcome of the funding application and will be notified in February 2024. Council will continue to advocate for funding to continue staged</p>	<p>Underway</p>

	redevelopment of Davis Park.	
Facilitate Hindmarsh Heavy Transport and Freight Working Group	Q1 & Q2 - Council continues to facilitate the Heavy Transport and Freight working group.	Ongoing
Seek funding for shade structure over Jeparit recreation reserve playground	Q1 & Q2 - Awaiting suitable grant programs.	Not yet commenced
Install recycling and glass collection bins in main street in Dimboola, Jeparit, Nhill and Rainbow	Q1 - Council has purchased bin surrounds that will be installed in the central business district in each town that include recycling and glass collection bins. Q2 – Bin surrounds have been purchased with the installation being scheduled into the works program.	Underway
Sealed road construction works on Dimboola Minyip Road (subject to funding)	Q1 - Assessment and cost estimate completed, we are currently awaiting the outcome from NDFA regarding flood recovery funding. Q2 – NDFA application for funding was unsuccessful. Project funding now sought from HVSPP with council contribution, with grant application submitted.	Not proceeding
Hold free green waste month in September and encourage residents to tidy their properties prior to the fire season	Q1 - Free green waste month is being held from 16 September to 15 October 2023. Q2 – Free green waste month was held from mid-September until mid-October.	Completed
Continue implementation of the Nhill Streetscape Plan	Q1 - Stage 1 (Nhill Lake Pathway) is underway and currently awaiting on required approvals from various authorities before works can commence. Planning for stage 2 (pathway from Goldsworthy to Jaypex Park) will soon commence. Q2 – Council has sought and obtained support for the project from Parks Vic, GWM Water and landowners’ consent from DELWP/DECCA. As per the DELWP/DECCA landowner consent we are to consult with BGLC an on-site meeting has been delayed until January.	Underway
Refurbishment and repairs of Dimboola toddler swimming pool	Q1 - No update	Not yet commenced

Commence implementation of the Hindmarsh playground strategy	Q1 & Q2 - Council is currently implementing community engagement software as part of the Rural Council Transformation Project. Community engagement on the playground strategy will commence once the software is set up.	Underway
Advocate for funding for a new weir at Jeparit	Q1 & Q2 - Council continues to advocate for funding for a new weir at Jeparit.	Ongoing
Facilitate designs for the Rainbow Football Changerooms	Q1 - Preliminary construction plans have been prepared and reviewed and endorsed by Sport and Recreation Victoria and AFL Victoria. Full plans will be prepared as funding is allocated to establish a shovel ready project. Q2 – This project has been placed on hold due to the amalgamation of Jeparit Rainbow FNC and the Southern Mallee Giants FNC as it is unclear what grounds the new club will be utilising.	Delayed
Seek funding to undertake a solar assessment on Council buildings and halls	Q1 & Q2 - No update – awaiting suitable funding	Delayed
Construction of shade structure at Rainbow Skatepark	Q1 - A meeting with The Oasis committee has been organised to determine a suitable location which will also determine an appropriate size for the shelter. Once this consultation has occurred quotations for the supply and installation will be obtained. Q2 – The quotation for the construction of the concrete slab has been awarded and is expected to be constructed in January 2024. The shelter has been purchased with delivery late December 2023 – January 2024. Installation of the shelter will take place around two weeks after the concrete slab has been constructed.	Underway
Consider opportunities and seek funding for lighting in public areas	Q1 & Q2 - Council continues to monitor funding opportunities to enable increased / improved lighting in public areas.	Delayed
Ensure Council representation on Western Highway Action Committee, Wimmera	Q1 & Q2 - Council continues to be represented on the WHAC, WRTG, and HLN.	Ongoing

Regional Transport Group and Hindmarsh Landcare Network		
Work closely with conservation partners including the Wimmera CMA to educate the community on land management and conservation strategies.	<p>Q1 - No update</p> <p>Q2 – Council’s Acting CEO met with Wimmera CMA to discuss priorities for working together.</p>	Underway
Work with Hindmarsh Landcare Network in addressing pest and weed problems throughout Hindmarsh including Gazania and Fleabane which is spreading along roadside verges	<p>Q1 - No update</p> <p>Q2 – Council’s Acting CEO met with Hindmarsh Landcare Network facilitator to discuss priorities for working together, and educational material for community members on weed problems including Gazania’s and Fleabane.</p>	Underway
Seek funding for BMX dirt tracks, pocket parks, dog parks	<p>Q1 - No update – Council continues to monitor for funding opportunities</p> <p>Q2 – Council is currently preparing an EOI for a dog park in Nhill through the recently announced Tiny Towns funding.</p>	Underway
Seek funding for permanent Caneball and Volleyball courts in Nhill	<p>Q1 - A contract for the construction of the permanent Caneball court at the Nhill tennis Club has been awarded. Works are expected to commence in late 2023 / early 2024.</p> <p>Q2 – The concrete slab for the new cane ball court was constructed in late December 2023. Artificial turf and installation of net will be completed in second week of February 2024. Handover to Karen community to follow.</p>	Underway
Commence construction of new Mechanics workshop at Jeparit Depot and upgrades to Dimboola Depot	<p>Q1 - The contract for the construction of the new mechanics workshop at Jeparit has been awarded. The Dimboola Depot has been placed on hold following unsuccessful tender.</p> <p>Q2 – Necessary permits are being applied for works to construct the Workshop at the Jeparit Depot. Site works have commenced clearing the site in preparation for works to commence. Dimboola Depot site audit has been undertaken, and report is available for viewing.</p>	Underway

Theme Three – Competitive and Innovative Economy

Action Item	Update on Action	Status
Installation of cabins at Dimboola, Jeparit and Rainbow caravan parks	<p>Q1 - Footings will be installed in early October, with cabins anticipated to be delivered mid-late October 2023.</p> <p>Q2 – All cabins have been delivered and are available for booking.</p>	Completed
Provide the Business Assistance Grants program	<p>Q1 - Round one Business Assistance Grant applications will be presented to Council in October 2023.</p> <p>Q2 – Council awarded 3 BAG’s to Hindmarsh businesses through round one. Round two of BAG’s is currently being advertised and will be presented to the March 2024 Council meeting.</p>	Ongoing
Promote Hindmarsh as a tourism destination to stop, play and stay	<p>Q1 & Q2 - Council continues to promote Hindmarsh through print and social media channels. Utilising drone and video footage has resulted in higher engagement. Specific Stop, Play and Stay campaign currently being developed.</p>	Ongoing
Host quarterly business networking sessions in Hindmarsh for businesses to come together, network and learn	<p>Q1 - A Business Networking session will be planned for the second quarter of 2023/2024.</p> <p>Q2 – Business Networking sessions will recommence following the recruitment of a Manager Economic Development and Tourism.</p>	Ongoing
Undertake a review of the Hindmarsh Planning Scheme	<p>Q1 - No update.</p> <p>Q2 – Work has commenced on a review of the Hindmarsh Planning Scheme.</p>	Underway
Seek funding for continued development of Hindmarsh Shire Caravan Parks including master plan for Nhill Caravan Park	<p>Q1 - Development of the Nhill Caravan Park masterplan is currently underway and monitoring for appropriate funding for continued development of the shires caravan parks is ongoing.</p> <p>Q2 – The draft Nhill Caravan Park masterplan has been developed but will be amended when boundary surveys of the caravan park are completed in December 2023. The draft masterplan will be presented to Council in early 2024 prior to being released for public comment if required. Monitoring for appropriate funding opportunities will</p>	Underway

	continue.	
Adopt and Commence implementation of Council's Economic Development Strategy 2023-2028	<p>Q1 - Council has worked with Wayne Street to develop the draft Economic Development Strategy for 2024-2028. The draft plan will be presented to Council in October 2023, inviting public submissions.</p> <p>Q2 – The draft Economic Development Strategy was presented to Council and released for public response. Public responses were presented to Council in December 2023, with those requesting to speak to their submission attending the December 2023 Council meeting.</p> <p>The final strategy will be presented to Council at its February 2024 Meeting for adoption.</p>	Underway
Support and seek funding and implement components of the Wimmera Mallee Pioneer Museum Masterplan	<p>Q1 - Interpretive signage developed and installed at the WMPM. Council's Tourism & Economic Development Officer continues to work closely with committee to continue to develop additional interpretive signage.</p> <p>Q2 – No update</p>	Ongoing
Support Wimmera Development Association housing strategy through identification of suitable land and advocacy for funding additional housing in Hindmarsh	<p>Q1 - Council continues to support the WSMDA housing strategy.</p> <p>Q2 – Council officers are discussing the recently announced Regional Workers Accommodation Fund guidelines.</p>	Ongoing
Continue construction of Silo Art project at Llew Schilling Silo in Rainbow	<p>Q1 - Development continues of a revised design of the Silo Tourist Attraction to deliver a project with available budget.</p> <p>It is expected that the revised designs will be advertised for tender late October / early November 2023.</p> <p>Q2 – The tender closed in mid-December, with officers to evaluate the responses in early 2024. Officers are negotiating with stakeholders, endeavoring to move the project forward to commencement of infrastructure construction.</p>	Underway

<p>Installation of new amenities at Rainbow Caravan Park that include access for all abilities</p>	<p>Q1 - Construction of the new Rainbow Caravan Park Amenities is underway with delivery anticipated in Mid-late November 2023. Q2 – The new Rainbow Caravan Park Amenities building was installed on-site in December 2023 with final fit-out and connection of services being carried out in December 2023 and January 2024. It is anticipated that the occupancy certificate will be available in late January / early February 2024.</p>	<p>Underway</p>
<p>Provide funding to support local community events that attract visitation to Hindmarsh Shire</p>	<p>Q1 - Council allocated funding for four community events at the August Council meeting, this included the Dimboola Barefoot Ski Event, Rainbow Enduro, Rainbow Oasis Big Sky Event, and Nhill Aviation Heritage 2024 Airshow. Q2 – Planning for the supported events has been ongoing.</p>	<p>Completed</p>
<p>Actively seek funding to upgrade key freight routes for our agricultural economy</p>	<p>Q1 - Council continues to seek funding for infrastructure upgrades. Q2 – Heavy Vehicle Safety Productivity Program grant applications have been submitted to repair and upgrade the Lorquon Netherby Road and the Dimboola Minyip Road.</p>	<p>Ongoing</p>

Theme Four – Good Governance & Financial Sustainability

Action Item	Update on Action	Status
<p>Continue implementation of strategies identified in the Workforce Plan</p>	<p>Q1 - Implementation of the Workforce Plan continues, with the recruitment procedure recently reviewed. Most year two projects are underway or completed. Q2 – Priorities within Workforce Plan continue to be developed with resourcing for major initiatives under consideration. Key achievements in Q2 include the development of a Volunteer Management Policy (draft), commencement of review of our OHS Management Plan and a review of induction procedures and presentations.</p>	<p>Ongoing</p>
<p>Host information sessions on a Councillor role in the lead up to the 2024 Council elections</p>	<p>Q1 & Q2 - No update. Will commence quarter 3.</p>	<p>Not yet commenced</p>
<p>Online streaming</p>	<p>Q1 - Council continues to live stream all Council</p>	<p>Ongoing</p>

of Council meetings through Council's Facebook page that include closed captions with meetings available to view through a link on Council's website	meetings through Facebook's page, which are linked to the Council website with the Minutes from each meeting. Q2 – Continued live streaming procedures to ensure accessibility of Council meetings.	
Consideration for employing a trainee, or apprentice when vacancies arise throughout the year	Q1 - Ongoing assessment of opportunities that may be suitable for a trainee or apprentice undertaken. Council is currently advertising a Local Laws trainee position. Q2 – Continued consideration of trainee positions and development of partnerships with provider organisations, trainee Parks and Gardens position advertised in December 2023.	Ongoing
Community conversation sessions held annually in our four main towns	Q1 - No update Q2 – planning has commenced for community conversation sessions to be held in March 2024.	Ongoing
Drop-in sessions held allowing for community input on key documents or projects	Q1 - Increased opportunities for community consultation and engagement will be available through Council's new engagement program through Granicus as part of the Rural Council Transformation Process. Q2 – A drop in session was held for interested community members on the Llew Schilling Silo redesign. Planning is underway for a drop-in session for interested community members on the Dimboola Senior Citizens building.	Ongoing
Update Long Term Financial Plan	Q1 - No update Q2 – The long term financial plan will be developed in conjunction with the 24/25 budget.	Ongoing
Implement recommendations from LGPro Inclusive Employment Pathways forum	Q1 - Ongoing implementation of recommendations, including provision of questions ahead of time. Council has employed three employees with a Karen background in the first quarter of 2023/2024. Q2 - Karen Liaison Officer employed, recruitment processes amended as per recommendations.	Ongoing
Continue implementation of gender equality	Q1 - Implementation continues, with reporting on progress due in February 2024. Council has applied through the Free from Violence Local Government	Ongoing

action plan	<p>grant scheme for a position to assist in the implementation of the GEAP.</p> <p>Q2 – Reporting process almost complete for Gender Equality Act. The Community Engagement Policy is under review for consideration in early 2024, with gender equality and equal access provisions considered.</p> <p>Additionally, the 16 Days of Activism campaign took place in this quarter, with a panel discussion held and livestreamed. A Family Violence Leave memo was circulated to staff in October 2023.</p>	
Continue to collaborate with Horsham Rural City Council and Loddon Shire Council to implement the Rural Council Transformation Project	<p>Q1 - Hindmarsh are in the final stages of testing of this project and the anticipated go live date for Civica Altitude is 9-10 November 2023. Additional modules will be implemented as they become available.</p> <p>Q2 – Hindmarsh have upgraded Civica and are now using the Altitude program. Council will continue to work with the RCCC group to ensure the continued implementation of new modules such as online timesheets and leave forms, as well as a new general ledger.</p>	Ongoing

Link to Council Plan:

The Council Plan is the overarching plan that sets the strategic objectives for Council over the four-year term and provides annual actions to achieve the plan under the four key themes.

Financial Implications:

Council’s annual budget allocates funding to complete initiatives.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Governance	The preparation of the Council Plan, incorporating the Health and Wellbeing Plan, and Community Vision is a statutory requirement.

Relevant legislation:

The Council Plan was developed under the *Local Government Act 2020* and *Public Health and Wellbeing Act 2008*.

Community engagement:

Community engagement was undertaken as part of the development and adoption of the Council Plan 2021-2025.

Gender equality implications:

A gender impact assessment was not required.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author and Officer Responsible – Monica Revell, Acting Chief Executive Officer

In providing this advice as the Author and Officer Responsible, I have no disclosable interests in this report.

RECOMMENDATION:

That Council receives the Council Plan actions 2023/2024 second quarter update.

MOVED: CRS M Albrecht/R Gersch

That Council receives the Council Plan actions 2023/2024 second quarter update.

CARRIED

9.5 COMMUNITY ENGAGEMENT POLICY

Responsible Officer: Acting Chief Executive Officer

Attachment Number: 9

Introduction:

This report presents the updated draft *Community Engagement Policy* to be endorsed for consultation for the period of 8 February 2024 to 22 February 2024. Consultation is proposed to take place by survey, where the community will have the opportunity to both provide feedback on the policy as well as Council's community engagement methodologies.

Discussion:

The Community Engagement Policy outlines Council's commitment and approach to community engagement practice and gives effect to the Community Engagement Principles provided for in the *Local Government Act 2020*. It details the principles that guide our work towards delivering sustainable outcomes for our communities through shared problem-solving, open dialogue and meaningful participation.

Section 55 of the *Local Government Act 2020 (Act)* requires Council to adopt and maintain a Community Engagement policy. The Policy must:

- be developed in consultation with the community; and
- give effect to the community engagement principles; and
- be capable of being applied to the making of Council's local laws; and
- be capable of being applied in relation to the Council's budget and policy development; and
- describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and
- specify a process for information the municipal community of the outcome of the community engagement; and
- include deliberative engagement practices which can be applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan; and
- include any other matters prescribed by the regulations.

Significant updates to the policy include:

- Inclusion of greater detail and clarity as to the type, goal and methodology of the engagement styles (*section 3*);
- Clearly differentiating between consultative and deliberative engagement and offering key examples for when Council would use these engagement methods (*section 5*);
- Providing clear guidance as to when Council will and will not engage with the community on issues (*section 6*);
- Amending the legislative requirement section to use more simple and accessible language that still accurately and appropriately references Council's obligations (*section 7*); and

- Amending complex subpoints when considering Community Engagement in Practice to present a clear and readable set of process guidance tools (*section 8*).

Options:

1. Council can choose to endorse the Community Engagement Policy for community consultation; or
2. Council can choose to amend the Community Engagement Policy prior to community consultation; or
3. Council can choose to not endorse the Community Engagement Policy for community consultation and retain the current Community Engagement Policy.

Link to Council Plan:

A community well informed and engaged.
Strong governance practices.

Financial Implications:

Nil.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	Ensuring that this policy is up-to-date, clear, and accessible supports effective engagement between Council and the community on important issues. It ensures that Council and the community are building a strong and effective engagement relationship through clearly defined terms and methodologies that are underpinned by Council's values. Strong engagement practices result in community projects, programs and services that are purpose-built, meeting identified needs and efficiently using Council resources.
Governance	Establishing a policy that provides for Community Engagement activities ensures that Council is compliant with the <i>Local Government Act 2020</i> .

Relevant legislation:

Local Government Act 2020
Gender Equality Act 2020

Community engagement:

The draft Community Engagement Policy will be made available for public consultation for the period of 8 February 2024 to 22 February 2024. Additionally, the survey utilised for this consultation will encourage members of the community to provide additional feedback on Council's consultation practices.

Gender equality implications:

As this policy has a direct and significant impact on the community, an initial Gender Impact Assessment (GIA) has been drafted. This initial GIA will be collaboratively built on during

the consultation process.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author – Petra Croot, Acting Director Corporate and Community Services

In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Monica Revell, Acting Chief Executive Officer.

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Communications Strategy:

The draft Community Engagement Policy will be available on Council's website and in hardcopy on request. The consultation period and process will be advertised via Council's website, newsletters, Facebook page and via public advertisement in local newspapers.

Next Steps:

Council officers will undertake the consultation processes detailed in this report.

RECOMMENDATION:

That Council endorses the draft Community Engagement Policy for community consultation for the period 8 February 2024 to 22 February 2024.

MOVED: CRS W Bywaters/D Nelson

That Council endorses the draft Community Engagement Policy for community consultation for the period 8 February 2024 to 22 February 2024.

CARRIED

Attachment number: 9

9.6 EXTENSION OF EXISTING ROAD MAINTENANCE CONTRACT WITH DEPARTMENT OF TRANSPORT AND PLANNING (CN10023)

Responsible Officer: Director Infrastructure Services

Introduction:

This report seeks approval to extend the contract duration of the existing Road Maintenance Contract with the Department of Transport and Planning.

Discussion:

Hindmarsh Shire Council has a long history of undertaking the routine maintenance of arterial road infrastructure within the municipality on behalf of the Department of Transport and Planning. The current contract (CN10023) commenced on 26 June 2019 and expired on 31 December 2023.

Communication has been received from the Department of Transport and Planning requesting an extension of this contract to 30 June 2024. The reason for this extension is to enable the Department of Transport and Planning to facilitate a new contract with different terms and conditions across all regional Victoria. The Department will be seeking Council's interest in entering the new contract in the due course.

Options:

Council approves the extension of the current contract CN10023 Routine Maintenance of Arterial Roads within the Municipality of Hindmarsh by six months with the new contract end date to be 30 June 2024.

Link to Council Plan:

Well maintained physical assets and infrastructure to meet community and organisational needs.

Financial Implications:

The extension will result in income to Council from the Department of Transport and Planning over the next six months. This will be utilised to fund the maintenance of arterial road network within the municipality to provide better service to the community.

Risk Management Implications:

Strategic Description	Risk	Risk Management Discussion
Asset Management		Accepting this extension request will allow the Council to maintain the infrastructure utilised by community to an appropriate standard in a timely manner.

Relevant legislation:

Road Management Act 2004

Local Government Act 2020

Community engagement:

Not Applicable

Gender equality implications:

No implications

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Officer Responsible – Ram Upadhyaya

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Communications Strategy:

Liaison with the Department of Transport and Planning representative.

Next Steps:

Following the Council resolution, officers will liaise with the representative from the Department of Transport and Planning to formalise the contract extension.

RECOMMENDATION:

That Council:

- 1. approves the extension of the current contract CN10023 Routine Maintenance of Arterial Road within the Municipality of Hindmarsh by further six months with new contract end date to be 30 June 2024; and***
- 2. authorises the CEO to negotiate, execute and deliver the contract.***

MOVED: CRS R Gersch/M Albrecht

That Council:

- 1. approves the extension of the current contract CN10023 Routine Maintenance of Arterial Road within the Municipality of Hindmarsh by further six months with new contract end date to be 30 June 2024; and***
- 2. authorises the CEO to negotiate, execute and deliver the contract.***

CARRIED

10 COUNCIL COMMITTEES

10.1 ADVISORY COMMITTEES

Responsible Officer: Acting Chief Executive Officer

Attachment Number: 10

Introduction:

Council has received notification from the Nhill Town Advisory Committee of the resignation of Tina Balter. This resignation is for noting by Council.

The following Hindmarsh Shire Council Advisory Committees held meetings on the following dates:

- **Rainbow Township Advisory Committee**
General meeting on 20 December 2023 (see attachment 10)

A copy of the minutes for each meeting are included as an attachment for the information of Council.

RECOMMENDATION:

That Council:

- 1. notes the resignation of Tina Balter from the Nhill Town Committee;***
- 2. write to Tina thanking her for her service;***
- 3. notes the minutes of the Rainbow Town Advisory Committee held on 20 December 2023.***

MOVED: CRS M Albrecht/R Ismay

That Council:

- 1. notes the resignation of Tina Balter from the Nhill Town Committee;***
- 2. write to Tina thanking her for her service;***
- 3. notes the minutes of the Rainbow Town Advisory Committee held on 20 December 2023.***

CARRIED

Attachment Number: 10

10.2 COMMUNITY ASSET COMMITTEES

Responsible Officer: Acting Chief Executive Officer

Attachment Numbers: 11 – 13

Introduction:

Council has received the annual financial report for the period ending 30 June 2023 from the Antwerp Hall Community Asset Committee. This report is for noting by Council (see *attachment 11*).

The following Hindmarsh Shire Council Community Asset Committees held meetings on the following dates:

- **Wimmera Mallee Pioneer Museum Community Asset Committee**
General meeting on 21 November 2023 (*see attachment 12*)
- **Yurunga Homestead Community Asset Committee**
General meeting on 23 November 2023 (*see attachment 13*)

The purpose of this report is to note the minutes from this meeting and financial report received. A copy of the minutes for each meeting and financial report are included as an attachment for the information of Council.

RECOMMENDATION:

That Council:

1. ***notes the financial report for the Antwerp Hall Committee;***
2. ***notes the minutes of the following Community Asset Committees;***
 - ***Wimmera Mallee Pioneer Museum meeting on 21 November 2023***
 - ***Yurunga Homestead meeting on 23 November 2023; and***
3. ***approves the following office bearers and members of the Wimmera Mallee Pioneer Museum Committee;***
 - ***Chairperson – Peter Pumpa***
 - ***Vice Chairperson – Peter Robson***
 - ***Secretary – Craige Proctor***
 - ***Treasurer – Maryanne Paech***
 - ***Members – Tige Mannington, Clem Paech, Don Pedder, Wendy Werner, Rhys Wilkosz, Wendy Zanker.***

MOVED: CRS R Gersch/R Ismay

That Council:

1. ***notes the financial report for the Antwerp Hall Committee;***
2. ***notes the minutes of the following Community Asset Committees;***

- *Wimmera Mallee Pioneer Museum meeting on 21 November 2023*
 - *Yurunga Homestead meeting on 23 November 2023; and*
3. *approves the following office bearers and members of the Wimmera Mallee Pioneer Museum Committee;*
- *Chairperson – Peter Pumpa*
 - *Vice Chairperson – Peter Robson*
 - *Secretary – Craig Proctor*
 - *Treasurer – Maryanne Paech*
 - *Members – Tige Mannington, Clem Paech, Don Pedder, Wendy Werner, Rhys Wilkosz and Wendy Zanker.*

CARRIED

Attachment Numbers: 11 – 13

11 LATE REPORTS

No late reports.

12 NOTICES OF MOTION

No notices of motions.

13 OTHER BUSINESS

No other business.

14 CONFIDENTIAL REPORTS

In accordance with Section 66 (2) (a) of the *Local Government Act 2020*, Council may close the meeting to the public to consider confidential information. Confidential information is defined by part IV of the *Freedom of Information Act 1982*, and by Section 3 of the *Local Government Act 2020* as being:

- 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 into 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;
- l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989

RECOMMENDATION:

That the meeting be closed in accordance with section 66 (2) (a) and section 66 (2) (f) of the Local Government Act 2020, to consider reports that contain confidential information as defined by section (3) of the Local Government Act 2020, and/or Part IV of the Freedom of Information Act 1982:

- 14.1 HINDMARSH SHIRE YOUTH COUNCIL NOMINATIONS 2024 – this report contains “personal information, being information that which if released would result in the unreasonable disclosure of information about any person or their personal affairs”, insofar as it pertains to youth council nominations;**
- 14.2 VISITOR ECONOMY PARTNERSHIP – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to State Government grant funding that has not yet been executed;**
- 14.3 CONTRACT AWARD 2023-2024-14 CONSTRUCTION OF SILO TOURISM DEVELOPMENT, RAINBOW - this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to Award of Contract for Construction of Silo Tourism Development, Rainbow; and**
- 14.4 ACTING CEO APPOINTMENT – this report contains “personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs”, insofar as it pertains to CEO employment matters.**

MOVED: CRS R Gersch/R Ismay

That the meeting be closed in accordance with section 66 (2) (a) and section 66 (2) (f) of the Local Government Act 2020, to consider reports that contain confidential information as defined by section (3) of the Local Government Act 2020, and/or Part IV of the Freedom of Information Act 1982:

- 14.1 HINDMARSH SHIRE YOUTH COUNCIL NOMINATIONS 2024 – this report contains “personal information, being information that which if released would result in the unreasonable disclosure of information about any person or their personal affairs”, insofar as it pertains to youth council nominations;**
- 14.2 VISITOR ECONOMY PARTNERSHIP – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to State Government grant funding that has not yet been executed;**
- 14.3 CONTRACT AWARD 2023-2024-14 CONSTRUCTION OF SILO TOURISM DEVELOPMENT, RAINBOW - this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to Award of Contract for Construction of Silo Tourism Development, Rainbow; and**
- 14.4 ACTING CEO APPOINTMENT – this report contains “personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs”, insofar as it pertains to CEO employment matters.**

CARRIED

15 LATE CONFIDENTIAL REPORTS

16 RESUMING INTO PUBLIC SESSION

17 MEETING CLOSE

There being no further business, Cr B Ireland declared the meeting closed at 5:20pm.

Hindmarsh Shire Council
 Business Assistance Grants
 Business Growth

Project Number	Date Received	Council Meeting	Doc ID	Organisation	Project Name (Description?)	Amount Requested	Total Project Cost	Contribution	Eligible (Y/N)	WHY 30%		WHAT 30%			HOW 40%				Total Assessment Score (22)	Recommended Allocation for Funding Round two	Allocated Amount	Completion Report Submitted	Extension Date	Comments		
										Demonstrated need	How will the project improve the business operations and economic situation?	Project summary	Risk Assessment	Acknowledgement	Quotes/ Information	Measure of success	Budget / In-kind contribution complete	Provided all information								
1	9/02/2024	6/03/2024		Pink Lake Creative	Business Development- Marketing Plan	\$2,000.00	\$ 4,500.00	\$ 2,500.00	y	3	3	3	2	2	2	2	2	2	2	2	21	\$2,000.00				
3	8/02/2024	6/03/2024	412014	Mallee Magic	Streetscapes-Shop Front upgrades/signage	\$1,398.00	\$ 2,097.01	\$ 699.01	y	3	2	3	2	2	2	1	2	2		19	\$1,398.00					
4	7/02/2024	6/03/2024	412012	Cambrelle's	Streetscapes- Shope front upgrades	\$3,000.00	\$ 13,090.00	\$ 10,090.00	y	3	2	3	2	2	2	1	2	2		19	\$3,000.00					
5	9/02/2024	6/03/2024	412011	Xdirect P/L t/a The Forbidden Forest	Streetscapes-Shop Front upgrades/signage	\$3,000	\$4,500	\$1,500	y	3	2	3	2	2	2	2	2	2		20	\$3,000					
						\$9,398.00	\$ 24,187.01														\$ 9,398.00					

Hindmarsh Shire Council
Community Action Grants
Community Assistance

Project Number	Date Received	Council Meeting	Doc ID	Organisation	Project Name (Description?)	Amount Requested	Total Project Cost	Cash/in kind Contribution	Eligible (Y/N)	Reason for ineligibility	WHY				WHAT				HOW		Total Assessment Score	Community/ Council Plan Reference	Recommended Allocation \$1,000.00	Allocated Amount
											Community Need 4	Community Wellbeing 3	Social Connectedness 3	Economic Benefit 3	Community Participation 3	Risk Assessment 2	Project summary 4	Acknowledgement 2	Quotes/ Information 1	Budget (BS) and In-Kind 1				
1	9/02/2024	6/03/2024	412006	Dimboola Hockey Club	that new players can borrow as well as offering junior players reduced membership fees for 2024	\$1,000.00	\$1,838.90	\$838.90	Y	N/A	4	3	3	3	3	2	3	2	1	1	25		\$1,000.00	
2	9/02/2024	6/03/2024	412005	Nhill Silo Heritage Project	BGA 86 a battery blower for removing leaves, plant waste and dirt	\$977.00	\$977.00	\$0.00	Y	N/A	3	3	2	3	2	0	3	2	1	1	20		\$977.00	
3	20/01/2024	6/03/2024	412002	Jeparit and District Historical Society	Archival storage materials to store history of Jeparit	\$1,000.00	\$3,181.67	\$2,181.67	Y	N/A	4	2	2	2	2	1	4	2	1	1	21		\$1,000.00	
4	23/01/2024	6/03/2024	412001	Rainbow Badminton Club	Equipments to set up the badminton court in The Mecca	\$1,000.00	\$1,848.70	\$849.70	Y	N/A	4	3	3	2	3	2	4	2	1	1	25		\$1,000	
5	31/12/2023	6/03/2024	412000	Rainbow Bowling Club	Sweeper to assist with the removal of wind blow itens	\$1,000.00	\$1,805.00	\$805.00	Y	N/A	3	2	2	2	2	2	4	2	1	1	21		\$1,000	
6	7/02/2024	6/03/2024	412007	Wimmera Mallee Pioneer Museum	computer and appropriate peripherals	\$971.97	\$971.97	\$0.00	N	They are an asset committee	3	2	1	2	2	1	3	2	1	1	20		\$971.97	
																					Total	\$5,948.97		



POLICY

ENF005 Body-Worn Cameras

1 Purpose

This policy provides guidance to Authorised Officers, employees, elected representatives, and other stakeholders on the ethical, lawful and efficient use of body-worn cameras (**BWCs**) and recorded data.

Body-worn camera technology is used by the Council to promote and maintain a safe work environment (e.g., by discouraging and documenting occupational violence) and will assist Authorised Officers in carrying out their operational tasks related to investigation of breaches of Acts, regulations and the Hindmarsh Shire Council Municipal Local Laws.

Authorised personnel will exclusively use these cameras.

2 Scope

This policy applies to:

- all Council employees who are Authorised Officers and have been approved to wear body-worn cameras by the Chief Executive Officer (CEO) while performing their duties for the Council; and
- Council management and the Information Technology Coordinator insofar as they have supervisory and technical responsibilities in relation to body-worn camera data storage and disposal.

From time-to-time Council contracts Authorised Officers from other Councils or private organisations. This policy does not apply to contract Authorised Officers who are bound by their own organisation's policies and procedures, unless otherwise stipulated in the contract and/or service agreement.

3 Definitions

Authorised Officer means, in the context of this policy, a person appointed by the Council for the purposes of the administration and enforcement of any Act, regulations or local law which relates to the function and powers of the Council who has been approved by the CEO to wear a body-worn camera.

This does not include contracted Authorised Officers.

Body Worn Camera means a camera normally worn on the person that can record visual images or sound or both, whether or not the camera is being worn when the recording takes place. The camera stores digital files which, once recorded, cannot be deleted or amended by the operator.

Each file carries a unique identifier and is time and date stamped throughout.

CEO means Chief Executive Officer

Council means Hindmarsh Shire Council

Management means Council's Chief Executive Officer, Directors and Managers.

4 Privacy

BWCs are not intended for monitoring residents. Their primary purpose is to record interactions between Authorised Officers and the public while upholding privacy rights. Council Officers will adhere to all relevant privacy legislation, including but not limited to the *Privacy and Data Protection Act 2014*, when using body-worn cameras and when managing recorded data.

Any personal information contained in recorded data will be kept confidential by all Council employees, contracted Authorised Officers and other parties to whom it is disclosed and otherwise handled in accordance with the Council's privacy policy and legal obligations.

Where the Council is permitted, authorised, or required to use or disclose recorded data in accordance with this policy or a law of the State or Commonwealth, measures will be taken to minimise the unnecessary disclosure of personal information.

Privacy complaints in relation to body-worn camera usage should be made directly to Council in the first instance.

Privacy complaints in relation to body-worn camera usage may also be made to the Office of the Victorian Information Commissioner (OVIC). OVIC can investigate complaints about alleged violations of privacy where Council has not responded to the complaint in the first instance, or the complainant is not satisfied with Council's response to the complaint.

The operation of visual surveillance devices may impact upon an individual's right to privacy. A Privacy Impact Assessment was completed on this policy to ensure that devices impact on this protected right in a manner that is reasonable, proportional and demonstrably justified.

5 Policy

5.1 Standard Operating Procedure

Council has developed separate procedural guidelines, Procedure – Body Worn Cameras to support the implementation of this policy and accommodate the use, auditing and management of body-worn cameras and recorded data in Council operations.

All Authorised Officers who are authorised to use a body worn camera must follow the Council's procedural guidelines in relation to its use.

5.2 Recording and Incident

Authorised Officers must activate camera recording, if deemed safe to do so, in accordance with the body-worn camera procedural guideline:

- where they have a reasonable concern for their safety or welfare (or that of another person); or
- if an occupational violence incident occurs or their assessment indicates the occurrence of an incident is imminent; or
- to gather evidence of a breach of an Act, legislation or local law the Council is responsible for; or
- as directed by their supervisor for purposes related to safety or welfare of employees or other persons, or for training purposes where none of the above apply and other persons have been informed the reason for the activation and are a party to the training.

Camera recording must not be activated except in accordance with these purposes. If an Authorised Officer becomes aware that recording has commenced inadvertently, the camera must be turned off immediately and the activation reported.

Prior to activating camera recording, or as soon as practicable after recording begins, Authorised Officers will verbally advise any person in the vicinity that recording is being undertaken.

In public areas or circumstances where the conversation would not be considered private, the Authorised Officer may, at their own discretion, advise people in the vicinity that the recording is being undertaken.

Activating camera recording for any unauthorised purpose may result in disciplinary action.

5.3 Access, Use and Disclosure of Recorded Data

Access to the master copy of recorded data for the purposes of reviewing and extracting the recorded data will be restricted to Authorised Officers, Manager People and Performance, the IT Administrator and any other person authorised by the CEO.

Access to an extract of recorded data for the purposes of viewing, copying, or disclosing the recorded data will be restricted to Council's CEO, Directors, and or any other Council employee approved by the CEO on a need-to-know basis.

Subject to the provisions of the *Privacy and Data Protection Act 2014* and other applicable legislation, data recorded by an activated body-worn camera may be used and disclosed to a third party by the Council for the purposes of:

- incident monitoring;
- identification of Council employee or public safety issues;
- deterrence of aggressive behaviour towards Council officers;
- improved collection of evidence for prosecutions;
- prosecution of incidents of occupational violence;
- prosecution of illegal activity;
- providing evidence in court proceedings;
- investigation of incidents where claims or complaints have been made against Authorised Officers and employees.

Recorded data may be provided to a third party on the condition that the third party has an official role in investigating and/or prosecuting the incident or some other legitimate reason for requiring access to the recorded data, and appropriate confidentiality arrangements are in place, once authorised by the CEO.

Data recorded by an activated body-worn camera will not be used to monitor employee performance. However, with consent of the relevant officer, the data may be used for training or coaching purposes.

5.4 Retention and Storage of Data

Recorded data will be stored in a secure electronic location with restricted access.

Recorded data must be protected from unauthorised viewing, copying, alteration and disclosure.

All footage obtained from body worn cameras will be retained and disposed of by Council in accordance with the applicable standard made under the *Public Records Act 1973*. The period of data retention will vary depending upon the purpose for which it was recorded.

Recorded data that is not deemed to be relevant to the investigation of any matter is to be permanently deleted after a period not exceeding 90 days from the date of capture of the data.

6 Responsibilities

6.1 Implementation

Authorised Officers who are approved and required to use body-worn cameras in the course of their duties are personally responsible for wearing and operating their allocated body-worn camera in accordance with this policy and any other applicable procedures of the Council.

6.2 Training and Compliance

The Director Infrastructure Services is responsible for ensuring that employees and contractors receive adequate training in the operation and use of body-worn cameras and monitoring compliance with this and any other applicable procedures on an ongoing basis.

6.3 Data Management and Technical Support

The Information Technology Coordinator is responsible for troubleshooting, secure storage of and access to recorded data, auditing and such other technical support and maintenance as is required to keep camera equipment and software functioning properly.

7 References

Related documents	Legislation
Hindmarsh Shire Council Body-Worn Camera Procedure Hindmarsh Shire Council Privacy Policy	<i>Surveillance Devices Act 1999</i> <i>Evidence Act 2008</i> <i>Privacy and Data Protection Act 2014 (Vic)</i> <i>Freedom of Information Act 1982</i> <i>Privacy Act 1988</i>

	<p><i>Charter for Human Rights and Responsibilities Act 2006 (Vic)</i> <i>Local Government Act 1989 [Vic]</i> <i>Local Government Act 2020 [Vic]</i></p>
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8 Document Control

Body-Worn Cameras		Policy Category	Council
Version Number	1.0	Policy Status	Draft
Approved/Adopted By	Council	Approved/Adopted on:	-
Responsible Officer	CEO	Review Date	-
Version History	Date	Version	Description
	-	1.0	New Policy



POLICY

C012 Community Engagement

1 Purpose

Hindmarsh Shire Council (**Council**) recognises and values the vast knowledge and experiences within our diverse communities and is committed to placing the community at the heart of what we do.

We strive to develop communities that are resilient, connected and engaged. Effective and meaningful community engagement plays a critical role in enabling this future, where equitable access to participatory decision-making is essential to a strong community.

The Community Engagement Policy outlines Council's commitment and approach to community engagement practice and gives effect to the Community Engagement Principles provided for in the *Local Government Act 2020*. It details the principles that guide our work towards delivering sustainable outcomes for our communities: through shared problem-solving, open dialogue and meaningful participation.

Effective and meaningful community engagement has real benefits for both Council and the community. Better identifying the priorities, needs and aspirations of our community will assist Council to improve its strategic planning and service delivery. A regular two-way conversation ensures Council is transparent, accountable and informed in its decision making which will demonstrate integrity, build trust, develop strong partnerships and create sustainable outcomes.

2 Scope

The policy applies to planning, design, implementation, and evaluation of community engagement activities as directed by Council, recommended by staff or legislated by the Victorian *Local Government Act 2020* including:

- Community Vision;
- Council Plan;
- Asset Plan;
- Financial Plan;
- Other engagement processes as determined, which may include but are not limited to:
 - The making of local laws;
 - Budget and policy development;

- When decisions of a strategic nature, where community input will inform outcomes, are required – including for strategies, projects, assets and/or services which directly impact the community.

The policy does not apply to community engagement processes that are subject to prescribed processes imposed by other Victorian legislation, such as land-use planning applications or other Council processes such as service requests or complaints.

Whenever Hindmarsh Shire Council is planning, delivering a project, or making a decision that significantly impacts the way our community experiences the Shire or their interaction with our organisation, the community must have the opportunity to meaningfully participate in that process.

3 Background

Community engagement occurs for a variety of reasons and across a broad range of Council areas, such as community planning, service delivery, infrastructure design, strategies, plans and more. You can see when we are required by law to engage in the Legislative Requirements section. Hindmarsh Shire Council uses the International Association of Public Participation (IAP2) Spectrum of Engagement to guide our planning.

The IAP2 Spectrum is a useful, widely recognised tool that identifies five levels of participation. For each level there is a corresponding goal, commitment and role for Council and the community in the process. There may often be more than one level of engagement used across a project, depending on the stage, scope, timeline and stakeholders involved, as well as the influence and impact identified.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Goal	To provide our community with objective and clear information that lets them know when something is happening, or about to happen.	To seek and consider community feedback on alternatives, proposals and/or decisions we need to make.	To work directly with our community throughout the process to ensure that your concerns and aspirations are understood, considered and incorporated where appropriate.	To partner closely with our community in identifying alternatives, developing solutions and co-designing a jointly agreed outcome.	To place final decision making in the hands of our community, build their capacity to identify solutions and lead or deliver change.
Our commitment to community	We will keep you informed.	We will listen to and acknowledge your concerns and aspirations and provide feedback on how your input influenced the decisions.	We will work with you to ensure what we've heard is directly reflected in the alternatives developed and provide feedback on how your input influenced the decisions.	We will work together in co-designing solutions, and as much as possible, incorporate your advice and proposals into the decisions.	We will work alongside you to realise your decisions and aspirations.
The role of community	Listen	Contribute	Participate	Partner	Partner or lead

Engagement type	Informative	Consultative	Deliberative	Deliberative	Deliberative
Methods	Media release, advertisement, newsletter, social media post, website, public notice.	Surveys	Workshops, advisory committees.	Facilitated workshops	Community panel, deliberative workshops and focus groups.

4 Definitions

Council

means Hindmarsh Shire Council

Act

means *Local Government Act 2020*

Community

means the people who have a stake and interest in Hindmarsh Shire and includes people who live, work, study or conduct business or are involved in local community groups or organisations in the municipality.

Stakeholder

An individual or group that has an interest in any Council decision or activity, including Traditional Custodians and Aboriginal communities, other tiers of government and government agencies, businesses, educational institutes, not-for-profits and philanthropic organisations, visitors, residents, advocacy groups, children, ratepayers and renters, emergency services, culturally and linguistically diverse people and many more.

5 Community Engagement Types

5.1 Deliberative Engagement

Deliberative engagement is a process used to reach an outcome or decision for complex issues. The process typically occurs over a period of time and brings together a real mix of voices to work through and consider issues in a supported environment. Deliberative engagement involves the highest three levels of public participation, ‘involve’, ‘collaborate’ and ‘empower’.

It is an inclusive and transparent process in which participants are provided with:

- a clear purpose from the outset of what will be achieved and why
- relevant evidence and background information to analyse
- sufficient time to explore, assess and discuss options
- practical support to enable participation in the process

It should enable a diverse range of people in our community to be highly involved, including those most impacted by the decision.

Examples of deliberative engagement practices are:

- Working with advisory groups;

- Proposals and ideas are discussed by a panel of community members where participants are asked to consider and prioritise ideas;
- A representative group participates in a series of sessions of information exchange in order to reach consensus.

We will undertake **deliberative engagement** for:

- Community Vision (10 years)
- Council Plan (4 years)
- Financial Plan (10 years)
- Asset Management Plan (10 years)
- Projects and policies where deliberative engagement is determined to be the most effective process to reach an outcome or make a decision.

5.2 Consultative Engagement

Consultative engagement involves one-way information exchange from the Community to Council. Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents.

Examples of participatory practices are:

- Surveys;
- Polls, idea gathering;
- Submissions.

We will undertake **consultative engagement** for:

- Budgets
- Making or changing a local law
- Acquiring or selling land
- Leasing Council land
- Council policies that have a direct and significant impact on the Community
- Strategies, service planning and projects whose level of complexity does not necessitate deliberative engagement.

6 When Council will Engage

6.1 Circumstances that Trigger Engagement

Council will promote opportunities for the community to actively participate in the following processes:

- Where a proposed change to Council activities or strategic direction may significantly affect the community in terms of the economy, lifestyle, environment, wellbeing or amenity of the municipality.
- When developing new or reviewing existing policies, strategies or plans.

- When introducing a new service, discontinuing an existing service or substantially changing or reviewing a service that may significantly affect how services are provided.
- Proposals for changing the way in which public space looks, is used or enjoyed.
- The community raises an issue with Council for a decision (or outcome) and there are likely to be competing community interests.
- Planning and development of major projects and capital works, including public buildings, centres or other infrastructure.
- Any circumstance where Council needs more information or evidence to make an informed decision.

6.2 Circumstances where Engagement will be Limited

There are times when Council’s level of engagement with the community and key stakeholders will be limited. In certain circumstances, Council may only be able to inform the community and stakeholders of Council’s decisions and actions.

Examples include when:

- Council is not the lead agency
- an immediate resolution is required
- specialist or technical expertise is required
- an initiative involves confidential or commercial information
- there are clear and defined legislative responsibilities that must be met
- developing or reviewing internal policies and procedures
- there is a risk to public safety.

7 Legislative Requirements

Elements of our community engagement work are guided by Victorian Government legislation which sets specific engagement requirements for some Council activities. These statutory requirements usually relate to long term strategic council planning and budgeting, amendments to the planning scheme, development of public health and wellbeing plans, local law making, land acquisition and sales, electoral reviews and some road changes.

The *Local Government Act 2020* outlines a set of overarching principles and requirements to guide the engagement approach of councils. Other relevant legislation is listed in the References section of this document.

8 Community Engagement in Practice

The planning stage for all engagement activities is critical to ensuring successful and authentic engagement with our community and key stakeholders. The engagement process should be tailored to each project or decision being made, based on the levels of complexity or public impact/interest.

Plan	
Define the engagement purpose, objectives and scope	Understanding the purpose and the objectives of the engagement is a critical first step in the planning process. Here we determine the reasons why we are engaging and what we are trying to achieve. Careful consideration is also given to: <ul style="list-style-type: none"> • the level of engagement required (IAP2 Spectrum)

	<ul style="list-style-type: none"> • what the community can influence (negotiables and non-negotiables) • how the results will be used (engagement outcomes) • when the engagement is required (timeframes) • how will the engagement process be monitored and evaluated (Evaluation).
Understand the level of Impact/Interest	<p>Community and stakeholder analysis are undertaken to ensure engagement is representative and inclusive of those who are impacted/interested in the project or decision. Consideration is given to:</p> <ul style="list-style-type: none"> • barriers to participation and how these can be addressed and overcome • reasonable support is provided to participants to enable meaningful and informed engagement • participants are entitled to feel valued, respected and welcome, regardless of gender, age, ability, ethnicity, religion or sexual orientation.
Design appropriate communication and engagement methods	<p>The communication and engagement methods used to facilitate participation are fit for purpose based on participants' needs and the information being conveyed. The timeframes for the engagement activities allow participants to understand and consider the information provided and make a fully informed contribution. A variety of engagement methods can be used throughout the engagement process.</p>
Do	
Implement the engagement	<p>Conduct engagement activities that are meaningful, genuine and respectful. Invite previously identified stakeholders to participate and ensure participation is accessible and inclusive.</p>
Provide clear, timely communications	<p>Provide clear, jargon-free information to participants to explain the initiative and consider translated information if required. Allow sufficient time to review the information and provide feedback.</p>
Share	
Closing the loop with the community	<p>Following the engagement process we will report back to the community and stakeholders the results and outcomes of the engagement process. This will be done in a timely, accessible and informative manner so that participants understand how their involvement influenced the process, and therefore the outcome or decision. If the engagement process is lengthy it is important that regular project updates are provided to ensure the community remain engaged.</p>
Inform the decision-making process	<p>After the consultation process is complete and all feedback has been collated and reviewed, a report is prepared for Council that articulates the consultation methodology and outcomes and how it informs the project or decision being made.</p>
Evaluate	
Measuring outcomes	<p>Evaluation of the engagement process is planned at the beginning of the project, so we are aware of what the outcome will be measured against. The evaluation process will be tailored to the scale and complexity of the engagement and will consider several elements including:</p> <ul style="list-style-type: none"> • the engagement objectives were met • engagement outcomes were achieved • participants were representative of the stakeholders identified based on impact/interest • the communications and engagement methods were appropriate.
Sharing evaluation outcomes	<p>Reflective practice allows us to refine and continually improve our community engagement practices. We will reflect on what did and didn't work objectively and realistically and produce an evaluation report to share observations and recommendations.</p>
Improve	
Continuous improvement and capacity building of Council officers	<p>We will take the lessons learnt throughout the project capturing them in an accessible format. Ideas for improvement of engagement will be shared across the organisation and inform future versions of this Policy and Council's broader engagement framework.</p>

9 Roles and Responsibilities

The design, delivery, reporting and evaluation of community engagement is the responsibility of employees as appropriate to their role and function.

The application of principles and processes outlined in this policy is effectively the responsibility of line management across the breadth of Council service areas and teams. Councillors are responsible for adopting the Community Engagement Policy and for championing our commitment to community engagement in their interactions with the Hindmarsh community. It is also a requirement of the *Local Government Act 2020* that the role of the Mayor is to lead engagement with the community on the development of the Council Plan (s18c).

10 References

Related documents	Legislation
Add Related Documents	<i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Child Wellbeing and Safety Act 2005</i> <i>Disability Act 2006</i> <i>Equal Opportunity Act 2010</i> <i>Gender Equality Act 2020</i> <i>Local Government Act 1989</i> <i>Multicultural Victoria Act 2011</i> <i>Planning and Environment Act 1987</i> <i>Privacy and Data Protection Act 2014</i> <i>Public Administration Act 2004</i> <i>Public Health and Wellbeing Act 2008</i> <i>Road Management Act 2004</i> <i>Subordinate Legislation Act 1994</i>

11 Document Control

Community Engagement Policy		Policy Category		Council
Version Number	1.1	Policy Status		DRAFT
Approved/Adopted By	COUNCIL	Approved/Adopted on:		
Responsible Officer	CEO	Review Date		
Version History	Date	Version	Description	
	February 2021	1.0	Initial Policy	
	March 2024	1.1	Updated policy	



POLICY

C004 Gender Equality Policy

1 Purpose

The purpose of the Gender Equality Policy (**the Policy**) is to demonstrate Hindmarsh Shire Council's commitment to promoting and encouraging gender equity and to addressing any gender imbalances that may exist within the Council workplace and the wider community.

Hindmarsh Shire Council commits to ensuring that everyone in the Hindmarsh Shire, regardless of their gender identity, has access to equal power, resources and opportunities, and is treated with dignity, respect and fairness.

This Policy Statement establishes the expectation that gender equality is considered and prioritised in all current and future Council planning, policy, service delivery and practice.

2 Scope

This policy applies to all Councillors and Council employees.

3 Definitions

CEO	means Chief Executive Officer of Hindmarsh Shire Council
Council	means the Hindmarsh Shire Council
HSC	Hindmarsh Shire Council

4 Gender equality principles

Council commits to the following the *Gender Equality Act 2020*'s gender equality principles:

- 1) All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.
- 2) Gender equality benefits all Victorians regardless of gender.
- 3) Gender equality is a human right and precondition to social justice.
- 4) Gender equality brings significant economic, social and health benefits for Victoria.
- 5) Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls.
- 6) Advancing gender equality is a shared responsibility across the Victorian community.

- 7) All human being regardless of gender, should be free to develop their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.
- 8) Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.
- 9) Women have historically experienced discrimination and disadvantage on the basis of sex and gender.
- 10) Special measures may be necessary to achieve gender equality.

5 Gender equality indicators

Council will utilise the following indicators to measure gender-related changes over a period of time:

- Gender composition of all levels of the workforce and governing bodies such as Community Asset committees.
- Equal remuneration for work of equal or comparable value across all levels of the workforce irrespective of gender.
- Levels of sexual harassment in the workplace.
- Recruitment and promotion practices in the workplace.
- Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements, working arrangements supporting employees with family or caring responsibilities, gendered segregation within the workplace and any other prescribed matters.

6 Communication

This policy will be placed on Council's website.

7 Responsibility

Policy Owner: Chief Executive Officer

8 References

Legislation
<i>Charter of Human Rights and Responsibilities Act 2006</i>
<i>Gender Equality Act 2020</i>
<i>Local Government Act 2020</i>



GUIDELINES

Gender Equality Guidelines

1 Objective

Council, in developing policies, programs and delivering services to the public, that have a direct and/or significant impact on the public must consider, promote and take necessary and proportionate action towards achieving gender equality. This Guideline outline the processes required by Council to be compliant with the *Gender Equality Act 2020*.

2 Responsibility

The Chief Executive Officer is responsible for implementing and actioning procedures relating to Gender Equality to ensure compliance, reporting and timelines are met.

3 Step 1 – Gender Equality Impact Assessment

Council must undertake a gender impact assessment when developing or reviewing any policy, program or service that has a direct and significant impact on the public.

The assessment must incorporate the process and format used to undertake the impact assessment and include the following –

- a) assess the effects that the policy, program or service may have on persons of different genders; and
- b) state how the policy, program or service will be developed or varied in order to—
 - (i) meet the needs of persons of different genders; and
 - (ii) address gender inequality; and
 - (iii) promote gender equality; and
- c) if practicable, take into account that gender inequality may be compounded by disadvantage or discrimination that a person may experience on the basis of any of the following-
 - (i) Aboriginality;
 - (ii) age;
 - (iii) disability;

- (iv) ethnicity;
- (v) gender identity;
- (vi) race;
- (vii) religion;
- (viii) sexual orientation.

4 Step 2 – Workplace Gender Equality Audit

Council must undertake a workplace gender audit before developing a Gender Equality Action Plan. The audit must assess the state and nature of gender inequality as at 30 June in the Gender Equality Action Plan report year to which the audit relates, having regard to the following-

- a) workplace gender equality indicators:
 - (i) gender composition of all levels of the workforce
 - (ii) gender composition of governing bodies
 - (iii) equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
 - (iv) sexual harassment in the workplace
 - (v) recruitment and promotion practices in the workplace
 - (vi) availability and utilisation of terms, conditions and practices relating to—
 - family violence leave; and
 - flexible working arrangements; and
 - working arrangements supporting employees with family or caring responsibilities
 - (vii) gendered segregation within the workplace
 - (viii) any other prescribed matters.
- b) any gender equality targets or gender equality quotas set
- c) the disadvantage or discrimination that a person may experience on the basis of any of the following in addition to gender inequality-
 - (i) Aboriginality;
 - (ii) age;
 - (iii) disability;
 - (iv) ethnicity;
 - (v) gender identity;
 - (vi) race;
 - (vii) religion;
 - (viii) sexual orientation;
- d) any other matters that the CEO considers relevant

- e) must incorporate the process and format used to undertake the audit
- f) gender-disaggregated data; and
- g) if available, data about Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation.

The following factors must be taken into account in determining whether Council has made reasonable and material progress in relation to the above Gender Equality Indicators-

- a) the size of Council and number of employees
- b) the nature and circumstances of Council, including any barriers to making progress
- c) requirements that apply to Council under any other Act
- d) Council's resources
- e) Council's operational priorities and operational obligations
- f) the practicability and cost to Council of making progress
- g) genuine attempts made by Council to make progress.

5 Step 3 – Preparing a Gender Equality Action Plan

In preparing the Hindmarsh Shire Council Gender Equality Action Plan, Council must take into account the gender equality principles, consult with employees and any other relevant stakeholders.

The CEO must prepare and include the following-

- a) results of the workplace gender audit
- b) strategies (actions) and measures for promoting and improving gender equality.

Council must allocate adequate resources to the development and implementation of the Gender Equality Action Plan.

6 Step 4 – publication and submission of plan

Council must submit a Gender Equality Action Plan to the Commissioner on or before the 31 October in each Gender Equality Action Plan reporting year.

Within a reasonable time after submitting the Gender Equality Action Plan Council must publish the plan on its website and notify Council and employees.

The Gender Equality Action Plan is only accepted if the following criteria is met and the Commission is satisfied-

- a) the report or document includes the matters set out in step 3
- b) the report or document has been prepared no more than 12 months before the Start of the Gender Equality Action Plan reporting year
- c) The Gender Equality Action Plan has been published on Council's website and Council and employees have been notified of the publication.

If the Gender Equality Action Plan requires an amendment the plan will need to be resubmitted to the Commissioner and again, publish the amended plan on Council's website and notify Council and employees.

7 Step 5 – Gender Equality Progress Reports

Council must submit a progress report to the Commissioner on or before 31 October in every second year after submitting a Gender Equality Action Plan.

The progress report must in relation to any gender impact assessment undertaken by Council within the relevant period-

- a) identify the policy, program or service that was the subject of the assessment and report on
 - o how the policy, program or service was varied in order to meet the needs of different genders
 - o how it addressed gender inequality
 - o promote gender equality
- b) report on Council's progress within the relevant period in relation to the strategies and measures set out in the Plan
- c) demonstrate Council's progress in relation to the indicators and meeting of targets and quotas
- d) must incorporate the process and format used to undertake the progress report.

*Council must not identify or report on a policy, program or service that includes information that would be an exempt document under the FOI Act 1982 or any other provision of another enactment or relating to confidential information.

8 Compliance

The Commission may issue a compliance notice to Council if the Commission reasonably believes that Council has failed to comply with the Act.

9 Communication

The guidelines will be placed on Council's website.

10 Responsibility

Owner: Chief Executive Officer

11 Supporting documents

Legislation
<i>Charter of Human Rights and Responsibilities Act 2006</i>
<i>Gender Equality Act 2020</i>

MAV Creating a Place for Women in Sport – a gender equity self-assessment for sport and recreation clubs

12 Document control

Gender Equality Policy and Guidelines		Policy Category	COUNCIL
Version Number	1.1	Policy Status	APPROVED
Approved/Adopted By	COUNCIL	Approved/Adopted on:	
Responsible Officer	CEO	Review Date:	
Version History	Date	Version	Description
	March 2021	1.0	New Policy
	March 2024	1.1	Reviewed on Schedule

DRAFT



POLICY

C009 Live Streaming and Publishing Recordings of Council Meetings

1 Purpose

This Policy outlines the requirements associated with the live streaming and publishing recordings of Ordinary and Special Council Meetings via Council's website and/or social media pages, including Facebook and YouTube. This policy will inform members of the public and Councillors on Council's processes, the potential benefits and any mitigation action to manage potential risks.

Council is committed to improving accessibility and community participation in Council meetings. It is anticipated that the live streaming of meetings and/or making recordings available on Council's website and/or social media pages will provide greater flexibility and convenient access for residents, as it will allow the public to watch the meeting in real time via the internet and/or watch the recording of the meeting without the need to attend in person or at a time that suits them.

This gives the community greater access to Council decisions and debate, and eliminates geographic and time barriers which may prevent the public from attending meetings in person.

2 Scope

This policy will apply to all public Ordinary Meetings and Special Meetings conducted by the Hindmarsh Shire Council (Council) to be live streamed or recorded and published in accordance with this policy. The policy does not extend to any meetings closed to the public in accordance with Section 66(2) of the *Local Government Act (Vic) 2020*.

3 Definitions

Chairperson	has the same meaning as defined in the Hindmarsh Shire Council Governance Rules and Election Period Policy
Council	means Hindmarsh Shire Council
NMCC	means Nhill Memorial Community Centre
Council Meetings	means Ordinary Meetings and Special Meetings that aren't Confidential Council Meetings.

Confidential Council Meeting	means a Meeting of the Council which has been closed to members of the public under Section 66(2) of the <i>Local Government Act 2020</i>
Defamation	means words which convey a meaning (or “imputation”) about a person that lowers the person’s reputation in the eyes of reasonable members of the community, or causes the person to be ridiculed, avoided or despised by members of the general public.
Exceptional Circumstances	means circumstances where there is: <ul style="list-style-type: none">• a risk or threat to public health and safety;• a threat of violence or aggression by one or more people attending the Council Meeting against others;• unlawful conduct by an attendee of the Council Meeting;• significant disruption of the Council Meeting by the conduct of an attendee; and/or• a reputational risk to the Council.
Inappropriate Information	means information which amounts to, or could be perceived to amount to: <ul style="list-style-type: none">• Defamation;• infringement of copyright;• breach of privacy;• offensive behaviour including discrimination;• vilification or inciting hatred;• confidential or privileged; or• misleading.
Ordinary Meeting	means an Ordinary Meeting of the Council, as defined in Hindmarsh Shire Council Governance Rules
Privacy Breach	means unauthorised access to, or collection, use or disclosure of personal information in accordance with the <i>Privacy and Data Protection Act (Vic) 2014</i> .
Special Meeting	means a Special Meeting of the Council, as defined in Hindmarsh Shire Council Governance Rules.

4 Meetings to be Recorded and Streamed Live

Council Meetings may be streamed live on Council’s social media pages and/or recorded then published on Council’s website/social media pages.

Council commits to live streaming, recording and publishing all Council Meetings where it is practically possible to do so, including that the required equipment and internet connections are available to enable live streaming and recording and publishing.

Confidential Council meetings, or confidential sections of Council Meetings, will not be live streamed or recorded.

5 Councillors, Council officer, public responsible for their own comments

Council Meetings are an open forum of statements, questions and answers. Occasionally, comments could be made which may contain Inappropriate Information.

By live streaming and publishing recordings of Council Meetings, the potential audience is significantly increased, which also increases the likelihood and/or impact of Inappropriate Information.

Councillors, Council officers and members of the public are solely responsible for their own comments made during Council Meetings which are recorded or live streamed. The comments they make, particularly if they contain Inappropriate Information, could give rise to a cause of action by an aggrieved individual who suffers loss and damage because of those comments, and there is a risk that such cause of action could be prosecuted through a court of appropriate jurisdiction.

6 Liability of the organisation arising from publication

While Councillors, Council officers and members of the public attending a Council Meeting may be held personally liable for any loss or damage suffered by a person arising from the comments they make, the act of publishing such material on Council's website and/or social media pages may also cause the organisation to be liable for any loss and damage suffered by a person because of the published comments.

In recognition of the potential legal risk to Council, the Chief Executive Officer may determine in their sole discretion not to upload or publish a recording of a Council Meeting if it is reasonably believed it may contain Inappropriate Information or where Exceptional Circumstances arise. The Chief Executive Officer may also determine whether it is appropriate to publish a redacted version of the recording where Inappropriate Information is removed. In this case, the full and complete recording shall still be retained as a public record.

7 Public attending a Council Meeting may have their image recorded and/or streamed

Council will use its best endeavours to ensure images of people in the public gallery of a Council Meeting are not live streamed or recorded and published.

People in the public gallery of a Council Meeting which will be recorded and/or live streamed must be given appropriate notice of the possibility of their image being recorded and published and/or streamed.

Council expressly provides no assurances to people present in the public gallery of a Council Meeting that their image won't be recorded and published or live streamed.

8 No reliance on recording or live stream of Council Meeting

The opinions or statements made during the course of the Council meeting are those of the particular individuals, and not necessarily the opinions or statements of Council. Council does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming or published recordings of the Council Meetings.

Council does not accept any responsibility for the comments made or information provided during Council Meetings and does not warrant nor represent that the material or statements made during

the live streamed or published recordings of Council Meetings are complete, reliable, accurate or free from error. Council does not accept any responsibility or liability for any loss, damage, cost or expense that a person might incur as a result of using or relying on information or statements provided in the live streaming or recording of Council Meetings.

9 Notice to the Public

When a Council Meeting is to be recorded and/or live streamed:

- prominent signage informing all attendees of the Council Meeting that the meeting will be recorded and streamed live in the terms set out in Appendix 1 must be provided;
- at the commencement of each Council Meeting to be recorded and/or streamed live, the Chairperson shall provide a statement to notify the attendees of the Council Meeting that the meeting will be recorded and/or streamed live in the terms set out in Appendix 2;
- notice will also be given in the Council Meeting agenda as set out in Appendix 3;
- where the recording is to be published on Council's website and/or social media pages, notice will also be given on Council's Facebook Page in the terms set out in Appendix 4; and
- a copy of this policy will be referenced in all online notices given under this clause.

The Chief Executive Officer, in their discretion, may from time to time update the terms of the notices to be given under this clause without updating this policy.

10 Technical Disclaimer

There may be situations where, due to technical difficulties, a live stream or recording of the Council Meeting may not be available. Whilst all reasonable efforts will be made to ensure that live streaming/recording equipment and Council's social media and/or streaming platforms are functioning, Council takes no responsibility for and cannot be held liable for, the live streaming or Council's website and/or social media pages being-unavailable due to technical issues beyond Council's direct control.

Technical issues may include, but are not limited to:

- the availability of the internet connection;
- device failure or malfunction;
- unavailability of social media platforms; and/or
- power outages.

Where live streaming is the subject of a disruption, Council will notify the public on both its social media channels (if those channels have not been functionally compromised).

11 Termination of live streaming/recording in Exceptional Circumstances

The Chairperson and/or the Chief Executive Officer has/have the discretion and authority at any time to direct the termination or interruption of live streaming/recording of a Council Meeting where:

- there are Exceptional Circumstances; or

- the content of the Council Meeting is considered by the Chair to contain Inappropriate Information.

12 Access and Storage of Files

All recordings will be published on Council’s website and/or social media pages within five business days of the meeting. Occasionally, technical difficulties outside of the control of Council will prevent the recording from being made available. Following a Council Meeting, members of the public will be able to access and watch the recording on Council’s website and/or social media pages.

In recognition of the legal and reputational risk to Council, the Chief Executive Officer may determine in their sole discretion not to publish a recording if it is reasonably believed to contain Inappropriate Information or where Exceptional Circumstances are apparent from the recording.

All recordings of Council meetings will be maintained in accordance with Council’s Records Management Policy and related procedures.

13 References

Related documents	Legislation
Councillor Code of Conduct Employee Code of Conduct Hindmarsh Shire Council Governance Rules and Election Period Policy	<i>Local Government Act (Vic) 1989</i> <i>Local Government Act (Vic) 2020</i> <i>Privacy and Data Protection Act (Vic) 2014</i> <i>Freedom of Information Act (Vic) 1983</i> <i>Copyright Act (Cth) 1968</i> <i>Defamation Act (Vic) 2005 (or its equivalent)</i>

14 Document Control

C009 Live Streaming and Publishing Recordings of Council Meetings Policy		Policy Category	Council
Version Number	1.1	Policy Status	DRAFT
Approved/Adopted By	Council	Approved/Adopted on:	
Responsible Officer	CEO	Review Date	
Version History	Date	Version	Description
	May 2023	1.0	New Policy
	March 2024	1.1	Amendments to cover all social media and online platforms.

Appendix 1 Public Gallery Notice

The following will be posted in a prominent location at a Council Meeting that is to be recorded or streamed live:

“This meeting is being publicly broadcast on the internet and the recording may be published on Council’s Facebook Page www.facebook.com/hindmarshshirecouncil, YouTube page, website and/or other Council social media platform after the meeting.

As a visitor in the public gallery, you may be filmed. By remaining in the public gallery, you consent to being filmed and for the recording of you to be made publicly available by the Council.

Details about the broadcasting and recording of Council meetings is available in the Council’s Live Streaming and Recording of Council Meetings Policy which is available in hard copy at this meeting and electronically on the Council’s website.

If you have any questions about the Council’s policy, please speak with one of Council’s staff”.

Appendix 2 Meeting Chair’s Statement

The following statement is to be read by the Chair at the commencement of each Council Meeting which is to be recorded and/or streamed live where there are members of the public in the gallery:

“This meeting is being broadcast on the internet and the recording of the meeting will be published on Council’s Facebook Page, YouTube page, website and/or other Council social media platform after the meeting.

As a visitor in the public gallery, you may be filmed. By remaining in the public gallery, you consent to being filmed and for the recording of you to be made publicly available by the Council.

A copy of the Council’s Live Streaming and Recording of Council Meetings Policy is available at the back of this room and on the Council’s website. Please speak with one of our staff members if you have any questions.”

Appendix 3 Agenda Notice

The following statement is to be included at the start of the agenda of any Council Meeting which is to be recorded and/or streamed live:

“This meeting will be streamed live on the internet and the recording of this meeting will be published on Council’s website and/or social media pages after the meeting.

Members of the public attending this meeting may be filmed. By remaining in the public gallery once the meeting commences, members of the public give their consent to being filmed, and for the recording of them to be made publicly available and used by Council.

Information about the broadcasting and publishing recordings of Council meetings is available in the Council’s Live Streaming and Publishing Recordings of Council Meetings Policy is available on the Council’s website.”

Appendix 4 Website and/or Social Media Pages Disclaimer

The following will be published on all website and/or social media pages containing a recording of a Council Meeting:

“The opinions or statements made during the course of a Council meeting are those of the particular individuals, and not necessarily the opinions or statements of Council. Council does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming or recording of the Council meetings.

Council does not accept any responsibility for the comments made or information provided during Council Meetings and does not warrant nor represent that the material or statements made during Council meetings are complete, reliable or accurate. Council does not accept any responsibility or liability for any loss, damage, cost or expense that might be incurred howsoever arising as a result of or in connection with the use or reliance on information or statements made in the live streaming or published recordings of Council meetings.

Whilst Council will use its best endeavours to ensure the live streaming and Council’s website are functioning, technical issues may arise and Council cannot guarantee that the live stream will always be available, or that recordings of Council meetings will be complete.”

S6 Instrument of Delegation – Members of Staff



Hindmarsh 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:

DE means Development Engineer

DCCS means Director Corporate and Community Services

DIS means Director Infrastructure Services

MPP means Manager People and Performance

CEO means Chief Executive Officer

CSRO means Customer Service and Records Officer

CSTL means Customer Service Team Leader

RO means Revenue Officer

MF means Manager Finance

MAF means Manager Assets and Facilities

EHO means Environmental Health Officer

PO means Planning Officer

MWO means Manager Works and Operations

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 25 October 2023; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately when signed by the Acting Chief Executive Officer in accordance with the resolution of Council;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:

- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Acting Chief Executive Officer of)
 Council in the presence of:)

.....
 Witness

Date:

SCHEDULE

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CEMETERIES AND CREMATORIA ACT 2003			
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	DCCS; MF; CSRO; CSTL	
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	DCCS; MF; CSRO; CSTL	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	DCCS; MF; CSRO; CSTL	Where Council is a Class B cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003			
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	DCCS; MF; CSRO; CSTL	
s 15(4)	Duty to keep records of delegations	DCCS; MF; CSRO; CSTL	
s 17(1)	Power to employ any persons necessary	CEO; DCCS	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	DCCS; MF; CSRO; CSTL	
s 17(3)	Power to determine the terms and conditions of employment or engagement	DCCS; MF; CSRO; CSTL	Subject to any guidelines or directions of the Secretary

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18(3)	Duty to comply with a direction from the Secretary	DCCS; MF; CSRO; CSTL	
s 19	Power to carry out or permit the carrying out of works	DCCS; MF; CSTL	
s 20(1)	Duty to set aside areas for the interment of human remains	DCCS; MF; CSRO; CSTL	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO; DCCS; MF	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	DCCS; MF; CSTL	

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO; DCCS; MF	
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	DCCS; MF	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; DCCS; MF	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	DCCS; MF; CSRO; CSTL	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	CEO; DCCS; MF	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
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	DCCS; MF; CSRO; CTSL	

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	DCCS; MF	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	DCCS; MF; CSRO; CSTL	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	DCCS; MF; CSRO; CSTL	
s 60(2)	Power to charge fees for providing information	CEO; DCCS	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003			
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	DCCS; MF; CSRO; CSTL	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	DCCS; MF	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	DCCS; MF	
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	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 70(2)	Duty to make plans of existing place of interment available to the public	DCCS; MF; CSRO; CSTL	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	DCCS; MF	
s 71(2)	Power to dispose of any memorial or other structure removed	DCCS; MF	
s 72(2)	Duty to comply with request received under s 72	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73(1)	Power to grant a right of interment	DCCS; MF; CSRO; CSTL	
s 73(2)	Power to impose conditions on the right of interment	DCCS; MF; CSRO; CSTL	
s 74(3)	Duty to offer a perpetual right of interment	DCCS; MF; CSRO; CSTL	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	DCCS; MF; CSRO; CSTL	
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	CEO; DCCS	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	DCCS; MF; CSRO; CSTL	
s 80(2)	Function of recording transfer of right of interment	DCCS; MF; CSRO; CSTL	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	DCCS; MF; CSTL	

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	DCCS; MF; CSTL	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	DCCS; MF	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	DCCS; MF; CSRO; CSTL	
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)	DCCS; MF; CSTL	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84l(4)	Power to exercise the rights of a holder of a right of interment	DCCS; MF; CSRO; CSTL	
s 84l(5)	Duty to pay refund to the previous holder or holders of the right of interment	DCCS; MF; CSTL	
s 84l(6)(a)	Power to remove any memorial on the place of interment	DCCS; MF	
s 84l(6)(b)	Power to grant right of interment under s 73	DCCS; MF; CSRO; CSTL	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	DCCS; MF; CSRO; CSTL	The notice must be in writing and contain the requirements listed in s 85(2)

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	DCCS; MF; CSRO; CSTL	Does not apply where right of interment relates to remains of a deceased veteran.
s 85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of 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	DCCS; MF	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
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	DCCS; MF	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	DCCS; MF	
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	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	DCCS; MF	
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	DCCS; MF	
s 86(5)	Duty to provide notification before taking action under s 86(4)	DCCS; MF	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	DCCS; MF	
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	DCCS; MF	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	DCCS; MF; CSRO; CSTL	
s 91(1)	Power to cancel a right of interment in accordance with s 91	DCCS; MF	

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91(3)	Duty to publish notice of intention to cancel right of interment	DCCS; MF	
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	DCCS; MF	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	DCCS; MF; CSRO; CSTL	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	DCCS; MF	
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	DCCS; MF	
s 100(1)	Power to require a person to remove memorials or places of interment	DCCS; MF	
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)	DCCS; MF	

CEMETERIES AND CREMATORIA ACT 2003

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

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCCS; MF; CSTL	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	DCCS; MF	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	DCCS; MF	
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	DCCS; MF	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	DCCS; MF	
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	DCCS; MF	
s 108	Power to recover costs and expenses	DCCS; MF	
s 109(1)(a)	Power to open, examine and repair a place of interment	DCCS; MF	Where the holder of right of interment or responsible person cannot be found

CEMETERIES AND CREMATORIA ACT 2003

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	DCCS; MF	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	DCCS; MF	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	DCCS; MF	
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	DCCS; MF	
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	DCCS; MF	
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	DCCS; MF	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	DCCS; MF; CSTL	

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 112	Power to sell and supply memorials	DCCS; MF	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	DCCS; MF; CSRO; CSTL	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	DCCS; MF; CSRO; CSTL	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	DCCS; MF	
s 119	Power to set terms and conditions for interment authorisations	DCCS; MF	
s 131	Function of receiving an application for cremation authorisation	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	DCCS; MF; CSRO; CSTL	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	DCCS; MF; CSRO; CSTL	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	DCCS; MF	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	DCCS; MF	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	DCCS; MF	
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	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 151	Function of receiving applications to inter or cremate body parts	DCCS; MF; CSRO; CSTL	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	DCCS; MF	
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	DCCS; MF; CSRO; CSTL	
sch 1 cl 8(8)	Power to regulate own proceedings	DCCS; MF	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	CEO; DCCS; DIS	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	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	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	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	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	EHO	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	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	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	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

FOOD ACT 1984

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	EHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	EHO	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	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	EHO	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	EHO	

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	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	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	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	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO	Where Council is the registration authority

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

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO	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	Where Council is the registration authority
s 39A	Power to register, or renew the registration of a food premises despite minor defects	EHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	EHO	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	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	EHO	Where Council is the registration authority

FOOD ACT 1984

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40D(1)	Power to suspend or revoke the registration of food premises	EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	EHO	
s 40F	Power to cancel registration of food premises	EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	EHO	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	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	Where Council is the registration authority
s 45AC	Power to bring proceedings	EHO	
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	EHO	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	CEO	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	DIS; CEO	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DIS; CEO	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	DIS; CEO	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	DIS; CEO	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DIS; CEO	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO	
s 8A(5)	Function of receiving notice of the Minister's decision	DIS; PO	
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	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DIS; CEO	
s 12B(1)	Duty to review planning scheme	DIS; CEO	
s 12B(2)	Duty to review planning scheme at direction of Minister	DIS; CEO	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	DIS; CEO	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DIS; CEO	
s 17(1)	Duty of giving copy amendment to the planning scheme	DIS; PO	
s 17(2)	Duty of giving copy s 173 agreement	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DIS; CEO	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DIS; PO	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	DIS; CEO	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DIS; CEO	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	DIS; CEO	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DIS; PO; CEO	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DIS; PO; CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DIS; CEO	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	DIS; CEO	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DIS; CEO	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DIS; CEO	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DIS; CEO	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DIS; CEO	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DIS; CEO	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DIS; CEO	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DIS; CEO	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	DIS; CEO; PO	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DIS; CEO; PO	
s 30(4)(a)	Duty to say if amendment has lapsed	DIS; CEO	
s 30(4)(b)	Duty to provide information in writing upon request	DIS; CEO	
s 32(2)	Duty to give more notice if required	DIS; CEO	
s 33(1)	Duty to give more notice of changes to an amendment	DIS; CEO	
s 36(2)	Duty to give notice of approval of amendment	DIS; CEO	
s 38(5)	Duty to give notice of revocation of an amendment	DIS; CEO	

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	DIS; PO; CEO	
s 40(1)	Function of lodging copy of approved amendment	DIS; PO; CEO	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DIS; PO; CEO	
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	DIS; PO; CEO	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	DIS; PO	
s 46AW	Function of being consulted by the Minister	DIS; CEO	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 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	DIS; CEO	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	DIS; CEO	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DIS; CEO	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	DIS; 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	DIS; CEO;	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DIS; PO; CEO	

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

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	DIS; CEO	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DIS; CEO	
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	DIS; CEO	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DIS; CEO	
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	DIS; CEO	
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	DIS; CEO	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(3)(b)	Power to enter into an agreement with the applicant	DIS; CEO	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DIS; CEO	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)	DIS; CEO	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DIS; CEO	
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	DIS; CEO	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	DIS; CEO	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	DIS; CEO	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(1)	Duty to keep proper and separate accounts and records	DIS; PO; CEO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DIS; PO; CEO	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	DIS; CEO	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	DIS; CEO	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	DIS; CEO	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	DIS; CEO	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)	DIS; CEO	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	DIS; CEO	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
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DIS; CEO	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	DIS; CEO	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	DIS; CEO	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	DIS; CEO	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	DIS; PO; CEO	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>	DIS; PO; CEO	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)	DIS; CEO	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 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	DIS; CEO	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	DIS; CEO	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)	DIS; CEO	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)	DIS; CEO	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	DIS; CEO	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	DIS; CEO	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)	DIS; CEO	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	DIS; CEO	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)	DIS; CEO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	DIS; CEO	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)	DIS; CEO	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 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DIS; CEO	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	DIS; CEO	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	DIS; CEO	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DIS; CEO	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)	DIS; CEO	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DIS; CEO	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DIS; CEO	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DIS; CEO	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DIS; CEO	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DIS; CEO	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DIS; CEO	
s 46Q(1)	Duty to keep proper accounts of levies paid	DIS; CEO	
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	DIS; CEO	
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	DIS; CEO	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DIS; CEO	Only applies when levy is paid to Council as a 'development agency'

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DIS; CEO	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	DIS; CEO	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	DIS; CEO	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	DIS; CEO	
s 46QD	Duty to prepare report and give a report to the Minister	DIS; CEO	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	DIS; CEO	
s 47	Power to decide that an application for a planning permit does not comply with that Act	DIS; CEO	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	DIS; PO	
s 50(4)	Duty to amend application	DIS; CEO	
s 50(5)	Power to refuse to amend application	DIS; CEO	
s 50(6)	Duty to make note of amendment to application in register	DIS; PO	
s 50A(1)	Power to make amendment to application	DIS; CEO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DIS; PO	
s 50A(4)	Duty to note amendment to application in register	DIS; CEO	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DIS; PO	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DIS; PO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DIS; PO	
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	DIS CEO	
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	DIS; CEO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DIS; PO	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DIS; PO	
s 52(3)	Power to give any further notice of an application where appropriate	DIS PO	

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	DIS; PO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DIS; PO	
s 54(1)	Power to require the applicant to provide more information	DIS; PO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DIS; PO	
s 54(1B)	Duty to specify the lapse date for an application	DIS; PO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DIS; PO	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DIS; PO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DIS; PO	

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	DIS; CEO	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DIS; PO	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	DIS; PO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DIS; PO	
s 57A(5)	Power to refuse to amend application	DIS; PO	
s 57A(6)	Duty to note amendments to application in register	DIS; PO	
s 57B(1)	Duty to determine whether and to whom notice should be given	DIS; PO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DIS; PO	
s 57C(1)	Duty to give copy of amended application to referral authority	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 58	Duty to consider every application for a permit	DIS; PO	
s 58A	Power to request advice from the Planning Application Committee	DIS; CEO	
s 60	Duty to consider certain matters	CEO DIS	
s 60(1A)	Duty to consider certain matters	CEO DIS	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO	
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	CEO; DIS	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	CEO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO DIS	
s 62(2)	Power to include other conditions	CEO DIS	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO DIS	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO	
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	CEO DIS	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO DIS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO DIS	
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)	CEO DIS	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO DIS	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DIS; CEO; PO	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	DIS; CEO	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	DIS; PO; CEO	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	DIS; PO	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	DIS; PO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DIS; PO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DIS; PO	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	DIS; PO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DIS; PO	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	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(1A)	Function of receiving application for extension of time to complete development	DIS; PO	
s 69(2)	Power to extend time	DIS; PO	
s 70	Duty to make copy permit available in accordance with public availability requirements	DIS; PO	
s 71(1)	Power to correct certain mistakes	DIS; PO	
s 71(2)	Duty to note corrections in register	DIS; PO	
s 73	Power to decide to grant amendment subject to conditions	CEO DIS	
s 74	Duty to issue amended permit to applicant if no objectors	DIS PO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DIS; PO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DIS; PO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DIS; PO	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	DIS; PO	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	DIS; CEO	
s 83	Function of being respondent to an appeal	DIS; CEO	
s 83B	Duty to give or publish notice of application for review	DIS; CEO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DIS; CEO	In consultation with the CEO

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	DIS; CEO	
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	DIS; PO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DIS; PO	
s 84AB	Power to agree to confining a review by the Tribunal	DIS; CEO	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DIS; PO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DIS	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DIS;	
s 91(2)	Duty to comply with the directions of VCAT	DIS; PO	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DIS; CEO	
s 93(2)	Duty to give notice of VCAT order to stop development	DIS; CEO	
s 95(3)	Function of referring certain applications to the Minister	DIS; CEO	
s 95(4)	Duty to comply with an order or direction	DIS; PO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DIS; CEO	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DIS; CEO	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DIS; CEO	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DIS; CEO	
s 96F	Duty to consider the panel's report under s 96E	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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>)	DIS; CEO	
s 96H(3)	Power to give notice in compliance with Minister's direction	DIS; PO	
s 96J	Duty to issue permit as directed by the Minister	DIS; PO	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DIS; PO	
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	DIS; CEO	
s 97C	Power to request Minister to decide the application	DIS; CEO	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	DIS; CEO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	DIS; PO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	DIS; PO	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DIS; PO	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DIS; CEO	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DIS; PO	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DIS; CEO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97Q(4)	Duty to comply with directions of VCAT	DIS; PO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	DIS; PO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DIS; CEO	Council to be briefed on the matter
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DIS; CEO	
s 101	Function of receiving claim for expenses in conjunction with claim	DIS; CEO	
s 103	Power to reject a claim for compensation in certain circumstances	DIS; CEO	Council to be briefed on the matter
s 107(1)	Function of receiving claim for compensation	DIS; CEO	Council to be briefed on the matter
s 107(3)	Power to agree to extend time for making claim	DIS; CEO	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DIS; CEO;	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 114(1)	Power to apply to the VCAT for an enforcement order	DIS; CEO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 123(1)	Power to carry out work required by enforcement order and recover costs	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DIS; CEO	Except Crown Land

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 129	Function of recovering penalties	DIS; CEO	
s 130(5)	Power to allow person served with an infringement notice further time	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149A(1)	Power to refer a matter to the VCAT for determination	DIS; CEO	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DIS; CEO	
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)	DIS; CEO	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DIS; CEO	
s 171(2)(g)	Power to grant and reserve easements	DIS; CEO	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO	Where Council is a development 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(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)	CEO	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	DIS; PO	
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	CEO; DIS	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	DIS; CEO	
---	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	DIS; CEO	
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	DIS; CEO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DIS; CEO	
s 178A(1)	Function of receiving application to amend or end an agreement	DIS; PO	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DIS; PO	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DIS; PO	
s 178A(5)	Power to propose to amend or end an agreement	DIS; PO	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DIS; PO	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DIS; PO	
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	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(4)	Function of determining how to give notice under s 178C(2)	DIS; PO	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DIS; CEO	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DIS; CEO	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	DIS; CEO	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	DIS; CEO	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DIS; CEO	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	DIS; CEO	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 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	DIS; CEO	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DIS; CEO	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DIS; PO	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DIS; PO	
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	DIS; PO	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DIS; PO	
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	DIS; PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DIS; PO	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	DIS; PO	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DIS; PO	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DIS; PO	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DIS; PO	
s 182	Power to enforce an agreement	DIS; CEO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DIS; PO	
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	DIS; CEO	

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	DIS; PO	
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	DIS; PO	
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	DIS; PO	
s 184G(2)	Duty to comply with a direction of the Tribunal	DIS; PO	
s 184G(3)	Duty to give notice as directed by the Tribunal	DIS; PO	
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	DIS; PO	
s 198(1)	Function to receive application for planning certificate	DIS; PO	
s 199(1)	Duty to give planning certificate to applicant	DIS; PO	

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

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	DCCS; DIS; MAF; MWO	
s 522(1)	Power to give a compliance notice to a person	DCCS; DIS; MAF; MWO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	DCCS; DIS; MAF; MWO	
s 525(4)	Duty to issue identity card to authorised officers	CEO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	DCCS; DIS; MAF; MWO	

RESIDENTIAL TENANCIES ACT 1997

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 526A(3)	Function of receiving report of inspection	DCCS; DIS; MAF; MWO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	DCCS; DIS; MAF; MWO	

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	DIS; MWO; CEO	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	CEO	
s 11(9)(b)	Duty to advise Registrar	DIS; MWO; CEO	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DIS; MWO; CEO	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DIS; MWO; CEO	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	DIS; MWO; CEO	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)	Duty to publish, and provide copy, notice of proposed discontinuance	DIS; MWO; CEO	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	DIS; MWO; CEO	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	DIS; MWO; CEO	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	DIS; MWO; CEO	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	DIS; MWO; CEO	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	DIS; MWO; CEO	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	DIS; MWO; CEO	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO; DIS	
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	DIS MWO	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DIS MWO	
s 15(2)	Duty to include details of arrangement in public roads register	DIS MWO	
s 16(7)	Power to enter into an arrangement under s 15	DIS; CEO; MWO	
s 16(8)	Duty to enter details of determination in public roads register	DIS; CEO; MWO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(2)	Duty to register public road in public roads register	DIS MWO	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	DIS; CEO; MWO	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	DIS; CEO; MWO	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	DIS MWO	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	DIS MWO	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	DIS; CEO; MWO	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	DIS MWO	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 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DIS MWO	
s 19(4)	Duty to specify details of discontinuance in public roads register	DIS MWO	
s 19(5)	Duty to ensure public roads register is available for public inspection	DIS MWO	
s 21	Function of replying to request for information or advice	DIS MWO	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DIS; CEO; MWO	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	DIS; CEO; MWO	
s 22(5)	Duty to give effect to a direction under s 22	DIS; CEO; MWO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Duty to inspect, maintain and repair a public road	DIS MWO	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DIS MWO	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DIS; MWO	
s 42(1)	Power to declare a public road as a controlled access road	DIS MWO	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	DIS; CEO; MWO	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	DIS; CEO; MWO	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	DIS; CEO; MWO	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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DIS; CEO; MWO	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	DIS; CEO; MWO	
s 49	Power to develop and publish a road management plan	DIS; MWO	Must be adopted by Council prior to publication.
s 51	Power to determine standards by incorporating the standards in a road management plan	DIS; MWO	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DIS; CEO; MWO	
s 54(2)	Duty to give notice of proposal to make a road management plan	DIS; ; MWO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DIS; MWO	
s 54(6)	Power to amend road management plan	DIS; MWO	Must be adopted by Council prior to publication.
s 54(7)	Duty to incorporate the amendments into the road management plan	DIS; MWO	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DIS; MWO	
s 63(1)	Power to consent to conduct of works on road	DIS; MWO	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DIS; MWO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DIS; MWO	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DIS; CEO; MWO	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 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	DIS; CEO; MWO	Where Council is the coordinating road authority
s 67(3)	Power to request information	DIS; CEO; MWO	Where Council is the coordinating road authority
s 68(2)	Power to request information	DIS; CEO; MWO	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	
s 85	Function of receiving report from authorised officer	CEO; DCCS; DIS	
s 86	Duty to keep register re s 85 matters	DCCS; DIS	

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

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)	DIS; CEO; MWO	
s 121(1)	Power to enter into an agreement in respect of works	DIS; CEO; MWO	
s 122(1)	Power to charge and recover fees	DIS; CEO; MWO	
s 123(1)	Power to charge for any service	DIS; CEO; MWO	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DIS; CEO; MWO	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	DIS; CEO; MWO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	DIS; CEO; MWO	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DIS; CEO; MWO	
sch 2 cl 5	Duty to publish notice of declaration	DIS; CEO; MWO	
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	DIS; MO ; MWO	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	DIS; MO ; MWO	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DIS; MWO	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
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	DIS; MWO	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	DIS; MWO	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	DIS; MWO	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DIS; MWO	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DIS; MWO	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DIS; CEO; MWO	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)	DIS; CEO; MWO	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DIS; CEO; MWO	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)	DIS; CEO; MWO	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DIS; CEO; MWO	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DIS; CEO; MWO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DIS; CEO; MWO	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(6)	Power to set reasonable conditions on consent	DIS; CEO; MWO	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DIS; CEO; MWO	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	DIS; CEO; MWO	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	DIS; CEO; MWO	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	DIS; CEO; MWO	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	DIS; CEO; MWO	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 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DIS; CEO; MWO	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DIS MWO	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DIS; MWO	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	DIS; MWO	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	DIS; MWO	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

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	DCCS; MF; CSRO; CSTL	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DCCS; MF; CSRO; CSTL	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	DCCS; MF;	
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	DCCS; MF;	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	DCCS; MF;	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	DCCS; MF;	

CEMETERIES AND CREMATORIA REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 30(2)	Power to release cremated human remains to certain persons	DCCS; MF	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	DCCS; MF; CSRO; CSTL	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	DCCS; MF;	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	DCCS; MF; CSRO; CSTL	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	DCCS; MF; CSRO; CSTL	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DCCS; MF	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	DCCS; MF; CSRO; CSTL	

CEMETERIES AND CREMATORIA REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	DCCS; MF; CSRO; CSTL	
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	DCCS; MF; CSRO; CSTL	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	DCCS; MF; CSRO; CSTL	
r 40	Power to approve a person to play sport within a public cemetery	DCCS; MF	
r 41(1)	Power to approve fishing and bathing within a public cemetery	DCCS; MF	
r 42(1)	Power to approve hunting within a public cemetery	DCCS; MF	
r 43	Power to approve camping within a public cemetery	DCCS; MF	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 45(1)	Power to approve the removal of plants within a public cemetery	DCCS; MF	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DCCS; MF	
r 47(3)	Power to approve the use of fire in a public cemetery	DCCS; MF	
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	DCCS; MF	
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	DCCS; MF	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	DCCS; MF; CSRO;	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCCS; MF; CSRO; CSTL	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	DCCS; MF	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	DCCS; MF	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	DCCS; MF	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	DCCS; MF	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	DCCS; MF; CSRO; CSTL	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	DCCS; MF	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	DCCS; MF; CSRO; CSTL	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	DCCS; MF	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	DCCS; MF	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	DCCS; MF; CSRO	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	DIS; CEO	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	DIS; CEO	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	DIS; PO	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 authority and duty to make the document available in accordance with the public availability requirements	DIS; PO	Where Council is not the responsible authority but the relevant land is within Council's 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	DIS; CEO	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	DIS; CEO	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DIS; 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	DIS; CEO	

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	DIS; CEO	
r 10	Function of receiving application for registration	DCCS; DIS; EHO	
r 11	Function of receiving application for renewal of registration	DCCS; DIS; EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	DCCS; DIS; EHO	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DCCS; DIS; EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	DCCS; DIS; EHO	

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(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DCCS; DIS; EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	DCCS; DIS; EHO	
r 12(4) & (5)	Duty to issue certificate of registration	DCCS; DIS; EHO	
r 14(1)	Function of receiving notice of transfer of ownership	DCCS; DIS; EHO	
r 14(3)	Power to determine where notice of transfer is displayed	DCCS; DIS; EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	DCCS; DIS; EHO	

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 15(2)	Duty to issue a certificate of transfer of registration	DCCS; DIS; EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	DCCS; DIS; EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	DCCS; DIS; EHO	
r 17	Duty to keep register of caravan parks	DCCS; DIS; MAF EHO	
r 18(4)	Power to determine where the emergency contact person's details are displayed	DCCS; DIS; MAF EHO	
r 18(6)	Power to determine where certain information is displayed	DCCS; DIS;	

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
		EHO	
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	DCCS; DIS; EHO	
r 22(2)	Duty to consult with relevant emergency services agencies	DCCS; DIS	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	DCCS; DIS; EHO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	DCCS; DIS; EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	DIS; MAF; CEO	
r 26	Duty to have regard to any report of the relevant fire authority	DIS; MAF; CEO	

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 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	DIS; EHO	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	DIS EHO	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DIS EHO	
r 41(4)	Function of receiving installation certificate	DIS EHO	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DIS EHO	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DIS EHO	

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	DIS; MWO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DIS	
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)	DIS	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	DIS	
r 13(1)	Duty to publish notice of amendments to road management plan	DIS	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	DIS	
r 16(3)	Power to issue permit	DIS; DE	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 18(1)	Power to give written consent re damage to road	DIS MWO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DIS; CEO; MWO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	DIS DE	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	DIS; MAF MWO	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))	DIS; DCCS; MAF	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DIS; CEO; MWO	

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	DIS; CEO; MWO	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	DIS; CEO; MWO	Where Council is the coordinating road authority

Maddocks Delegations and Authorisations

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)



Hindmarsh Shire Council

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

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

**Michelle Stewart
Ram Upadhyaya**

By this instrument of appointment and authorisation Hindmarsh Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Hindmarsh Shire Council on 6 March 2024.

Council Seal

Date: 6 March 2024

Maddocks Delegations and Authorisations

***S18 Instrument of Sub-Delegation
under the Environment Protection Act 2017***



Hindmarsh Shire Council

Instrument of Sub-Delegation

to

Members of Council staff

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows
 - EHO means Environmental Health Officer**
 - LLO means Local Laws Officer**
 - MPP means Manager People and Performance**
 - DIS means Director Infrastructure Services**
 - TLF means Team Leader Facilities**
3. this Instrument of Sub-Delegation is authorised by **a resolution of Council** passed on **6 March 2024** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately on the resolution of Council having been made and the Instrument of Sub-Delegation having been signed by the Acting Chief Executive Officer;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
 - 6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

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

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

Signed by the Acting Chief Executive Officer of)
Council, Monica Revell, in the presence of:)

.....
Witness

Date:

SCHEDULE

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	EHO, LLO, DIS, MPP, TLF	
s 272	Power to issue prohibition notice	EHO, LLO, DIS, MPP, TLF	
s 279	Power to amend a notice	EHO, LLO, DIS, MPP, TLF	
s 358	Functions of the Environment Protection Authority	EHO, LLO, DIS, MPP, TLF	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	EHO, LLO, DIS, MPP, TLF	
s 359(2)	Power to give advice to persons with duties or obligations	EHO, LLO, DIS, MPP, TLF	



19th February 2024

To Committee Members,

NOTICE is hereby given that a Rainbow Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Supper rooms on Monday 19th February commencing at 7:30pm.

AGENDA

1. Acknowledgement of the Indigenous Community

2. Apologies

3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda

4. Confirmation of Minutes

5. Business Arising from the Minutes

6. Correspondence
IN

- Invoice for mural work
- Invoices from Christmas sub-committee
- Draft of letter to support for WWHS

OUT

- Letter of support for 50km/h request for Taverner Street

7. Events

8. General business as notified to the Chair

- A. Letter of support for WWHS
- B. Caravan Park bookings
- C. Lanes in Rainbow
- D. Taverner Street parking
- E. Filling Bill's shoes in regards to the main street garden
- F. Long term speed limit in Taverner Street
- G. Safety concerns at the Albacutya turn off & railway crossing
- H. merger discussions (if we have time)

9. Councillor Report

10. Officer Report

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Acknowledgement of the Indigenous Community

We acknowledge that this meeting is being held on the lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and we acknowledge them as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.

2. ATTENDANCE & APOLOGIES

In attendance : Greg Roberts, Roger Aitken, Graham Nuske, Allira Roberts, Ron Ismay, Norelle Eckermann, Mick Henderson, Colleen Petschel

Apologies : Belinda Eckermann

Move that apologies be accepted –Graham/ Colleen AiF C

3. DECLARATION BY COUNCILLORS OR OFFICERS OF ANY DIRECT OR INDIRECT INTEREST IN ANY ITEM ON THE AGENDA.

NA

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Rainbow Committee Meeting held on 18th September 2023 at the Supper rooms circulated to Committee Members be taken as read and confirmed. *Roger/ Graham AiF C*

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. CORRESPONDENCE

INWARD

- Invoice for Mural work
- Invoices from Christmas sub-committee
- Draft letter of support for WWHS for accommodation

OUTWARD

- Letter of support for 50km/h request for Taverner Street – Hindmarsh Shire

RECOMMENDATION

That the Outward Correspondence be approved and the Inward Correspondence noted.

Moved : Allira

Seconded : Graham

7. EVENTS

Allira outlined her actions so far for the street party on the Friday night of the Enduro:

- put out for expression of interest for catering options for the Friday night
- Risk management plan completed and sent off
- Street collectors permit completed
- Permission for alcohol in the street completed
- she will follow up with IGA opening times
- Committee very impressed with Allira's commitment to the task

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

8.1 Letter of support for WWHS

- Draft letter of support was read out and discussed
- **Motion : The letter be accepted and signed to support the WWHS in their efforts to provide accommodation for staff in Rainbow.**
Moved Norelle/Roger AiF C

8.2 Caravan park bookings

- The phone number for the Rainbow caravan park has changed
- The process is to ring the Dimboola caravan Park as they have a caretaker who is contactable at all times
- Bookings soon to be online

8.3 Lanes in Rainbow

- Graham asked why it took so long to mow lanes?
- He also asked if the Shire was still spraying them.
- Mick said that they usually spray them a couple of times a year
- The unseasonal rains over summer may have increased growth
- Butter Factory lane needs some attention
- Colleen asked about the Shire's responsibility to maintain the narrow strip between the fence and footpath of houses that no one lives in
- Allira also raised concerns about the overgrowth of nature stripes in Taverner Street
- Mick said he would go and check lanes etc that were mentioned.

8.4 Taverner Street parking

- Trucks parking on Taverner Street near the Federal Street intersection causes issues with the clear view of traffic coming along Taverner Street if a someone is pulling out of either Federal Street or Darts Ave,
- The Shire can put signs up to restrict where trucks can park
- The Shire is working on the issue at the moment

8.5 Filling Bill's shoes in regards to the main street garden

- Bill would like to hand the reins of watering the main street garden which also includes pruning the roses
- There is ongoing maintenance and repair of the watering system
- The first garden (Darts Ave end) needs a working bee to repair the hoses
- Everyone to put their thinking caps on!!
- Allira will put someone on Facebook to see if anyone is interested.

8.6 Long term speed limit in Taverner Street

- The Shire is putting a proposal together to try to get the whole of Taverner Street limited to 50km/h.

8.7 Safety concerns at the Albacutya turn off & railway crossing

- It is too narrow near the railway crossing
- One vehicle has to wait until the other goes across
- Vehicles are lining up onto the main road
- The railway line is not decommissioned...just suspended from use
- Can they make the crossing a bit wider...particularly when so many trucks use that road.
- Mick will mention the concerns to the operation guys and see what they come up with
- The road that comes out at Carol Paech's is also an issue..very hard to see
- Mick said that that part of the road has a new 60km/h limit from 20/2/24.
- There was also concerns raised regarding the inconsistency of road signs and that some had fallen over and were hard to see

8.8 Merger discussions (RTC & RPA)

- Held over until the next meeting

9. COUNCILLOR REPORT

- advertising for a CEO to replace Jessie Holmes who has stepped down due to health reasons
- the committee wishes her all the best in the future
- Llew's silo – minister needs to sign off on new scope of works
- works on the ticket box at the Rec Reserve have been completed. Hoping to gets bollards erected

10. OFFICER REPORT

- caravan park amenities block officially signed off on 21/2/24
- more powerheads have been put in the caravan park
- landscaping needs to be completed. Just waiting for a better time of year with planting
- budget proposals
 - solar lighting in the main street (have \$\$ for the in our budget)
 - allocation for a track to Rainbow lake
 - Sealing of 2 lane ways

- There was also an ongoing discussion about the drainage at Winifred Street

11. URGENT BUSINESS

Nil

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

RECOMMENDATION:

That the Finance Report as provided with this Agenda be approved.

Moved Roger

Seconded Allira AiF C

12.2 Purchase Orders to be raised - \$2,000 or less

RECOMMENDATION:

That the Council Officer raise the following Purchase Orders, being a value of \$2,000 or less.

Moved

Seconded

Creditor	Value \$	Description of Goods or Services
Belinda Eckermann	\$1500	Restoration of the mural on the side of the Commonwealth Hotel <i>(Moved Norelle/Graham AiF C)</i>
Julie Mclean	\$1327.20	Reimbursement for purchase of Christmas tree, lights & decorations for our Christmas tree lighting night <i>(Moved Graham/Roger AiF C)</i>

12.3 Purchase Orders to be raised – Greater than \$2,000

RECOMMENDATION:

That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders greater than \$2,000.

Moved

Seconded

Creditor	Value \$ (> \$2,000)	Description of Goods or Services

13. DECISIONS TO BE MADE

The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	-
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	-
8	General Business as Notified to the Chair	
9	Councillor's Report	
10	Officer's Report	
11	Urgent Business	
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.
12.3	Purchase Orders to be Raised (above \$2,000)	That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are greater than \$2,000.

14. MEETING CLOSED

The meeting closed at 8:53 pm

15. COUNCIL OFFICER AUTHORISATION

I Michael Henderson accept the following recommendations made by the Rainbow Town Advisory Committee at this meeting held on 19/2/24.

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	

6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	
8	General Business as Notified to the Chair	
9	Councillor's Report	
10	Officer's Report	
11	Urgent Business	
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.



SIGNED:

Dated:

26/02/2024

Wimmera Mallee Pioneer Museum

Dimboola Road, Jeparit, Victoria 3423

Email: wmpmjeparit@gmail.com

Facebook: www.facebook.com/WMPMJeparit

Minutes – Monday 18 December 2023, 11 a.m. at Briarley House

1) **Welcome and Acknowledgement of Country**

The Chair (PP) welcomed members and guests.

2) **Declarations of interest – NA**

3) **Present:** Peter Pumpa (PP) – Chair; Craige Proctor - Secretary (CNP); Maryanne Paech – Treasurer (MP); Wendy Werner (WW); Clem Paech (CP); Tige Mannington (TM); Wendy Zanker (WZ); Don Pedder (DP); Jeff Woodward (JW, HSC).

Guests: Colin Moore; Cr Wendy Bywaters (WB)

Apologies: Peter Robson; Rhys Wilkosz

MOTION: To accept the apologies. Moved: CNP Seconded: MP CARRIED

4) **HSC update.** Firearms Report and providing feedback to HSC (JW). HSC has received a very detailed list of minimum safety and security requirements which must be implemented if the firearms which have been removed from the site by Victoria Police are to be returned to the Museum or, alternatively, to be destroyed. A lengthy discussion ensued with a variety of opinions expressed. DP: people had donated the items in the past in good faith and they should be displayed; JW and CNP: legislative frameworks have changed since donations were made and the CEO of HSC is the license holder for all the firearms (not WMPM); WW: we need a firearms expert or Victoria Police to make an onsite inspection to provide guidance; JW: prior to this we need to develop a detailed list of groundwork options bearing in mind the significant expense to be incurred in re-housing the exhibits; some discussion around repurposing one of the lockups as a secure display area; JW will discuss the matter further with Steve Nicholson at HSC; PP: there seems to be consensus that we should have the firearms returned; CNP disagreed as without stories around the relevance of them to early farming days they are context-free and not worthy of being exhibited, CNP's preference being that, given the many projects needing to be undertaken across the site and the cost involved in rehousing and displaying them, the firearms not be returned; CNP wished to record that a majority of committee members would like to see the firearms returned and exhibited in a security-compliant manner but that this was not the full consensus. CNP: when does HSC require the formal feedback? JW: as soon as possible; see this as a priority. Feedback to be formalised at the February meeting and communicated to HSC.

COPE inspection, 5 December. Thanks to Peter P. and Don for being in attendance along with CNP. WW expressed ongoing frustration with the Museum sign still not having been erected at the RV Dump Site; we have been waiting since February for this. JW had believed the sign had been finished and erected; no communication at all from Ron Ismay who is producing the sign.

5) **Minutes of Previous Meeting**

The last meeting, on 21 November 2023, was a general meeting.

MOTION: To accept the Minutes of the 21 November meeting. Moved: CNP Seconded: WW CARRIED

6) **Correspondence**

Inwards

HSC via JTAC – Tiny Town Fund grants notification; State government initiative; grants \$5,000 - \$50,000 to deliver community infrastructure, facilities and capability-building projects (hiking trails, playgrounds, hall and library upgrades, public art etc. <https://www.rdv.vic.gov.au/grants-and-programs/tiny-towns-fund>

HSC – Firearms Report.

HSC – Petra Croot – New HSC Community Asset Committee membership guidelines and processes.

Expression of interest form: <https://www.hindmarsh.vic.gov.au/Council/Council-Committees>

WVAHS Newsletter *Western Historian*.

MAVEC Newsletter (forwarded to potentially interested committee members)

National Australia Bank – several letters stating that we need to verify business details and entity type ('Other incorporated'). MP is waiting on Petra Croot to provide information to give to NAB but so far there has been no communication.

Outwards

HSC – WMPM Submission re Economic Development Strategy 2024-2028.

MOTION: To accept the outward correspondence and note the inward Correspondence.

Moved: DP **Seconded:** WZ **CARRIED**

- 7) **Business arising from Correspondence** – CNP asked all committee members to be aware of the new HSC onboarding process for new committee members; the processes have changed.
- 8) **Treasurer’s Report** (MP)

Volunteer Hours: November 2023: **345 hours**

November 2023	
Opening balance 01.11.23	25,825.81
Receipts	991.60
Expenses	203.33
Closing balance 30.11.23	26,614.08
Term Deposits (2)	34,685.84
Total	\$61,544.97

MOTION: To accept the Treasurer’s report as circulated. Moved: MP **Seconded:** TM **CARRIED**

General Business

- 1) **Rally 2024 update** (Mel Wagener and/or Cheryl Quinn). NA (MW and CQ not present). TM: we should be promoting the Rally now with flyers distributed at upcoming Rallies in other places; WW: TM should take copies of the WMPM brochure for distribution and reminded that such matters need to be communicated to the Rally Sub-committee. JW: planning permit cannot proceed further without letter of consent from Adrian King; this needs to be expedited. **Next Planning Meeting: 30 January 7 p.m.**
- 2) **Budget Proposal Projects** (due at HSC 15 January)
HSC Budget Proposal Form to be completed and submitted by Secretary. A lengthy discussion re project priorities followed. WB suggested that WMPM needs its own dedicated website rather than just a Facebook page. Having access to a Curator may assist with this. CNP to submit to HSC the following priorities for projects in the coming budgetary year:

1	2	3	4
Curatorial support. WMPM Contribution: \$10,000	Security initiatives for firearms if they are to be returned as well as additional security. WMPM Contribution: \$20,000	Additional Storyboards along with developing more of an online presence e.g. YouTube videos, WMPM website development. WMPM Contribution: \$10,000	Support for securing a digitised copy of the Ryko the Byko Banner. WMPM Contribution: \$5,000

- 3) **Visitors** (MP):
November Attendance:

Adults	Pens./Conc.	Children/Student	Family	Group
14	36	0	5	4 (9, 6, 12, 7)

Group Bookings: Friday 10 April 2024, 40-50 people from Warrnambool Indoor Bowling Club, requesting WMPM be open from 9 a.m. (Ph: Barb, 0419 368 221)

- 4) **Fibreglass horses** (WW). **Motion:** That WMPM purchase two fibreglass horses from Natureworks at \$19,900 for the pair. **Moved:** WW **Seconded:** CNP. The motion resulted in a tied vote of 4-4 with the Chair casting the deciding vote: **Against the motion.** Horses not to be purchased at this stage.
- 5) **Pickling equipment Storyboard and future Storyboard suggestions** (CNP). WW asked if we are ready to have the next batch of storyboards produced. CNP suggest we wait until we have six to produce simultaneously. CNP plans to produce a storyboard on the McKay Shed Collection.
- 6) **Maintenance** Painting quotes. We need to prioritise the quotes. **Motion:** That we seek to repair the woodwork on Briarley verandah prior to painting of roof. **Moved:** WW **Seconded:** DP. **CARRIED**
- 7) **Purchase of laptop** is necessary to proceed with digitising items in the collection; the desktop computer cannot be used. **Motion:** That WMPM submit a Community Grant Application for a laptop for digitisation purposes. **Moved:** WW **Seconded:** CP **CARRIED.** CNP to submit Community Grant Application by 9 February.
- 8) **Next Meeting: Tuesday 20 February, 7.30 p.m.** Meeting closed at 12.30 p.m.

Yurunga Homestead Community Asset Committee

**General Meeting, Thursday, January 18th 2024, Yurunga Homestead
Rainbow,**

7:30 pm

Draft Minutes

Welcome and Opening at 7:35 pm

Members present: Jennifer Solly (Chair), Peter Solly (Secretary/Treasurer),
Heather Drendel, Colin Drendel, Lou Ravenhorst

Visitors: Mayor Cr Brett Ireland

Apologies: Nil

Additional items for General Business (to be accepted at Chairperson's
discretion)

- Piano - Peter

Declaration by a Councillor, Officer or Committee Member of any direct or
indirect interest in any item on the agenda

Nil

Minutes of the previous meeting as circulated

Moved: Heather Drendel, Col Drendel – That the minutes of the general meeting
held on November 23rd 2023 as circulated be accepted as a true and accurate
record. c/d

Business Arising:

- Dec 5: Mick Smith, Complete Vermin Control, counted 30 pigeons on the
coach house roof and about 80 beneath. He culled 67 pigeons and a few
rabbits. He will return to break their cycle. He returned on Jan 8 as we
had seen 13 pigeons on the roof the day before
- Dec 31: We turned the fridge off after some concerns from volunteers
- Dec 31: A valve had blown off the orchard watering system. Peter
repaired it with cable ties. Thanks to Drifty Helyar for the phone call
- Jan 5: Thanks to Allan Roberts for mowing the lawn and the site. It was
much needed.
- Jan 7: Major rain event: 30mm rain in an hour!! Heather, Jenny and Col
were in the house at the time and witnessed significant leaks in the men's
den (water running down the south wall, which has damaged Esther
Liesfield's painting) and the kitchen (water flooding the metal ceiling and

dripping through a hole onto the floor between the fire place and the servery window). Water poured onto verandahs around the house

- Jan 7: Many thanks Heather and Jenny for cleaning the house
- Jan 9: Dr Gary Hill (Minerva Heritage) rang. The grant work painter from Mildura should be starting the exterior painting at the end of January
- Jan 9: Peter and Col took down the water damaged painting, and put up the print in the school room after it fell down (broken wire)
- Jan 9: A big thank you to Col and Peter for spraying the extensive bindii and other weeds on the property.
- Jan 10: Aiden Dent, who is back working with Council, rang Peter in response to an email sent to Council about water in the house. Aiden and a Horsham plumber visited at midday to look for causes of the leaks. No feedback yet
- Jan 18: Plums from the larger tree were picked. 8 X 1Kg bags placed in the craft shop for \$5 each

Correspondence In (Emails)

- Dec 11: Petra Croot (Manager Governance and Human Services) to S86 Committees re new Community Asset Committee guidelines have been adopted by the Acting Chief Executive Officer
- Dec 12: Mick Henderson (Manager Assets and Facilities) to Yurunga re Mick Smith will return Jan-Feb to follow up on pigeons
- Dec 20: Michelle Stewart (Environmental Health Officer) to Yurunga re certificate of registration of food premises, valid until 31 December 2024
- Jan 9: Mick Henderson to Yurunga, automatic email that Mick is out of the office until Friday, 12th Jan
- Jan 10: Ruth Gosling to Peter re tax invoice for 1 jam and 1 chutney sold at the craft shop

Late Correspondence In (Emails)

- Jan 17: Aiden Dent to Peter re plumber's inspection and request to discuss work list.

Correspondence Out (Letter)

- Nov 29: Jenny to Joy McLean re her family's offer to place Mrs Sault's outfit in a glass case or box

(Emails)

- Dec 6: Peter to Petra Croot re copies of the annual financial and activity reports required by Council, for Committee compliance with the Local Government Act, 2020
- Dec 12: Peter to Mick Henderson re success of pigeon control, thanks
- Jan 9: Peter to Mick Henderson re rain event and significant leaking
- Jan 12: Peter to Heather Boyd (Manager Finance and Customer Service) re copy of our detailed response for Council's budget proposal form 2024-5.

Particular mention of the south east corner of the verandah and water entering the house

- Jan 14: Peter to S86 re minutes from the November meeting

Late Correspondence Out (Emails)

- Jan 16: Peter to Aiden Dent and Mick Henderson re follow up to plumber's visit
- Jan 17: Peter to Aiden Dent thank you for follow up.

Moved: Col Drendel, Heather Drendel – That the inward correspondence be received and the outward endorsed. c/d

Reports

~Financial

Yurunga Homestead Community Asset Committee

Financial Report

November 1st 2023 to December 31st 2023

Opening Balance per statement at 1st November \$13,813.20

Plus Income:

Entries	
General entry	\$150.00
Hopetoun Ferguson Group	\$90.00
Birchip Planned Activity Group	\$40.00
Produce	\$26.00
Craft Shop 2 mugs	\$36.00
Books	\$10.00
Donations	\$34.00
Total Income	\$386.00

Less Expenses:

Bow Bakery bread	\$13.20
Rainbow Archive Books	\$80.00
Transfer to term deposit 3 months	\$10,000.00
H Drendel Hose reimbursement	\$42.23
Rbw Civic Centre AGM Hall Hire	\$10.00
T Ismay & Co Water Timer	\$108.62

Total Expenses	\$10,254.05
Closing Balance per statement 31 st December	\$3,945.15
Term Deposit reinvested with interest on 28 th April 2023 at 3.95% % interest pa for 12 months . To be reinvested by April 28 th 2024	\$5,090.82
Term Deposit invested 8 th Nov for 3 months	\$10,000.00

Peter Solly Secretary/Treasurer, Yurunga Homestead Community Asset Committee

\$10,000.00 term deposit matures on Feb 8th. Currently earns 3.75%

Moved: Peter Solly, Heather Drendel – That the financial report be accepted and that the \$10,000.00 term deposit be reinvested for 3 months. c/d

~Mayor, Cr Brett Ireland

Australia Day events are on next week. There are no candidates for a citizenship ceremony which is available on Jan 29th.

An update on Llew's silo project was given.

The Jeparit swimming hole is operational

Cabins in the Rainbow Caravan Park are totally booked out for Easter.

An update on the CEO was given, Monica Revell is still acting CEO.

~ Jeff Woodward

Moved: Col Drendel, Lou Ravenhorst - That the Hindmarsh Shire reports be accepted. c/d

General Business

- The new Community Asset Committee guidelines (adopted by the acting CEO) have 3 major changes. New members join via an expression of interest. Committee membership is a maximum of 12, a minimum of 4. Some committees have a 2 year and some a 4 yr cycle. Yurunga will have a 2 year term. We still have to report annually.
- Water in the house issues following the January 7th storm: repairs are needed and there was damage to an original painting
Aiden Dent has organized plumbers who have inspected and will be doing a report.

Moved Heather Drendel, Col Drendel - We need to investigate an insurance claim on the painting damage, contact Petra at Hindmarsh Shire. c/d

- Revisiting the fridge – It is not fit for purpose, we are possibly able to sell to the Enduro Committee. Heather has been in contact.
- Garden urn reproduction: next step. Lindsay Mew is very busy, the project is moving slowly. Some progress has been made.
- Sunraysia Blinds, Melissa has promised a quote that has not yet arrived.
- Eureka Blinds and Curtains and Taylor and Stirling (Ballarat) are also doing some research.
- Piano – Peter is offering to loan or donate the piano owned by Esther Liesfield and used in Yurunga from 1912 until 1953 to Yurunga. Details will need to be clearly documented. Details are still to be finalized. Committee is keen to have the piano with safeguards in place. Mayor Brett will check on documents used by the Jeparit Museum.
- Conservation Management Plan – We need to contact Minerva Heritage to get an end date as the Shire budget is being formed .
- Action items update – no action required.

Bookings

Friday March 1, 2024, lunch and tour, Nhill Visitor Centre volunteers
Contact: Helen Woodhouse-Herrick – to be confirmed.

Sunday, April 14, 2024, tour only, 12ppl, 11am arrival
Contact: Dennis Smith 0407 080 550 Dennis will confirm

Wednesday, May 22, 2024, lunch and tour, Martin's Albury group, 40 ppl, arrival 11:30am
Contact: Jessica George, Expanding Horizons, Adelaide (08) 8362 8080

Next Meeting: Thursday, February 22, 2024, 7:30 pm at Yurunga

Meeting closed 9:25 pm

If you have an idea or would like some action taken, please notify the Secretary or Chairperson so that it can go on the agenda for discussion at the meeting. If something comes up after the agenda goes out (usually a week before the meeting, it can be listed on the night.