



Minutes

Ordinary Council Meeting held at 12.30 PM on the Monday 5 August 2019 in the Council Chamber, St Arnaud Town Hall.

Present

Cr Kevin Erwin (Mayor)
Cr Tony Driscoll
Cr Murray Emerson
Cr Rob Haswell
Cr Jason Hosemans
Cr Karen Hyslop
Cr Merrilee Reid

Mr Michael Bailey, Chief Executive Officer
Mr Trenton Fithall, Executive Manager Operations
Mrs Naomi Goode, Executive Manager Communities

Affirmation

We recognise the traditional owners of the land.
We are inspired by the early pioneers and by those who gave their lives for our country.
We now ask God's blessing on our deliberations
and on our commitment to build a better lifestyle and environment.

Confirmed at the meeting of Council on Monday 2 September 2019.

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1. Apologies

Nil

2. Confirmation of Minutes

Ordinary Meeting held on Monday, 1 July 2019

RESOLUTION

That the minutes as listed, copies of which have been circulated, be confirmed and adopted.

Moved: Cr Murray Emerson

Seconded: Cr Karen Hyslop

Carried

3. Matters Arising from the Minutes

Nil

4. Presentations/Awards

Nil

5. Presentation of Petitions and Joint Letters

Nil

6. Disclosures of Interest and Declarations of Conflict of Interest

A Councillor who has a conflict of interests and is attending the Council meeting of the Council must make a full disclosure of that interest.

- a. by either-
 - i. advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
 - ii. advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
- b. classifying the type of interest that has given rise to the conflict as either-
 - i. a direct interest; or
 - ii. an indirect interest and specifying the particular kind of indirect interest under:
section 78 - close association
section 78A - financial interest
section 78B - conflicting duties
section 78C - receipt of an applicable gift
section 78D - consequence of becoming an interested party
section 78E - impact on residential amenity; and
- c. describing the nature of the interest; and
- d. if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

Members of Staff

Under Section 80C of the *Local Government Act 1989*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

Nil

7. Assemblies of Councillors

[Michael Bailey, Chief Executive Officer]

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and 1 member of Council staff which considers matters that are intended or likely to be: - the subject of a decision of the Council; or subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee [s 76AA]; but does not include a meeting of the Council, a special committee of the Council, an audit committee established under s 139, a club, association, peak body, political party or other organisation.

A matter means a matter with which a Council, special committee or a member of Council staff is concerned and that will require –

- a. a power to be exercised, or duty or function to be performed, or a decision to be made, by the Council or a special committee in respect of the matter;
- b. a power to be exercised, or duty or function to be performed, or a decision to be made by a member of council staff in respect of the matter.

Section 80A of the *Local Government Act 1989* requires that the written record of an Assembly of Councillors is, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that Council Meeting.

The records for the period since the last ordinary Council meeting are listed below.

Date	Description	Matters/considered	Councillor / Officer making disclosure	Item No.	Left meeting Y/N
01/07/2019	Lifestyles and Community Briefing	Great Wester Engagement Update; Terms of Reference - Community Access Advisory Group; Lord Nelson Park Update; Council Agenda Review	N/A	N/A	N/A
08/07/2019	Economic Growth Briefing	Presentation - 10.30am, Grampians Tourism; Development Update; Sloane Street Development	N/A	N/A	N/A
15/07/2019	Sustainable Infrastructure Briefing	Branding Strategy; Building Maintenance Service Review; 2019/20 Capital Implementation; Stawell and St Arnaud Senior Citizens Centre Leases; Asset Management - Roads; 2018/19 Annual Grading Program; Council Asset Rationalisation	N/A	N/A	N/A

RESOLUTION

That the report on Assemblies of Councillors be approved.

Moved: Cr Karen Hyslop

Seconded: Cr Jason Hosemans

Carried

8. Items Brought Forward

Nil

9. Consideration of Reports of Officers

9.1. Internal Review of Infringement Notice - Valley Park Farm Pty Ltd

Author/Position: **Evert Grobbelaar, Head of Planning and Development**
Jodie Senior, Statutory Planning Officer

Summary

A Planning Infringement Notice (PIN) was issued to Valley Park Farm Pty Ltd on 17 June 2019 to the value of \$1611.10.

Valley Park Farm Pty Ltd has applied to Council to have the Planning Infringement Notice (PIN) internally reviewed due to exceptional circumstances resulting in the breach of Condition 27 (contravened and operating outside of designated hours).

This request is brought before Councillors in order to make a decision as to whether the exceptional circumstances presented are considered sufficient to have the PIN withdrawn.

Recommendation

That Council:

- 1. considers the exceptional circumstances presented by FocusCDS Consultants**
- 2. withdraws the infringement notice and serves an official warning in place of the infringement notice OR**
- 3. withdraws the infringement notice.**

RESOLUTION

That Council confirms the decision to serve the infringement notice.

Moved: Cr Merrilee Reid

Seconded: Cr Murray Emerson

Carried

Background/Rationale

A Planning Permit was issued on 12 October 2018 following advice from the Victorian Civil and Administrative Tribunal P860/2018 for the Use and Development of land for Intensive Animal Husbandry (free range layer hen (50,000 birds) and egg production) under clause 35.07-1; and buildings and works associated with a use under clause 35.07-4, in accordance with the endorsed plans.

The Planning Permit No. 5.2017.61.1 that was issued, contained a number of conditions.

In this instance, Condition No. 27 of the Planning Permit was not complied with, therefore enforcement action was undertaken in accordance with the *Planning and Environment Act 1987*.

Condition 27 stated:

"All deliveries to or removals from the site must not take place after 6.00pm or before 7.00am on any day without the prior written approval of the Responsible Authority.

Note:

This requirement does not apply in the case of the emergency where the welfare of the birds are endangered."

Infringement

Council's Planning Department received a complaint regarding the business operating outside of these hours. The Planning Department followed due process regarding Enforcement, and subsequently issued a Planning Infringement Notice No. 50.2019.1.2 for 10 penalty units.

Under *Section 22 (1) of the Infringements Act 2006* a person who has been served with an infringement notice or a person acting on that person's behalf, may apply for review of the decision to serve the infringement notice if the person believes:-

- a) The decision
 - i) was contrary to law; or
 - ii) involved a mistake of identity; or
- b) That special circumstances apply to the person; or
- c) The conduct for which the infringement notice was served should be excused having regard to any exceptional circumstances relating to the infringement offence.

In this instance, Valley Park has engaged consultants FocusCDS Consultants to appeal the Planning Infringement Notice on their behalf, and seek an internal review based on exceptional circumstances.

As part of the review process, a written statement must be provided outlining why an internal review is required.

Accordingly, FocusCDS Consultants provided a statement and they advised the following:

"..that on 20 March 2019 the hens on the farm were euthanised as they were at the end of their 68 week production cycle. Once euthanised, the hens were loaded into tip trucks by forklift. The trucks were then taken off-site to a rendering plant.

The contractor undertaking the bird removal experienced problems with the forklift which resulted in the loading of birds being delayed beyond 6.00pm.

The contractor was using a hired forklift .. was continually overheating during the heat of the day, which lead to operations having to frequently stop... This meant that operations could not be

conducted efficiently and be completed prior to 6.00pm.

The contractor had the choice of leaving the dead birds on-site overnight or completing the removal process and having the truck exit the site after 6.00pm.

That the basis for this application is that:

- 1. Absent the approvals required under permit P860/2018, my client is using the land pursuant to its existing use rights.*
- 2. On the reading of the permit as a whole, if my client is bound by the permit, no offence has been committed;*
- 3. If my client is bound by the permit, there are exceptional circumstances within the meaning of s.22(1)(c)."*

FocusCDS Consultants also states that should the carcasses been left on-site overnight, a number of other conditions in the planning permit would have been contravened.

Internal Review Process

As part of the internal review process, additional information may be sought. If this occurs, the information must be provided within 14 days. (*s22 of the Infringements Act 2006*) of the decision.

If an enforcement agency receives an application for review under section 22, the enforcement agency must:

- a) Review the decision to serve an infringement notice on the person; and
 - i) suspend any procedures that are being used for the enforcement of the infringement penalty in respect of the infringement offence until the review is complete; and
 - ii) the applicant is sent advice of the outcome.

An enforcement agency must ensure that a review under this section is conducted by a person who was not involved in making the decision to serve the infringement notice which is the subject of the review.

The enforcement agency must also review a decision within the prescribed time.

The enforcement agency conducting the internal review (in this case Council) must make a decision (please refer to Options below), in accordance with *section 25 of the Infringements Act 2006*.

Legislation, Council Plan, Strategy and Policy Implications

The application is consistent with the:

- Council Plan 2017-2021
- Northern Grampians Planning Scheme
- *Planning and Environment Act 1987*
- *Infringements Act 2006*

Options

In accordance with the *Infringements Act 2006* an enforcement agency (Council) may-

- Confirm the decision to serve an infringement notice **[not recommended]**
- Withdraw the infringement notice and serve an official warning in place of the infringement notice **[recommended option]**
- Withdraw the infringement notice **[recommended option]**
- Withdraw the infringement notice and refer the matter to Court in accordance with this Part **[not recommended]**
- In the case of an infringement notice offence involving additional steps, alter or vary those steps provided the alteration or variation is consistent with the Act or regulations establishing the offence **[not recommended]**
- Waive all or any prescribed costs **[not recommended]**

- Approve a payment plan **[not recommended]**
- Do any combination of the actions referred to above **[not recommended]**

Implications

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

Consultation

The Planning Department received correspondence from a member of the public informing Council that Valley Park had operated and contravened Condition 27 of the Planning Permit.

The Planning Department subsequently contacted Valley Park in regards to the complaint and received confirmation that they have in fact contravened the condition.

Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Evert Grobbelaar, Head of Planning and Development

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

Jodie Senior, Statutory Planning Officer

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

Attachments

1. B & R Poultry letter **[9.1.1 - 1 page]**
2. 2572 L 11 PIN review letter 160719. **[9.1.2 - 3 pages]**



05/07/2019

John Fyfe
General Manager
Valley Park Farms
Seymour

Dear John

I am writing to you in regard to the depopulation B&R Poultry completed at your site in Saint Arnaud. As we have discussed the prime movers holding the hens were delayed leaving site due to equipment failure (Forklift problems) . The reason the truck left so late as it was under strict timeline to enter the rendering plant, if the truck had of left any later we would not have been able to process the hens due the product going rotten due to the heat and also the and also the rendering plant can only except fresh materials for rendering. The other point to this is as the product would has sat on the farm overnight it would have started to cause problems onsite and also in transit with odour If you have any more questions please don't hesitate to contact me.

Sincerely,

Bradley McAuliffe
Director

FocusCDS Consultants

Ref No: 2572L11
16th July 2019

Mr Evert Grobbelaar
Head of Planning and Development
Northern Grampians Shire Council
PO Box 580
STAWELL VIC 3380

Dear Evert,

PLANNING INFRINGEMENT NOTICE No. 50.2019.1.2
357 FITZPATRICK ROAD, ST ARNAUD NORTH – INTENSIVE ANIMAL HUSBANDRY
APPLICATION FOR INTERNAL REVIEW SECTION 22 INFRINGEMENTS ACT 2006

As you are aware, FocusCDS Consultants acts for Valley Park Farm Pty Ltd, the operator of the poultry farm at the above address.

The Responsible Authority issued the above Planning Infringement Notice to our client alleging non-compliance with Condition 27 of Planning Permit No. 5.2017.61.1. The Notice alleges that the farm was operating outside of the designated hours specified by this condition.

Condition 27 states:

"27. All deliveries to or removals from the site must not take place after 6.00pm or before 7.00am on any day without the prior written approval of the Responsible Authority.

Note:

This requirement does not apply in the case of an emergency where the welfare of the birds are endangered."

As advised by you, the alleged contravention was that a truck removing euthanased hens from the farm exited the property after 6.00 pm on 20th March 2019.

We are applying to have this Planning Infringement Notice reviewed under the *Infringements Act 2006* and withdrawn under section 25. The basis for this application is that:

1. Absent the approvals required under permit P860/2018, my client is using the land pursuant to its existing use rights;
2. On the reading of the permit as a whole, if my client is bound by the permit, no offence has been committed;
3. If my client is bound by the permit, there are exceptional circumstances within the meaning of s.22 (1)(c),

And for the notice to be withdrawn under s.25., the exceptional circumstances are explained below.

town planners / project managers
environmental consultants / development consultants

On 20th March, the hens on the farm were euthanased as they were at the end of their 68-week production cycle. Once euthanased, the hens were loaded into tip trucks by forklift. The trucks were then taken off-site to a rendering plant.

The contractor undertaking the bird removal experienced problems with the forklift which resulted in the loading of birds being delayed beyond 6.00 pm. This is confirmed in the accompanying letter from B & R Poultry Services.

The contractor was using a hired forklift. This was continually overheating during the heat of the day, which led to operations having to frequently stop, allow the motor to cool and then re-commence. This meant that operations could not be conducted efficiently and be completed prior to 6.00 pm.

The contractor had the choice of leaving the dead birds on-site overnight or completing the removal process and having the truck exit the site after 6.00 pm.

The temperature on 20th March reached about 32°C and the subsequent day was also forecast to be hot. If the birds were left on-site overnight at these temperatures, the carcasses would have begun to decompose. Once this commences, the rendering plant will not accept the carcasses and they would need to be dumped in landfill.

Once carcass decomposition commences, odour is generated. This could lead to adverse off-site odour impacts. If this situation arises, the farm could be accused of contravening other conditions on the planning permit. These conditions include;

"13. The development and use must be managed so that the amenity of the area is not detrimentally affected including through the:

a) transport of materials, goods or commodities to or from the land;

b) appearance of any building, works or materials;

c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and

d) presence of vermin."

"14. If the Responsible Authority determines that the amenity of nearby residents is adversely affected by the emission of an unreasonable level of offensive odour from the broiler farm, the operators must immediately take remedial actions and/or undertake works, which may include adjusting stock density, promptly removing unsatisfactory spent litter, or any other reasonable actions to rectify the emission of offensive odour. The owner of the land and the operator of the farm must comply with all reasonable written directions by the Responsible Authority in this regard."

"40. Offensive odours must not be discharged beyond the boundaries of the premises."

Condition 38 on the permit states:

"38. Wastes including manure, spent litter or dead birds must not be stockpiled on site."

Had the carcasses been left on-site overnight, this condition would have been contravened.

Given the conditions prevailing at the time, it was considered prudent to remove the carcasses from the farm, rather than leaving them there. This ensured compliance with Condition 38 and avoided the potential to cause off-site odour problems.

The truck left the farm in the vicinity of 8.30 pm. It travelled from the area via the Sunraysia Highway and did not pass any of the immediate neighbours' residences. Its movement would have been indistinguishable from the normal traffic on the Highway. It would not have caused any detriment to the amenity of the neighbours.

Given the exceptional circumstances prevailing at the time, and the fact that the single truck movement would not have caused any amenity detriment to the nearby residents, we respectfully request the Responsible Authority to excuse the alleged infringement and to rescind Planning Infringement Notice No. 50.2019.1.2

I am instructed to advise that, if the PIN is not withdrawn and any future charges against my client are dismissed, my client will seek an order for costs against your council.

For the purposes of s.24(3) of the Act, my clients address for service is:

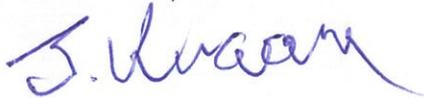
Valley Park Farm Pty Ltd
PO Box 356
Seymour Vic 3661

Please also find herewith:

- The completed Application To Have The Infringement Notice Internally Reviewed, and
- The letter from B & R Poultry Services confirming the circumstances referred to above.

If you have any queries in relation to this matter, please contact the writer.

Yours sincerely,



Jack Kraan
Director

Email – jkraan@focuscds.com.au

Encl.

9.2. Sloane Street Development Site

Author/Position: Michael Bailey, Chief Executive Officer

Summary

To commence the formal process to dispose of council owned vacant land located on the corner of Cahill Road and Sloane Street, Stawell (crown allotment 1B and 2B, Parish of Stawell) for housing development purposes, pursuant to the *Local Government Act 1989*(the Act).

Recommendation

That Council:

1. in accordance with section 189 of the *Local Government Act 1989* resolves to sell vacant land located on the corner of Cahill Road and Sloane Street, Stawell by calling for expressions of interest;
2. gives notice of its intention to sell this land and invites submissions in accordance with section 223 of the *Local Government Act 1989*.

RESOLUTION

That Council:

1. in accordance with section 189 of the *Local Government Act 1989* resolves to sell vacant land located on the corner of Cahill Road and Sloane Street, Stawell by calling for expressions of interest;
2. gives notice of its intention to sell this land and invites submissions in accordance with section 223 of the *Local Government Act 1989*.

Moved: Cr Karen Hyslop
Seconded: Cr Jason Hosemans

Carried

Background/Rationale

Northern Grampians Shire Council has decided there is a need to provide for the residential growth of Stawell through the development of 8 hectares of Council owned land fronting Sloane Street, Stawell. The site is serviced and sits on a gentle slope overlooking the Grampians and Black Ranges.

The development of the site represents a magnificent opportunity to create a vibrant physical environment, which will be seen as a model for residential development throughout regional centres and encourage community pride.

The site was rezoned to Residential 1 Zone in 2013 and has the potential to allow the development of between 60-110 dwellings.

The site is located in close proximity to the Western Highway, Stawell and consists of 8 hectares located in Crown Allotments 1 & 2 Section B, in the Parish of Stawell and being the land in Certificate of Title Volume 9571 Folio 453.

A s173 *Planning & Environment Act 1987* agreement will be prepared to ensure the future use of the land is for housing development.

Council has recognised the need to promote the growth of quality residential development in the Stawell Township. The Sloane Street site has been identified as a priority in Land Development Strategy 2013-17.

The Council wishes to develop the land in partnership with a land developer to achieve mutually beneficial objectives.

PLAN OF LAND



Legislation, Council Plan, Strategy and Policy Implications

Section 189 of the *Local Government Act 1989*

Council Plan - Improve organisational effectiveness

Options

Option 1

That Council resolves to sell vacant land located on the corner of Cahill Road and Sloane Street, Stawell by calling for expressions of interest and gives notice of its intention to sell this land and invite submissions.

[recommended]

Option 2

That Council does not sell vacant land located on the corner of Cahill Road and Sloane Street, Stawell. **[not**

recommended]

Implications

This report has considered Social, Heritage/Cultural, Amenity, Human Rights/Privacy, Environmental, Economic and Marketing, Risk Management, Financial and Asset Management implications where applicable. Any identified implications have been addressed within this report.

Consultation

Community consultation will occur via the giving of public notice in local newspapers and the Council website. Council is required to consider any submissions received prior to making a formal decision.

Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Michael Bailey, Chief Executive Officer

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

Attachments

Nil

9.3. Finalised Northern Grampians Shire Municipal Fire Management Plan 2019-22

Author/Position: Kelly Boladeras, Emergency Management Officer

Summary

The purpose of this report is to submit the finalised Northern Grampians Shire Municipal Fire Management Plan 2019-22 for adoption by Council.

Municipal councils have a legislative requirement to prepare and maintain a municipal fire management plan, and review the plan every three years (*Section 55A and 55B, CFA Act 1958*).

The updated Plan is the result of a rigorous review process involving Council, emergency agency partners, local and regional fire and emergency management committees, and our wider community.

The Plan has been endorsed by the Northern Grampians Shire Municipal Fire Management Planning Committee and Municipal Emergency Management Planning Committee.

Recommendation

That Council adopts the Northern Grampians Shire Municipal Fire Management Plan 2019-22.

RESOLUTION

That Council adopts the Northern Grampians Shire Municipal Fire Management Plan 2019-22.

Moved: Cr Karen Hyslop

Seconded: Cr Merrilee Reid

Carried

Background/Rationale

Municipal councils have a legislative requirement to prepare and maintain a Municipal Fire Management Plan (MFMP), and review the plan every three years (*Section 55A and 55B, CFA Act 1958*).

The MFMP contains plans and input from council, the Country Fire Authority (CFA), the Department of Environment Land Water and Planning (DELWP), Parks Victoria (PV), Victoria Police, and other key stakeholders. The MFMP is a sub-plan of the Municipal Emergency Management Plan.

Legislation, Council Plan, Strategy and Policy Implications

Legislation: *Section 55A and 55B, CFA Act 1958*.

Council Plan Objective - Improve Organisational Effectiveness.

Options

Option 1

That Council adopts the Northern Grampians Shire Municipal Fire Management Plan (2019-22).

[recommended]

Option 2

That Council does not adopt the Northern Grampians Shire Municipal Fire Management Plan (2019-22).

[not recommended]

Implications

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

Consultation

The Draft Plan was available for public comment for three weeks from 24 June to 14 July 2019. Key agency and other stakeholders were also consulted in the process of reviewing the Plan, including the Municipal Emergency Management Planning Committee (MEMPC), Municipal Fire Management Planning Committee (MFMP), and Regional Strategic Fire Management Planning Committee (RSFMPC).

Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Kelly Boladeras, Emergency Management Officer

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

Attachments

1. NGS Municipal Fire Management Plan 2019-22 V 3 endorsed **[9.3.1 - 75 pages]**



Municipal Fire Management Plan 2019-2022

Version 3

August 2019

FOREWORD

The Northern Grampians Shire Municipal Fire Management Plan (MFMP) is focused on bushfire risk as a regional priority, and also takes into account structure fire and hazardous materials incident risks.

The Northern Grampians Shire Municipal Fire Management Planning Committee (MFMPC) continues to work through a defined risk assessment and review process in relation to the Preparedness, Prevention, Response and Recovery (PPRR) model for fire management, using consistent processes and tools as they become available.

The Northern Grampians Shire acknowledges and thanks all those who have contributed their time and expertise to the review of this plan.

CONTEXT STATEMENT

This version of the MFMP has been endorsed as a plan to enable and inform organisational and agency planning. It is recognised that strategies and deliverables outlined in this plan will develop further over the life of the plan with incremental versions of the plan to be produced and endorsed on an as required basis. This version of the MFMP focuses primarily on bushfire. Other fire risks will be added as identified.

All comments should be forwarded to:
 Northern Grampians Shire Council
 PO Box 580
 Stawell Vic 3380

VERSION CONTROL TABLE

Version Number	Date of Issue	Author(s)	Brief Description of Change
Version 1.0	20/10/2011	Northern Grampians Shire MFMPC	Adoption of Version 1.0.
Version 1.1	25/11/2011	Amendments – J Annear	Updated text to reflect amended legislation around the '10/50 Rule' and the Bushfire Management Overlay. Updated text in the authorisation page.
Version 1.2	28/01/2016	Northern Grampians Shire MFMPC	Extension of the period of the MFMP for a further 18 months to 30/6/16.
Version 2.0	04/07/2016	Northern Grampians Shire MFMPC J Matthews (MFPO)	Prepared for 2016 -2019 period and adopted by Council.
Version 3.0	July 2019	Northern Grampians Shire MFMPC K Boladeras (MFPO)	General update, Plan structural changes (see Summary of Revisions for detail). Prepared for 2019-2022 period.

SUMMARY OF REVISIONS

Section	Topic	Revision
Authorisation	Authorisation	General update.
Part One	Introduction - MFMPC ToR	Move MFMPC ToR to Appendices. Added sections: Authorisation, Purpose, and Plan Reporting, Review & Improvement.
1.1.7	MFMPC ToR	Committee now meet min 3 times / year (not 4), determined by committee at Sept 2017 meeting. Adjusted membership and quorum explanation on advice from the committee.
Part Two	Engagement & Communications	Rewritten. Focus on IAP2 spectrum. Stakeholder analysis and communications and engagement plan included in Appendices.
Part Three	Environmental Scan	Some of this already appears in the MEMP. To minimise work in updating two plans, this section refers to the MEMP for much of this information. Fire specific information has been retained.
Part Four	Municipal Fire Management Objectives	Now included in Part One. Inserted web links.
Part Five	Fire Risk Management Strategies	Is now Part Four.
5.2-5.7	Fire Risk Management Strategies	Now 4.2-4.7. General update.
5.6.1 & 5.6.5	Vegetation Management	Now 4.6.1 & 4.6.5. Updated as per advice from NGSC Planning Dept. Changes to Native Veg requirements etc.
Part Six	Plan Reporting, Review & Improvement	Removed - now included in Part One.
Appendices A1-A3	Asset Risk Management Registers	Removed. Updated via VFRR downloaded data.
Appendix C1	NGS Hazard Trees ID Notification Procedures	Now Appendix C. Updated by Anthony Perkins at Powercor.
Appendix C2	Community Information Guides	Removed appendix for Community Information Guides - covered in the main body of the Plan.
Appendix C3	Neighbourhood Safer Places	Removed appendix for Neighbourhood Safer Places - Places of Last Resort - covered in the main body of the Plan.
Appendix C4	Community Fire Refuges	Removed appendix for Community Fire refuges - covered in the main body of the Plan.
Appendix D	Engagement & Communications Strategy	Removed - now partly encapsulated in Part Two. Appendices now contain a Stakeholder Analysis and a Communications and Engagement Plan.
Appendix E1	Municipality Map	Removed appendix for Municipality Map - already included in main body of Plan.
Appendix F	Terminology	Removed.
Appendix G	Acronyms	General update.
Appendix H	List of Tables	Removed List of Tables from the appendix.
Appendix I	Bibliography	General update. Now Appendix H.

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PART ONE – INTRODUCTION

This integrated Municipal Fire Management Plan (MFMP) is risk-based, has regard to the social, economic, built and natural environment aspects of fire, and guides participants involved in fire management activities. It is consistent with the Municipal Emergency Management Plan (MEMP) to ensure that the linkages across fire Preparedness, Prevention, Response and Recovery (PPRR) programs are consistent and holistic.

1.1 AUTHORISATION

Authority for this Plan is derived from the *Emergency Management Act 1986 & 2013*, which provides that a Municipal Emergency Management Planning Committee (MEMPC) must give effect to any direction or guideline issued by the Minister for Emergency Services (*Section 21 (5)*). In the country area of Victoria, a MFMP prepared and endorsed in compliance with the guidelines contained within *Part 6A* of the *Emergency Management Manual Victoria* will be deemed to fulfil *Section 55A* of the *Country Fire Authority Act 1958* (the CFA Act).

This integrated MFMP was adopted as the third iteration of the Northern Grampians Shire (NGS) MFMP. This Plan was endorsed through a formal motion by the NGS Municipal Fire Management Planning Committee (MFMP) on 24 July 2019, and by the NGS MEMPC on 26 July 2019. The Chair of the MFMP has signed below on behalf of all members of the committee.

Signed: _____

Date: _____

Ian Morley
Chair
Northern Grampians Shire
Municipal Fire Management
Planning Committee

Plan endorsed by:
Municipal Fire Management
Planning Committee

Signed: _____

Date: _____

Warren Groves
Municipal Emergency Manager
Northern Grampians Shire Council

Plan endorsed by:
Municipal Fire Management
Planning Committee

Signed: _____

Date: _____

Michael Bailey
Chief Executive Officer
Northern Grampians Shire Council

Plan adopted by Council

Partner agencies and other stakeholders with actions assigned in this Plan (who are not members of the NGS MFMP) are represented on the Grampians Regional Strategic Fire Management Planning Committee (RSFMPC). This Plan has been provided to the Grampians RSFMPC for review and comment. All agencies will be accountable for their respective activities, responsibilities and components within the Plan.

1.2 MUNICIPAL FIRE MANAGEMENT

1.2.1 PURPOSE

The purpose of this integrated MFMP is to chart the planned and coordinated implementation of measures designed to minimise the occurrence and mitigate the effect of bushfire, grassfire, and residential and industrial fires in the community. This Plan is based on the Integrated Fire Management Planning (IFMP) framework.

The IFMP framework is designed to operate under existing fire and emergency management legislation and therefore does not replace existing statutory roles and responsibilities. The framework aims to support and enhance statutory requirements through government and agencies working together.

The Northern Grampians Shire integrated MFMP seeks to achieve consistent and effective fire management planning within the municipality through commitment and cooperation, including sharing and building of collective knowledge and experience at municipal and regional levels.

Critical to the success of IFMP is the ongoing building and maintenance of relationships across government, the private sector and the broader community. Participation, support and cooperative decision making by all these sectors working in collaboration to develop fire PPRR strategies, programs and plans for all types of fire risk, and meeting the needs of local communities are all essential for effective implementation of IFMP.

The preparation of this MFMP involves the experience of agencies and authorities charged with responsibilities for fire management, local CFA brigades and community consultation. This collaboration ensures the development of a holistic and integrated approach to fire management across all land users, and that the strategies adopted are based on practical local knowledge and common sense.

1.2.2 OBJECTIVES AND OUTCOMES

The primary objectives of the NGS MFMP are to:

- Effectively manage and reduce the risk of fire, with a view to protecting life and property and with due regard to our natural environment; and
- Align and integrate existing fire management planning and practices across agencies and the community.

The NGS MFMP is a strategic and operational document that identifies communities and assets at risk through an Environmental Risk Scan incorporating Council's existing MFMP and MEMPC, using the Victorian Fire Risk Register (VFRR) tool to identify assets at risk from bushfire and treatments currently applied to mitigate risk.

The NGS MFMP, as for each municipality throughout the state which is subject to the risk of fires, is required to prepare and submit a draft MFMP to the MEMPC for their endorsement prior to submission to Council for its endorsement.

The intention of this MFMP is to minimise the occurrence, and mitigate the impacts of bushfire, grass and structure fires, and hazardous materials incidents in the community in accordance with the IFMP framework.

1.2.3 STRATEGIC DIRECTIONS

This Plan addresses both public and private land across the PPRR continuum. The MFMP will be reviewed and updated annually to ensure it incorporates any new strategies, programs and tools developed to meet Council, agencies, and community needs and expectations. Adopting the principles of continuous improvement, the strategic direction of the MFMP aligns directly to the State Fire Management Strategy (2009) which articulates the vision of future fire management in Victoria as fire management that delivers:

- Active participation of community, the industry and government, working together in fire management;
- Fire management planning to reduce the destructive impact of fire on communities and the environment;
- Communities that are resilient to the effects of fire; and
- Greater understanding of the fire industry within the community, healthy natural, social, built and economic environments.

Also considered in the ongoing development of the fire management plan are the following broad strategy documents which can be accessed through the CFA, Department of Justice and Emergency Management Victoria (EMV) websites at www.cfa.vic.gov.au, www.justice.vic.gov.au and www.emv.vic.gov.au.

- “Living with fire”- Victoria's Bushfire Strategy provides Victoria with clear direction to meet future bushfire challenges.
- “Bushfire Safety Policy Framework”
- “Implementing the Government’s Response to the 2009 Victorian Bushfires Royal Commission May 2011”.

The primary aim of the MFMP is to create greater community awareness and communicate fire management information more effectively. Ultimately, the community will share responsibility for implementing the strategies contained within the plan and create a safer municipality through undertaking the following tasks:

- Ensure that plans and actions are in place (that responsible authorities are advised of actions which the Committee deem necessary) for minimising the risk of an outbreak of fire or for suppressing any fire that may occur within the area (*Section 55 of the CFA Act*);
- Develop programs that are relevant to the community;
- Measure fire safety outputs to assess the reduction in community vulnerability to fire;
- Engage community groups and businesses in ongoing dialogue about fire mitigation solutions including fire prevention activities; and
- Liaise with other agencies and committees to ensure integration and consistency of purpose.

1.2.4 LINKS TO OTHER PLANS

Important linkages are:

- The State Fire Management Strategy (2009)
- Grampians Regional Strategic Fire Management Plan V3 (2017)
- Northern Grampians Shire Municipal Emergency Management Plan
- DELWP Fire Protection Plan
- DELWP Fire Operation Plan
- Powercor Bushfire Mitigation Strategy
- SP Ausnet Bushfire Mitigation Strategy
- VicRoads – Roadside Fire Management
- Plantation Fire Mitigation Plans
- Neighbouring Municipalities Municipal Fire Management Plans
- CFA Operational Plans and Brigade Pre Plans
- Other CFA Plans

Other linkages occur through alignment to organisational business planning cycles, agreed data sharing protocols and common risk assessment methodologies.

1.3 PLAN REPORTING, REVIEW AND IMPROVEMENT

1.3.1 LEGISLATIVE RESPONSIBILITIES

The Northern Grampians Shire Council (NGSC) has a legislative responsibility under the *Emergency Management Act 1986 & 2013* to develop a MEMP, and under the *CFA Act* to develop and implement a MFMP. The MFMP is a sub plan of the MEMP and is prepared by the MFMPC.

For councils wholly or partly within the country area of Victoria, the MFMP as adopted by the council will be deemed to meet the requirement for a MFPP under *Section 55A (1)* of the *CFA Act*, provided that it contains the provisions as set out in *Section 55A (2)* of the *CFA Act*.

1.3.2 PLAN ENDORSEMENT AND ADOPTION

The NGS MFMPC is the custodian of the MFMP pursuant to current legislative arrangements.

The MFMPC shall draft a MFMP and seek endorsement of the draft plan from the committee and, where appropriate, non-committee members with responsibilities and accountabilities under the plan.

After appropriate stakeholder and community consultation and engagement, including perusal by the Grampians RSFMP, the Plan will then be endorsed through a formal motion by the NGS MFMPC and the Chair of the committee will sign on behalf of all members of the NGS MFMPC.

Following this process, the MFMP will recommend the MFMP to the MEMPC for endorsement.

Once endorsed by the MEMPC, the plan will be recommended to Council for consideration and adoption.

1.3.3 PLAN REPORTING

The MFMP reports to the MEMPC on a regular basis determined through the meeting cycle on progress of the committee and associated works. Any issues requiring advocacy or elevation to regional or State level are reported through to the Grampians RSMPC for further action.

1.3.4 PLAN AUDIT

For councils wholly or partly within the country area of Victoria, the MFMP will also be audited under *Section 55B* of the *CFA Act*.

In the country area of Victoria, the MFMP must incorporate the provisions of *Section 55A (2)* of the *CFA Act* relating to fire risks and their treatment and will be deemed to meet the requirement for a MFMP under *Section 55A (1)* of the *CFA Act*.

1.3.5 PLAN AMENDMENT AND REVIEW

This plan is to be reviewed every twelve months or as agreed. The currency of this plan is from the date adopted by council and expires three years after this date, based around current audit requirements contained within *Section 55B* of the *CFA Act*. It is acknowledged that audit process and planning cycles may change as the IFMP framework and planning processes evolve in the future.

The NGS MFMP will be reviewed and amended:

- Annually in association with the MEMPC;
- Following significant incidents if required;
- As directed by the State or Regional Fire Management Planning Committees;
- As required by legislation; or
- As further works are completed by the MFMP.

PART TWO – ENGAGEMENT AND COMMUNICATIONS

2.1 INTRODUCTION

A requirement of the NGS MFMP is the development of an Engagement and Communications Plan to guide how fire management objectives and outcomes are communicated to stakeholders and the broader community.

2.2 COMMUNICATIONS OBJECTIVES

The achievement of fire management objectives and the success of fire management outcomes are dependent on effective communications in all planning and implementation phases. The objectives of the communications plan will be to:

- Build a collaborative approach to integrated fire management planning;
- Identify internal communication flows within organisations;
- Ensure that communication across agencies is effective in developing a shared understanding of the issues and key responsibilities and that all agencies deliver a consistent message to the community and their stakeholders;
- Support a greater commitment to IFMP;
- Build resilient relationships and sound networks between key stakeholders;
- Consult with communities so that local knowledge is captured in the planning process that the communications plan supports;
- Foster better communication and planning between the agencies and local communities; and
- Achieve greater consistency from all levels of government on key policy issues.

2.3 STAKEHOLDER ENGAGEMENT AND PARTICIPATION

Stakeholder engagement and participation is an essential element of fire management planning. Stakeholders are required to participate for a range of reasons, including (but not limited to):

- Legislative fire management responsibilities;
- Leadership;
- Provision of hazard expertise and technical advice;
- Subject to hazard impact – directly and/or indirectly;
- Land tenure and management arrangements;
- Expressed expectation; and
- Influence and / or support mitigation.

Stakeholder engagement is required during all seven stages in the IFMP planning cycle (Figure 1). The aim is for all stakeholders to participate in the collaborative development, delivery and monitoring of the MFMP. Engaging with stakeholders in the development and implementation of the MFMP is an essential tool for drawing on existing knowledge and experience and to build support for and involvement in this plan.

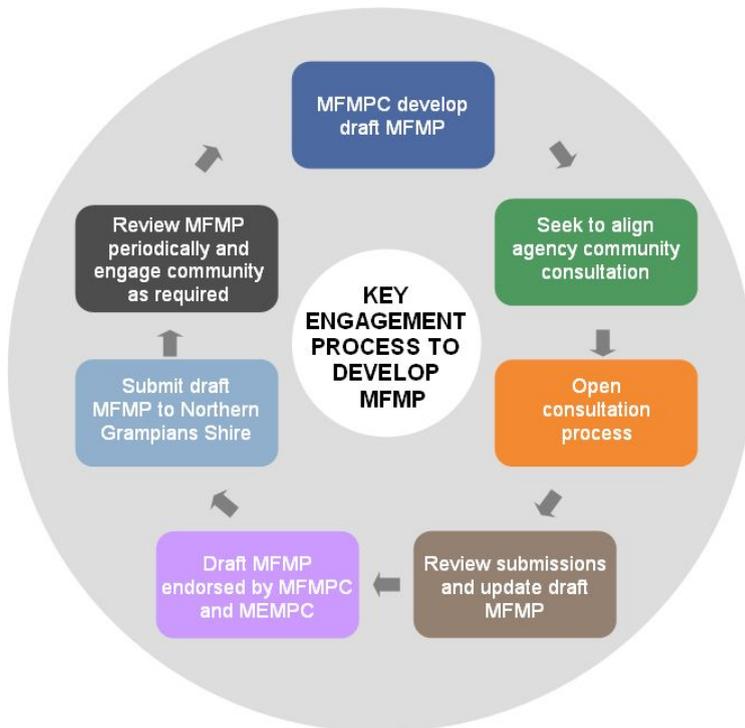


Figure 1: The IFMP planning cycle for development and review of the MFMP.

These communication and engagement tasks are guided by the International Association for Public Participation (IAP2) Public Engagement Spectrum (Figure 2), which is a framework for planning effective communication and engagement on any issue or plan.

Inform	Consult	Involve	Collaborate	Empower
Provide balanced information to stakeholders	Obtain feedback on analysis and decisions	Work directly together to ensure issues are understood	Partner in each aspect of decision making	Place final decision making in the hands of primary stakeholders

Figure 2: The IPA2 Public Engagement Spectrum

To support this plan, a Stakeholder Analysis and Communications and Engagement Plan have been developed and are included in [Appendix D](#).

2.4 SAFER TOGETHER

The Victorian Government’s response to the Inspector-General for Emergency Management’s report into Victoria’s fuel management targets has resulted in a new focus on the greatest areas of risk for fuel management on public land.

Previously, planned burns were driven by a hectare target. From 2016 onwards, Forest Fire Management Victoria (FFMVic) will undertake fuel management with the goal of keeping bushfire risk across Victoria below 70%. In addition, FFMVic will become more community-focused in managing its planned burning program. The response to the Inspector-General's recommendations sets a new direction for integrated bushfire management across Victoria.

Key changes include:

- Introducing a risk reduction target to fuel management on public land from 1 July 2016, to lower the impact of a major bushfire on lives and properties of Victorians by nearly a third;
- Fire and land management agencies partnering with locals to find the most effective mix of actions to reduce bushfire risks and impacts for communities;
- Greater partnerships between CFA experts and residents in planned burns across private land; and
- Fire agencies partnering with other agencies and communities to manage bushfire risk across public and private land in the highest risk areas – where it makes sense.

The new direction, to be implemented over the next five years, seeks to ensure that fire and land managers and community work as one to reduce bushfire risk. This will lead to safer communities, thriving rural economies and healthy environments for current and future generations. For more information on the Safer Together initiative, go to <http://www.safertogether.vic.gov.au/>.

PART THREE – ENVIRONMENTAL PROFILE

3.1 LOCATION AND TENURE

The Northern Grampians Shire lies on the northeast side of the Grampians National Park and is situated between the cities of Ballarat, Bendigo and Horsham. The municipality covers an area of 5,918 square kilometres.

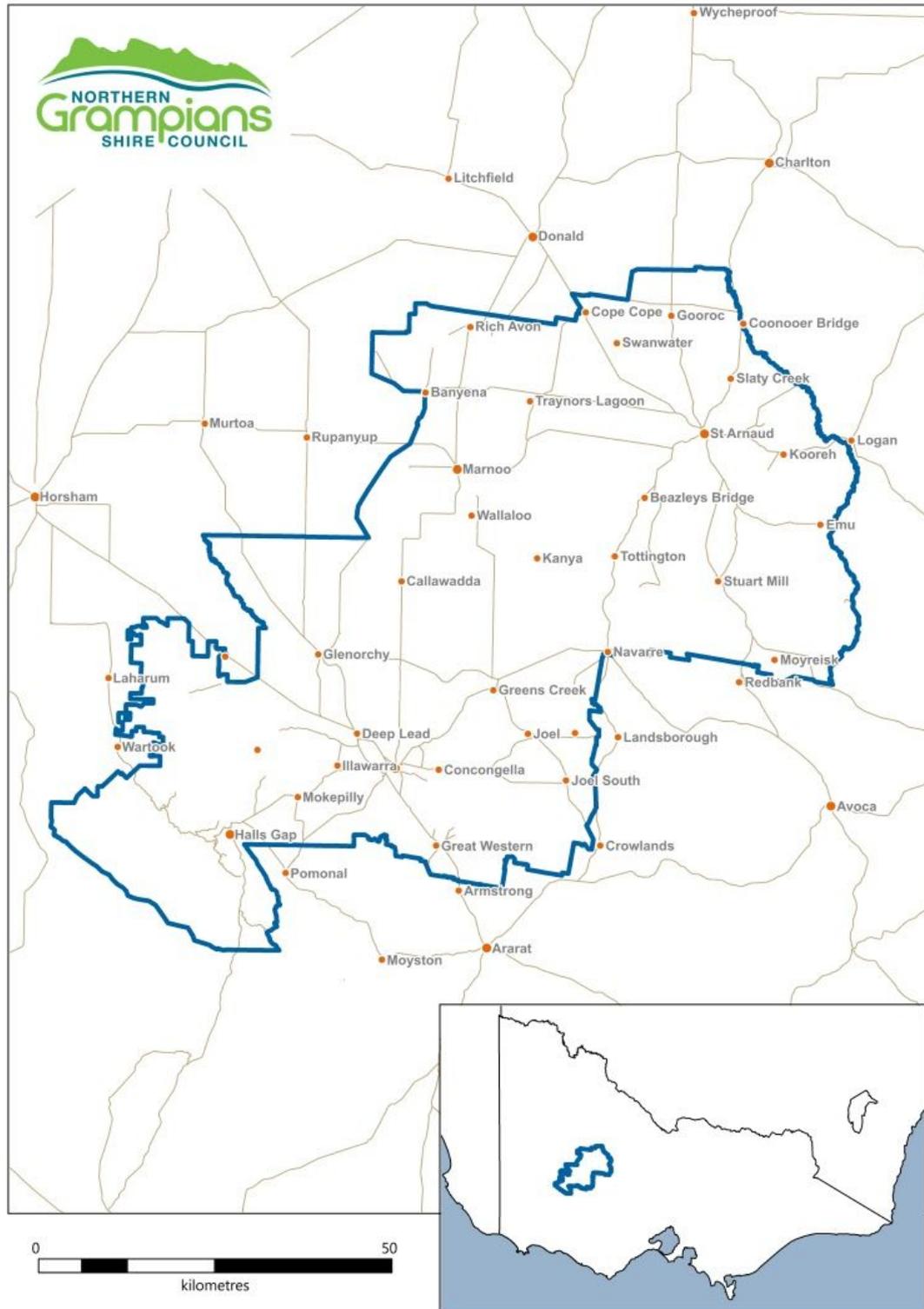


Figure 3: NGS municipal map.

Council's public [mapping portal](#) provides information on emergency services, bus routes, and vulnerable facilities. Council's internal map layers can also provide property owner details, and locations of strategic fire breaks, hydrants and tanks. Comprehensive mapping is available through the MERO. The map below (Figure 3) details the area covered by the MFMP.

3.2 TRADITIONAL OWNERS

Northern Grampians Shire Council acknowledges the indigenous history of the municipality. The land was traditionally occupied by and connected to a number of Aboriginal communities, notably the Djab wurrung, Jardwadjali and Dja Dja wurrung people. We respect the spirits of their ancestors among us.

3.3 NATURAL ENVIRONMENT

The Northern Grampians Shire landscape varies from flat to undulating agricultural and pastoral plains in the north, west, and central areas; and to mountains centred between the Pyrenees Ranges in the east, the foothills of the Great Dividing Range in the south and the Grampians in the south west.

The Shire is bordered by undulating mountainous country with typically high rainfall and significant dry sclerophyll forest over much of the area. The western and northern side is characterised by rolling hills, medium to lower rainfall and is utilised for intensive and broad acre farming.

To the southwest between Halls Gap and Dunkeld lies the Grampians National Park with its heavily timbered slopes. Undulating foothills extend east of the Grampians to the Black Range which lies to the west of Great Western. Large state forest reserves are interspersed throughout the municipality. Most notable are the Ironbark remnant vegetation reserve adjacent to the northern boundary of the Stawell township and St Arnaud Range surrounding the township of St Arnaud. The township of Halls Gap contains large areas of privately owned remnant vegetation. This consists of heavily timbered land, with dense understorey growth.

The municipality contains several species of flora and fauna, unique to the area, which are protected under both State and Federal legislation.

The area has a temperate climate with an average rainfall of 450 mm per year ranging from 400 mm in the northern plains to 600 mm in the Teddington area to 850 mm per year along the Grampians fringe. Most of the rainfall occurs from autumn through to spring.

The area forms part of the Wimmera, Avon/Richardson and Avoca Catchment with the main watercourse being the Wimmera River and contains a number of water storages including Lake Wartook, Lake Fyans, Lake Bellfield and Lake Lonsdale situated within or close to the Grampians National Park. Teddington Reservoirs are situated in the Pyrenees Ranges.

3.4 POPULATION, DEMOGRAPHICS AND LAND USE

This section contains a brief summary of demographics and land use in the shire. More detailed information on these topics can be found in the NGS MEMP.

The Northern Grampians Shire has a population of 11,439 (Australian Bureau of Statistics 2016) with the majority of the population situated in the townships of Stawell, St Arnaud, Halls Gap, Great Western, Navarre, Marnoo and Glenorchy.

During peak tourism periods and major events, the transient population often exceeds the permanent population. These increases in population generally coincide with the fire season and occur predominantly throughout Halls Gap and the Grampians National Park.

This dynamic reflects the interest in the municipality as a place to seek rest and relaxation. It also brings a mix of people into the area who are not generally familiar with the region. These individuals, including international visitors, may have limited understanding of fire in this landscape.

The majority of the municipality's permanent population is based around the townships of Stawell and St Arnaud. Many of the residents of these townships commute on a daily basis to their employment and schools, presenting additional complexities for fire management.

Council, Australian Red Cross, community groups and health and community care services have identified vulnerable individuals living within the community. There are also a number of special needs groups and facilities throughout the municipality including hospitals, aged care facilities, schools, kindergartens and community health facilities. Information on vulnerable persons and facilities is available to emergency agencies planning or responding to an incident.

Halls Gap, St Arnaud and Stawell are identified as high risk communities in the event of a bushfire. Additional planning has been undertaken and provided to these communities in the form of [Community Information Guides](#) (CIGs) and [Neighbourhood Safer Places](#) (NSPs).

Land use in NGS consists primarily of horticultural, cropping and grazing activities such as viticulture, canola, and prime lamb and beef production. Large areas of uncleared public land are used for outdoor recreation and flora and fauna conservation. Historically, the municipality has been subjected to open pit and large scale underground mining for gold. Gold mining is still a major land use in the township of Stawell. Halls Gap continues to be a major centre for tourism in the municipality, however the lakes across the shire support extensive water based recreational activities.

3.5 CLIMATE AND BUSHFIRE SEASON

The climate in the Grampians region is dominated by warm dry summers and cool wet winters, with most rainfall occurring in winter and spring. The bushfire season generally runs from December to April.

Prevailing weather conditions associated with the bushfire season in the Northern Grampians Shire are warm to hot north westerly winds accompanied by high temperatures and low relative humidity followed by a cool south westerly change.

Under the State Government [climate change projections](#), the Grampians region can expect:

- Year round increase in temperatures
- Fewer frosts
- More frequent and intense rain events
- More hot days and warm spells
- Less rainfall in autumn, winter and spring
- Harsher fire weather and longer fire seasons

The impacts of climate change need to be continually monitored and the MFMP reviewed accordingly to ensure that seasonal fire risk is addressed appropriately.

3.6 HISTORY OF FIRE AND IGNITION CAUSES

Major fire emergency incidents which have occurred in recent years are detailed below (Table 1). A list of events preceding December 2005 are available on request.

Table 1: Major fire events in NGS since 2005.

Date	Description
December 2014	Northern Grampians Complex fire. Impacted communities of Wartook, Roses Gap, and Dadswells Bridge. Burnt approx. 56,590 ha, with 3 primary residences lost.
December 2014	Black Range - Bunjils Cave Rd fire. Significant disruption to community. No destruction to property or stock.
February 2010	Affected communities of Roses Gap and Ledcourt.
January 2006	Mount Lubra fire. Impacted Halls Gap. Burnt approx. 120,000 ha; lost 2 lives, 40 primary residences, 200 other buildings, 100,000 stock; and affected 300 properties.
December 2005	Deep Lead / Black Range fires. Burnt approx. 7,500 ha, lost 9 primary residences, 70 other buildings, 300 kms fencing, 200 stock, and affected 260 property owners.

Historically, Northern Grampians Shire experiences a major fire once every five to ten years. This partially due to the municipality being situated in a known lightning belt and

agricultural activities including stubble burning practices. Often ignitions occur in remote and difficult to access terrain, allowing the fire to gain momentum.

Aging buildings, buildings with shared roof space, and elderly housing stock present a higher fire risk to occupants and residents due to the nature of their construction and the materials used.

Major interstate and national transport links traverse the municipality. These have led to the ignition of fires from transport accidents and malfunctions. This characteristic also presents a major risk for hazardous material incidents.

3.7 FUTURE FIRE MANAGEMENT IMPLICATIONS

Future vulnerabilities include increased larger landholdings managed by consortiums and serviced by contractors, leading to declining populations in broadacre cropping areas. This demographic combined with an aging population has seen previously robust rural communities relocate to more populated centres. This shift in population could potentially lead to delayed suppression activities in rural areas.

The installation of the Bulgana Green Power Hub wind farm east of Stawell presents an additional potential source of fire risk. The wind farm is also a large asset requiring protection which would impact local resources in the event of a fire.

An increase in individuals purchasing land for rest and relaxation purposes has resulted in more absentee landowners, particularly in the Halls Gap area. These landowners traditionally have less understanding of fuel and fire management requirements, little engagement with the community, and live externally to the municipality. This limits their capacity and ability to undertake regular fuel management works and participate in local community networks.

Changes in the use of controlled fire management practices on public land may lead to changes in vegetation characteristic and its dependence on fire.

Large, privately owned areas of remnant vegetation present additional fire management challenges as the owners may not have the capacity to undertake appropriate fuel management works for a variety of reasons, including access to knowledge and resources and legislative constraints.

Enforcement of compliance also presents complexities in terms of cost recovery and allocation of resources for management agencies.

[Climate change projections](#) for the Grampians region include harsher fire weather. Fire weather is a measure of fuel dryness and hot, dry, windy conditions. An increase in frequency of very high and extreme fire danger days is projected.

PART FOUR – FIRE RISK MANAGEMENT STRATEGIES

4.1 RISK ASSESSMENT METHODOLOGIES

4.1.1 ANALYSIS AND PRIORITISATION OF MUNICIPAL BUSHFIRE RISK

To determine the bushfire risk within NGS, assessment was undertaken using the environments contained within the VFRR process. The VFRR application is a systematic process that identifies assets at risk from bushfire and assesses their level of risk on a consistent state-wide basis using ISO 31000:2009 Risk Management. The VFRR data provided the starting point to assess the effectiveness of existing treatments and determine residual risk levels for the purpose of developing further mitigation treatments as required (refer to Appendix A).

4.1.2 ALIGNMENT TO REGIONAL OBJECTIVES

The plan also references treatments for the six priority risks in relation to bushfire as determined by the Grampians RSFMP using the VFRR risk assessment process. Priority risks are identified below (Table 2), as articulated in the Grampians Regional Strategic Fire Management Plan (RSFMP) (aligned to the asset classes and subclasses contained within the VFRR tool).

Table 2: Bushfire Priority and VFRR Asset Classes and Subclasses

Bushfire		
Grampians RSFMP Priority	VFRR Asset Class	VFRR Asset Subclass/es
1. Urban Interface	Human Settlement	<ul style="list-style-type: none"> Residential Other Special Fire Protection
2. Power Supply 3. Communications 4. Water Supplies & Catchments 5. Transport	Economic	<ul style="list-style-type: none"> Agriculture Commercial Infrastructure Tourist & recreational Mines Commercial forests Water catchments
6. Natural Environment	Environmental	<ul style="list-style-type: none"> Locally Important Endangered Vulnerable
	Cultural Heritage	<ul style="list-style-type: none"> Aboriginal Significance

- Non Indigenous

4.1.3 TREATMENT OF MUNICIPAL BUSHFIRE RISK

In developing this plan the MFMP has considered the State strategic control priorities as the municipal fire management priorities. They are:

- Protection and preservation of life is paramount this includes: safety of emergency services personnel, and safety of community members including vulnerable community members and visitors/tourists located within the incident area;
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety;
- Protection of critical infrastructure and community assets that supports community resilience;
- Protection of residential property as a place of primary residence;
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability; and
- Protection of environmental and conservation values that considers the cultural, biodiversity, and social values of the environment.

Following the State strategic control priorities, the MFMP aims to reduce the number and severity of fires within the municipality with the intent of creating a more fire resilient community.

The State strategic control priorities are underpinned by the primacy of life, and the protection of property, the economy, and the environment. These priorities inform and are integrated into the primary fire risk management strategies used in this plan, which are:

- Community education and engagement;
- Hazard reduction;
- Preparedness; and
- Regulatory controls.

There are a number of statewide and municipal treatments that have been identified for each fire risk management strategy, which can be used by agencies to reduce the risk and effects of fire on the community. The generic statewide and municipal wide treatments include:

- Community education programs;
- Community education and engagement activities;
- Public awareness – multimedia communications;
- Powerline hazard tree identification, management and reporting;
- Fire hazard inspection program and issue of notice;
- Compliance and enforcement of legislation;

- Bushfire Management Overlays;
- Building code of Australia;
- Permits to Burn; and
- Local Laws.

To effectively reduce community vulnerability to fire requires more than interagency effort alone. It requires the facilitation of a more self reliant and self aware community who have the knowledge, motivation and capacity to manage the risks to reduce the threat of fire in their own communities as an active partner with fire management agencies.

The key objectives and outcomes sought through the implementation of the primary fire risk management strategies for bushfire are outlined below (Tables 3-6).

Table 3: Bushfire - Community Education and Engagement Fire Risk Management Strategy

Community Education and Engagement				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> 1. To build capacity and knowledge, resilience and understanding of the dangers of bushfire. 2. To provide the tools and education opportunities for community and individuals to better prepare and understand the risks of bushfire. 3. To build awareness and understanding of the role of fire in the environment. 	For the Plan duration.	<ul style="list-style-type: none"> ● Community education programs ● Agency Integrated Community engagement activities ● Bushfire awareness training ● Multimedia communications ● Victorian Bushfire Information Line ● Tourism fire safety campaigns ● Increase legislative and regulatory awareness ● Increased awareness of planning controls ● Targeted education campaign regarding the use and role of fire in the environment 	<ul style="list-style-type: none"> ● To be proactive and seek information ● To be involved in community education and engagement programs 	<ul style="list-style-type: none"> ● All agencies will review and evaluate programs and participation of community as part of the review process of the MFMP.

Table 4: Bushfire - Hazard Reduction Fire Risk Management Strategy

Hazard Reduction

Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To strategically reduce fuel to minimise impact, intensity and spread of bushfire. To plan and establish strategic points to effectively combat and manage bushfire activity. 	For the Plan duration.	<ul style="list-style-type: none"> Slashing program Burn program Spraying program Pruning program Use appropriate incident modelling tools to identify potential impacts to communities, such as the phoenix modelling tool 	<ul style="list-style-type: none"> Private property hazard reduction: <ul style="list-style-type: none"> Cleaning gutters Slashing Mowing Ploughing Grazing Fuel reduction burns 	<ul style="list-style-type: none"> Shared responsibility between agencies and individuals to minimise fire hazards.

Table 5: Bushfire - Preparedness Fire Risk Management Strategy

Preparedness				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To understand appropriate actions to reduce risk and impact of bushfire, initiatives include: <ul style="list-style-type: none"> Ignition prevention Risk identification and treatment Resource preparation Response planning Operational 	For the Plan duration.	<ul style="list-style-type: none"> VFRR process Establishment of Incident Control Centres Code red days Powerline inspections Township Protection Plans Neighbourhood Safer Places – Places of Last Resort Fire breaks Emergency Management Plan 	<ul style="list-style-type: none"> Personal bushfire preparedness plans Daily readiness Practise / rehearse plans 	<ul style="list-style-type: none"> All agencies regularly evaluate preparation and readiness to respond to fire. Strengthened capacity for agencies to provide an integrated response. Measurable reduction of the impact of bushfire.

<ul style="list-style-type: none"> restrictions - System testing - Security of water supply 		<ul style="list-style-type: none"> • Evacuation Plans • Brigade Pre Plans 		
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Table 6: Bushfire - Regulatory Controls Fire Risk Management Strategy

Regulatory Controls				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> 1. To implement regulation aimed to reducing risk and impact of bushfire. 2. To create and maintain effective linkages between planning functions to better inform proposed residential developments. 	For the Plan duration.	<ul style="list-style-type: none"> • Fire hazard inspections • Total fire bans • Planning schemes • Fire danger period • Building codes • Enforcement of fire hazard notices • Response to planning applications 	<ul style="list-style-type: none"> • Comply with regulations 	<ul style="list-style-type: none"> • Compliance with regulatory controls. • Appropriate residential development.

In addition, there are a range of site specific plans to reduce specific risks within the municipality that are required by other legislation.

Details of specific strategy treatments and activities to treat assets identified at risk from bushfire and broader fire risk in NGS are listed in Appendices A and B.

4.1.4 ANALYSIS AND PRIORITISATION OF STRUCTURE FIRE RISK

Defined analysis to identify assets at risk from structure fire and hazardous materials incidents within NGS has not yet been undertaken. The NGS MFMP will perform this analysis using the environments contained within the VFRR process and appropriate risk assessment methodologies as they are developed, following the completion of analysis and treatment of the bushfire risk in that municipality.

In the interim, information in relation to these risks contained within previous NGS fire plans will be consolidated into Appendices B2 (Multi Agency Work Plan Template - Structure Fire - May 2019) and B3 (Multi Agency Work Plan Template - Hazardous

Materials - May 2019), where the current understanding of assets at risk will be articulated and existing treatments documented.

The following are definitions for event types other than bushfire that can occur within the municipal district:

- Structure Fire: Is any uncontrolled fire inside, on, under or touching a building or structure that needs to be extinguished.
- HAZMAT (Hazardous Material): A HAZMAT incident is any event involving hazardous substances that may threaten life or property. HAZMAT incidents include substances that may be flammable, combustible, corrosive, poisonous, oxidising, radioactive, explosive or otherwise harmful chemicals or materials.

ISO 31000:2009 will be used to produce a municipal risk profile in relation to the events described above. It is considered that elements within each of these environments will require treatment options which are not yet defined in this municipal fire management plan.

4.1.5 FUTURE OBJECTIVES

Priority risks for structure fires and hazardous materials incidents within NGS have mostly been defined. The tables below identify possible Asset Sub Classes aligned to the VFRR Asset Classes which would need to be considered in the development of future risk assessment tools for these risk environments (Tables 7 & 8).

Structural assets have not yet been assessed or prioritised. Additionally, current treatments for these structure risks as well as treatments for hazardous materials incident risks are yet to be identified.

Table 7: Proposed Structure Fire Asset Sub Classes

Structure Fire		
Grampians RSFMPC Priority	VFRR Asset Class	Proposed Asset Subclass/es
1. Houses 2. Accommodation 3. Places of public gathering 4. Infirm, assisted living	Human Settlement	<ul style="list-style-type: none"> ● Residential <ul style="list-style-type: none"> ○ High density ○ Urban ○ Interface living ○ Rural ○ Short term accommodation ● Public Assembly <ul style="list-style-type: none"> ○ Entertainment & leisure venues ○ Institutions ● Healthcare <ul style="list-style-type: none"> ○ Hospitals & medical centres

		<ul style="list-style-type: none"> ○ Nursing homes ○ Special care accommodation ○ Day care centres ○ Hostels/hospices
<p>5. Retail</p> <p>6. Commercial businesses</p> <p>7. Industrial</p> <p>8. Infrastructure</p>	Economic	<ul style="list-style-type: none"> ● Commercial & industrial <ul style="list-style-type: none"> ○ Business centres ○ Shopping centres ○ Industrial complexes ● Agricultural & farming ● Transport <ul style="list-style-type: none"> ○ Road ○ Rail ○ Marine ○ Air
To be defined	Environmental	<ul style="list-style-type: none"> ● Eco tourism venues ● Flora parks & reserves ● Fauna parks & reserves
9. Buildings of significant heritage or cultural value	Cultural Heritage	<ul style="list-style-type: none"> ● Indigenous structures ● Heritage listed structures ● Locally significant structures

Table 8: Proposed Hazardous Materials Incidents Asset Sub Classes

Hazardous Materials Incident		
Grampians RSFMPC Priority	VFRR Asset Class	Proposed Asset Subclass/es
<p>1. Houses</p> <p>2. Accommodation</p> <p>3. Places of public gathering</p> <p>4. Infirm, assisted living</p>	Human Settlement	<ul style="list-style-type: none"> ● Residential <ul style="list-style-type: none"> ○ High density ○ Urban ○ Interface living ○ Rural ○ Short term accommodation ● Public Assembly <ul style="list-style-type: none"> ○ Entertainment & leisure venues ○ Institutions ● Healthcare <ul style="list-style-type: none"> ○ Hospitals & medical centres

		<ul style="list-style-type: none"> ○ Special care accommodation ○ Day care centres ○ Hostels/hospices
5. Retail 6. Commercial businesses 7. Industrial 8. Infrastructure	Economic	<ul style="list-style-type: none"> ● Commercial & industrial <ul style="list-style-type: none"> ○ Business centres ○ Shopping centres ○ Industrial complexes ● Agricultural & farming ● Transport <ul style="list-style-type: none"> ○ Road ○ Rail ○ Marine ○ Air
9. Incident affecting the environment	Environmental	<ul style="list-style-type: none"> ● Flora ● Fauna ● Land ● Water ● Air
10. Buildings of significant heritage or cultural value	Cultural Heritage	<ul style="list-style-type: none"> ● Heritage listed structures ● Locally significant structures

4.1.6 TREATMENT OF MUNICIPAL STRUCTURE FIRE RISK

The key objectives and outcomes sought through the implementation of the primary fire risk management strategies for structure fires are outlined below (Tables 9-12).

Table 9: Structure Fire - Community Education and Engagement Fire Risk Management Strategy

Community Education and Engagement				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To build capacity and knowledge, resilience and understanding of the dangers of structure fire. 2. To provide the	For the Plan duration.	<ul style="list-style-type: none"> ● Community education programs ● Community engagement activities ● Multimedia communications 	<ul style="list-style-type: none"> ● To be proactive and seek information ● To be involved in community education 	<ul style="list-style-type: none"> ● All agencies will review and evaluate programs and participation of community as part of the

tools and education opportunities for community and individuals to better prepare and understand the risks of structure fire.		<ul style="list-style-type: none"> • Increase legislative and regulatory awareness • Increased awareness of planning controls 	and engagement programs	review process of the MFMP.
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Table 10: Structure Fire - Hazard Reduction Fire Risk Management Strategy

Hazard Reduction				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> 1. To strategically reduce fuel to minimise impact, intensity and spread of structure fire. 2. To plan and establish strategic points to effectively combat and manage structure fire activity. 	For the Plan duration.	<ul style="list-style-type: none"> • Conduct fire safety inspections • Buildings constructed according to the Building Code of Australia • Use appropriate incident modelling tools to identify potential impacts to communities, such as the plume modelling tool 	<ul style="list-style-type: none"> • Installation of sprinklers, smoke detectors, fire blankets, and extinguishers • Comply with regulations 	<ul style="list-style-type: none"> • Agencies and individuals working towards minimising the loss and damage caused by structural fires in the community

Table 11: Structure Fire - Preparedness Fire Risk Management Strategy

Preparedness				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> 1. To understand appropriate actions to reduce risk and impact of structure fire, 	For the Plan duration.	<ul style="list-style-type: none"> • Emergency Management Plan • Evacuation Plans 	<ul style="list-style-type: none"> • Daily readiness • Maintenance of sprinklers, smoke detectors and 	<ul style="list-style-type: none"> • All agencies regularly evaluate preparation and readiness to respond to

initiatives include: - Ignition prevention - Risk identification and treatment - Resource preparation - Response planning - Operational restrictions - System testing - Security of water supply		<ul style="list-style-type: none"> Brigade Pre Plans 	fire extinguishers <ul style="list-style-type: none"> Building/staff fire drills 	fire. <ul style="list-style-type: none"> Measurable reduction of the impact of structure fire.
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Table 12: Structure Fire - Regulatory Controls Fire Risk Management Strategy

Regulatory Controls				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To implement regulation aimed to reducing risk and impact of Structure fire. 2. To create and maintain effective linkages between planning functions to better inform proposed residential developments.	For the Plan duration.	<ul style="list-style-type: none"> Conduct fire safety inspections Planning schemes Building codes Response to planning applications 	<ul style="list-style-type: none"> Comply with regulations 	<ul style="list-style-type: none"> Compliance with regulatory controls. Appropriate residential development.

4.1.7 TREATMENT OF MUNICIPAL HAZARDOUS MATERIALS RISK

The key objectives and outcomes sought through the implementation of the primary risk management strategies for hazardous materials incidents are outlined below (Tables 13-16).

Table 13: Hazardous Materials Incident - Community Education and Engagement Fire Risk Management Strategy

Community Education and Engagement				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To build capacity and knowledge, resilience and understanding of the dangers of hazardous materials incidents. To provide the tools and education opportunities for community and individuals to better prepare and understand the risks of hazardous materials incidents. 	For the Plan duration.	<ul style="list-style-type: none"> Community information in response to incidents Increase legislative and regulatory awareness Increased awareness of planning controls Shelter in place program 	<ul style="list-style-type: none"> To be proactive and seek information Informed about shelter in place instructions when/if required 	<ul style="list-style-type: none"> All agencies will review and evaluate programs and information dissemination as part of the review process of the MFMP.

Table 14: Hazardous Materials Incident - Hazard Reduction Fire Risk Management Strategy

Hazard Reduction				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<ol style="list-style-type: none"> To strategically reduce impact of hazardous materials incidents. To plan and establish strategic points to effectively combat and manage hazardous materials incidents. 	For the Plan duration.	<ul style="list-style-type: none"> To provide advice to industry and community in relation to appropriate compliance with the Acts, Regulations, and Code of Practice for the Storage and Handling of Dangerous Goods Use 	<ul style="list-style-type: none"> Appropriate storage and handling of chemicals Follow chemical Material Safety Data Sheets Comply with regulations and standards 	<ul style="list-style-type: none"> Agencies and individuals working towards minimising the loss and damage caused by mishandling or spillage of chemicals.

		<p>appropriate incident modelling tools to identify potential impacts to communities, such as the plume modelling tool</p> <ul style="list-style-type: none"> • Brigade pre plans • pre incident response plans • Traffic route restrictions for hazardous materials loads 		
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Table 15: Hazardous Materials Incident - Preparedness Fire Risk Management Strategy

Preparedness				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
<p>1. To understand appropriate actions to reduce risk and impact of hazardous materials incidents, initiatives include:</p> <ul style="list-style-type: none"> - Ignition prevention - Risk identification and treatment - Response planning - Operational restrictions - System testing 	<p>For the Plan duration.</p>	<ul style="list-style-type: none"> • Emergency Management Plans • Evacuation Plans • Pre Incident Response Plans • CFA and Worksafe inspections • Written advice 	<ul style="list-style-type: none"> • Maintenance and testing of fire safety equipment • Emergency procedures for dangerous goods fire, spills and leaks • Correct signage and labelling of chemicals • Testing and exercising of Emergency Management Plans 	<ul style="list-style-type: none"> • All agencies and individuals to regularly evaluate preparation and readiness to respond to hazardous materials incidents. • Measurable reduction of the impact of hazardous materials incidents.

Table 16: Hazardous Materials Incident - Regulatory Controls Fire Risk Management Strategy

Regulatory Controls				
Objectives	Timeframe	Agency Treatments	Community / Individual Treatments	Outcome
1. To implement regulation aimed to reducing risk and impact of hazardous materials incidents.	For the Plan duration.	<ul style="list-style-type: none"> • Planning schemes • Building codes • Comply with legislation • Appropriate training for chemical use and handling • Environmental Protection Authority referrals to CFA 	<ul style="list-style-type: none"> • Comply with legislation and regulations • Seek written advice where appropriate 	<ul style="list-style-type: none"> • Compliance with regulatory controls. • Appropriate industrial development.

4.2 COMMUNITY INFORMATION GUIDES

Community Information Guides - Bushfire (CIGs), formerly known as Township Protection Plans, are a key source of information for the community and an important tool to emphasise the shared responsibility between the community, fire services and local government. Guides have been developed for a number of communities statewide that are deemed to be at risk of bushfire or grassfire.

NGS CIGs have been prepared for the following townships.

- Halls Gap
- St Arnaud
- Stawell

Council and the CFA have a shared responsibility for the declaration and review of the above CIGs. These guides can be accessed from the [CFA website](#).

4.3 NEIGHBOURHOOD SAFER PLACES - PLACES OF LAST RESORT

Neighbourhood Safer Places - Places of Last Resort (NSPs) are Council designated locations within the community that may provide some protection from radiant heat, but do not guarantee safety. NSPs are existing locations and not purpose built fire proof structures.

NSPs are places of last resort in bushfire emergencies only and are not designed to replace a personal bushfire survival plan. NSPs are a last resort and may assist people when there is an imminent threat of bushfire and they have no plan, or their planned options are not possible.

They are ***not*** locations to relocate to when leaving early. On days when there is advice to leave early people should relocate to an appropriately distant area of lower risk as early as possible.

NSP sites are nominated by Council and assessed annually by CFA for suitability. Once assessed, the sites are approved by the MEMPC and endorsed by Council.

Northern Grampians Shire NSPs are located at the following sites.

- Stawell
Cato Park, Victoria Street (opposite Haitts Lane)
- St Arnaud
Lord Nelson Park Oval, Dunstan Street (off Charlton/St Arnaud Road)
- Halls Gap
Visitor Information Centre surrounds, Grampians Road (corner Heath Street)

The above locations can be viewed on Council's [Community Map](#).

4.4 STRATEGIC FIRE BREAK DEFINITIONS

Strategic Fire Suppression Lines

Vegetation managed from fence line to fence line where practicable. Grass will be slashed to a height of 100mm or less and elevated fine fuels will not surpass a 'high' fuel hazard rating as assessed in the Overall Fuel Hazard Assessment Guide – DELWP.

Fire Control Lines

Vegetation managed 3 metres behind the guideposts where practicable. Vegetation will be slashed to a height of 100mm or less.

Priority Egress/Access Roads (PEAR)

The primary function of PEAR will be to determine what treatments are required along the nominated road to maintain access and egress to an isolated community prior to or after a bushfire event. All priority roads in the municipality will be assessed and treated in accordance with the VicRoads Road Bushfire Risk Assessment Guideline 2011.

CFA Brigade Fire Prevention Works

Brigade works may enhance Strategic Fire Suppression Lines and Fire Control Lines, however the implementation is not compulsory and will be subject to seasonal conditions and Brigade resource availability.

4.5 COMMUNITY FIRE REFUGES

Community Fire Refuges are enclosed buildings that are built or modified to withstand bushfire. There are no designated Community Fire Refuges in the Northern Grampians Shire. For more information on the location of Community Fire Refuges in Victoria, go to the [CFA website](#) or the [EMV website](#).

4.6 INDIVIDUAL BUSHFIRE RISK TREATMENTS

4.6.1 VEGETATION MANAGEMENT RIGHTS

In November 2011, the Victorian Government introduced permanent planning controls as part of implementing the recommendations of the Victorian Bushfire Royal Commission.

In December 2017, the Victorian Government introduced changes to the Native Vegetation controls under Clause 52.17 of the Planning Scheme.

Planning permit exemptions for 'Fire Protection' have been included in Victoria's planning schemes to enable residents to manage vegetation for bushfire protection around their property.

Other exemptions to assist the land owner include:

- **Fencing** - (minimum extent necessary) for the operation or maintenance of an existing fence, or the construction of a boundary fence between properties in different ownership (with consent from the neighbouring landowner).
- **Existing buildings** - (minimum extent necessary) for the maintenance of a building, but does NOT apply to native vegetation more than 10m from a building and does NOT apply to a property which has the Vegetation Protection Overlay control.
- **Emergency works** - in the case of an emergency by, or on behalf of, a public authority or municipal council to create an emergency access associated with emergency works; or where it presents an immediate risk of personal injury or damage to property. Only that part of the vegetation that presents the immediate risk may be removed, destroyed or lopped under this exemption.

To determine if you need a planning permit for native vegetation removal, please contact the planning department.

To determine if your property is within the Bushfire Management Overlay, visit www.land.vic.gov.au

4.6.2 PERMITS TO BURN UNDER THE CFA ACT

During the declared Fire Danger Period, limited permits may be obtained by individuals to conduct a fuel reduction or stubble burn within the municipality. These permits are issued by Council under authority of the *CFA Act*. These permits contain stringent

conditions that must be complied with. For more information on these permits, see the NGSC [website](#).

4.6.3 PERMITS TO BURN UNDER COUNCIL LOCAL LAWS

Outside the declared Fire Danger Period a person must not light a fire in the open, or in an incinerator, without a permit unless the fire is lit:

- in a properly constructed fireplace for the purpose of cooking food for human consumption; or
- for personal warmth; or
- on rural land (rural land means land outside of residential or township areas); or
- by an owner or occupier of land within the municipality during a period declared by the Council Municipal Fire Prevention Officer to be a period where fuel reduction burns may be conducted without a permit in nominated areas of the municipality; or
- by an owner or occupier of land within the municipality as part of implementing a fuel reduction strategy approved by the Council Municipal Fire Prevention Officer.

Further information may be obtained from the NGSC [website](#).

4.6.4 INSPECTION OF PRIVATE PROPERTIES AND ISSUE OF NOTICES

The Northern Grampians Shire Council will conduct fire hazard inspections within the municipality, concentrating on high risk areas. Fire prevention notices will be issued on land considered to be a fire risk as soon as practicable after the declaration of the Fire Danger Period.

4.6.5 PLANNING PERMITS

When applications are lodged with Northern Grampians Shire Council for permits under the Planning and Environment Act for the subdivision of land or the construction of buildings in areas of high fire risk, Council may give consideration to the following documents in determining any such application, and also refer the application to the relevant fire agencies for comment.

- Northern Grampians Planning Scheme - State and Local Planning Policies;
- Clause 44.06 Bushfire Management Overlay;
- Clause 52.12 Bushfire Protection - Exemptions;
- State Govt (Planning) website - Bushfire Management Overlay;
- CFA website - Planning and Bushfire Management Overlay;
- Technical Guide Sept 2017; and
- Other documentation if required.

For further information on any of the above, please contact the planning department.

4.7 CROSS BOUNDARY ARRANGEMENTS

The NGS MFMP seeks to ensure risk environments that cross municipal and regional boundaries are treated in a seamless manner with regard to risk assessment and treatments. In part, this is achieved through a collaborative approach and the use of consistent processes and tools.

The NGS municipal area shares borders with Buloke Shire, Central Goldfields Shire, Horsham Rural City, Pyrenees Shire, Ararat Rural City, Southern Grampians Shire and Yarriambiack Shire. It is the shared responsibility of these MFMPs to ensure that risks contiguous across these borders are planned for in a consistent and seamless manner.

Clear linkages to existing organisational cross boundary agreements and Memorandums of Understanding (MOU) between agencies dealing with Preparedness, Preparation, Response and Recovery activities and resource allocation arrangements are also vital.

To ensure that shared risk is appropriately addressed, MFMPs will be considered by the RSFMPC to make certain that they address risks shared across municipal and agency boundaries in a consistent and seamless manner.

Current identified cross boundary and contiguous risk from bushfire for the NGS municipal area includes:

Table 17: Northern Grampians Shire cross boundary risks

Risk	Adjacent Municipality	Strategy
Grampians National Park	Ararat Rural City, Horsham Rural City, Southern Grampians Shire	Ensure alignment of planning and prevention activities in relation to these risks are discussed and coordinated with relevant municipalities. Ensure that these arrangements and plans are included in relevant MFMPs.
Ararat Regional Park (Dunneworthy Block)	Ararat Rural City	
Kara Kara National Park	Pyrenees Shire	

It is also recognised that agencies and municipalities have existing planning relationships across multiple boundaries and that these planning arrangements need to be considered when developing future plans.

APPENDICES

APPENDIX A - VFRR-B Treatment Outputs

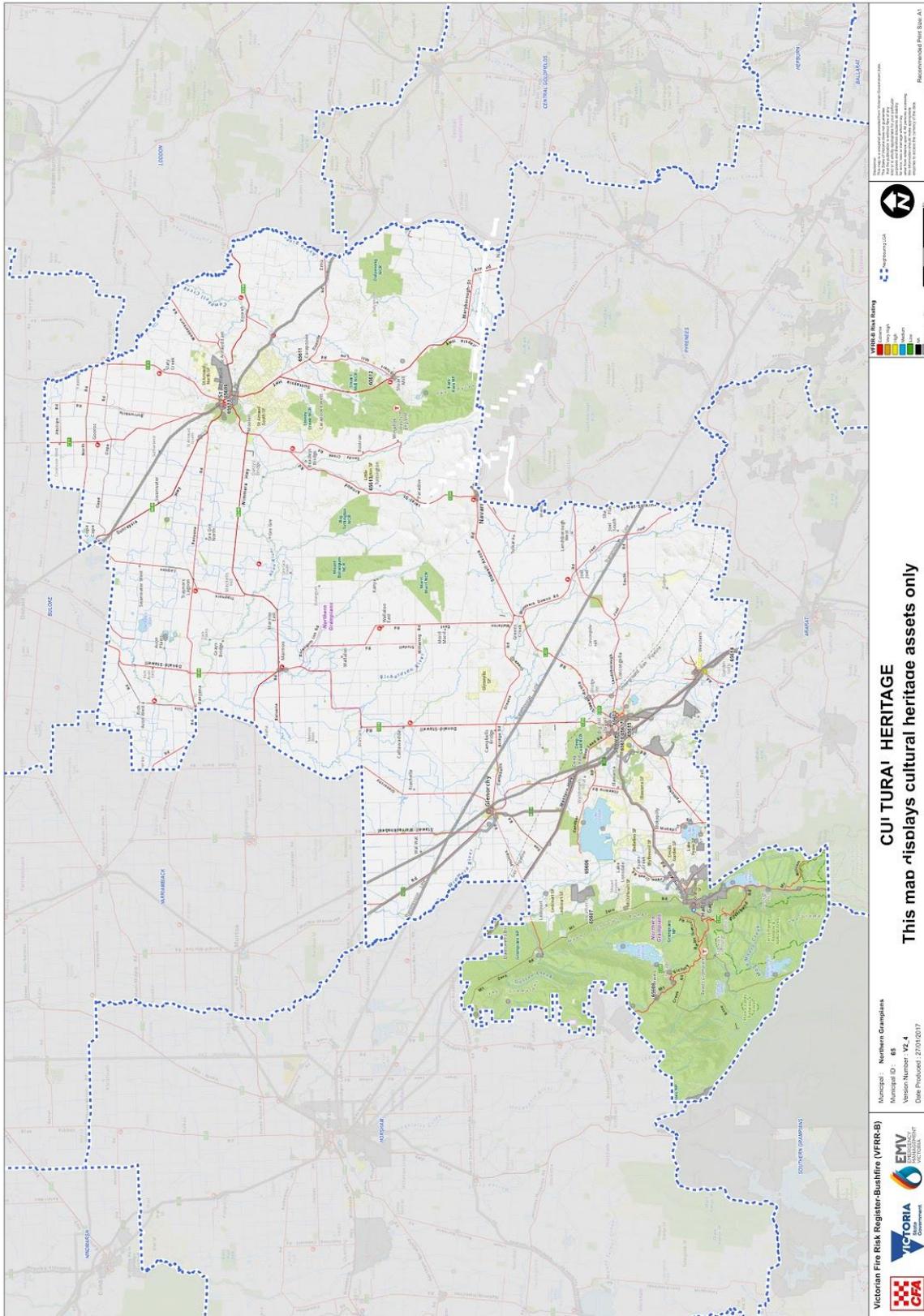
APPENDIX A1 – VFRR-B Treatment Overview

VFRR-B Treatment Overview 2016 Version 1			
TREATMENT NAME	TREATMENT DEFINITION	RESPONSIBLE AGENCY	TREATMENT NUMBER
COMMUNITY EDUCATION (100 SERIES)			
Community Education/Engagement	Bushfire education, engagement and training programs targeted at numerous community groups including school children, elderly, employees, and businesses.	CFA	100
		LGA	101
		DET	102
		Utility	103
		MFB	121
Agricultural Management	Agriculture bushfire management and safety issues for landowners/managers to assist in the preparation of property fire management plans.	CFA	104
		DELWP; PV	105
Community Fire Guard	A CFA key engagement strategy, community development program to help reduce the loss of lives and homes in bushfires.	CFA	106
Fire Ready Victoria	Assists in perception and understanding bushfire risk.	CFA	107
Public Awareness	Fire information through notice boards, brochures, signage etc to raise awareness of fire risk.	Utility	108
		CFA	109
		LGA	110
		Other	120
		MFB	122
		DELWP; PV	124
Tourism Fire Awareness	Community education and information for tourists about Bushfire risk in the area.	CFA	111
		DELWP; PV	112
		LGA	113
		Tourism Victoria	117
Multicultural/ Special Needs Engagement	Translations of campaigns to suite all multicultural and special needs persons.	LGA	115
		CFA	116
		MFB	123
HAZARD REDUCTION (200 SERIES)			
Burn Program	Removal of selected vegetation in large patches.	LGA	201
		CFA	202
		Utility	233
		DELWP; PV	231
Crown and Freehold Land Fuel Reduction	Reducing fuel loads on crown land and freehold land.	DELWP; PV	203
		Utility	234
Fuel Hazard Management	Modification of vegetation: Altering vegetation structure and/or separation distance between asset and fuel load.	Other	205
		Utility	206
		LGA	207
		CFA	208
		DELWP; PV	232
Routine Maintenance of Rail Line	Removal of vegetation on and around rail lines to ensure protection of assets, minimise ignition potential, and ensure adequate access and egress.	Utility	209
		DOT	210
		CFA	211
Routine Asset Site Maintenance	Ongoing mowing/ slashing/ spraying of sites to reduce fuel loads for protection of assets or adjoining properties.	Other	212
		DET	213
		Utility	214
		DELWP; PV	215
		LGA	216
Asset Protection Zones	Buffer zone between bushfire hazard and the asset.	DELWP; PV	227
Fire Management Zones	To provide areas of sufficient width to reduce the spread of bushfire.	DELWP; PV	217
		Other	228
		LGA	229
Powerline Clearance	Vegetation management around powerlines.	LGA	218
		Utility	219
		Telstra	221
Roadside Vegetation Management	Removal of vegetation along roadsides.	LGA	222
		VicRoads	223
		DELWP; PV	224
		Other	225
		Private	226
IGNITION MANAGEMENT (300 SERIES)			
Operations Restrictions	Operation of machinery restricted on elevated fire weather days.	HVP Plantations	300
		Utility	310
Patrol/ Inspection	Inspections of assets to ensure compliance with regulations and safety requirements and to assess for fire hazards.	LGA	303
		CFA	304
		DELWP; PV	305
		MFB	306
		Victoria Police	309

Pre Summer Inspections	Inspections of land holders according to Bushfire risk over the summer season including exit routes, locks, gates etc.	Utility	308
PREPAREDNESS (400 SERIES)			
Hazard Identification	Preparedness including risk ratings, inspections, maintenance and response arrangements.	Utility	401
Fire Protection Plan	Fire Protection Plans are prepared to ensure that proper and sufficient works for Bushfire prevention and suppression activities are taking place.	Other	400
		CFA	402
		DHHS	426
		Utility	427
		HVP Plantations	437
		DELWP: PV	444
Fire Plug and Hydrant Installation and Maintenance	Works carried out to ensure that the system will operate correctly when required to do so.	LGA	404
Emergency Water Supply	Emergency water supply and maintenance for fire fighting purposes, including water catchments and policy.	Government Agencies	405
		DELWP: PV	411
		LGA	412
		Utility	430
		Other	440
Emergency Management Plan (Site)	Established framework for the effective handling of emergencies and/ or disaster.	Utility	406
		DET	407
		CFA	408
		Other	409
		LGA	410
		DELWP: PV	442
Fire Access Roads and Tracks	Establishment of constructed and maintained roads, bridges and tracks to allow safe passage for firefighting vehicles.	LGA	413
		CFA	414
		DELWP: PV	416
		Utility	445
Traffic Diversion Plans	Establishment of an appropriate traffic flow, through traffic management in the community and appropriate access and egress for property and business owners.	Victoria Police	417
		VicRoads	418
		LGA	419
Township Protection Plans	Planned response (for both emergency services and the community) to a bushfire within close proximity to a township, which has the potential to impact on the local community.	CFA	420
Fire Operations Plan	Proposed fire prevention activities.	DELWP: PV	423
		Utility	446
Public Land Management Plans	Each year a statewide program of activities is planned, completed and evaluated to continue progress towards achieving natural values objectives.	DELWP: PV	424
		LGA	441
Community Activities/Planning	Local based planning/community groups who repair and manage natural resources for the event of a bushfire.	DET	421
		LGA	422
		Community Groups	425
		CFA	433
Event Management Plan	Emergency management planning of events that occur in the Fire Danger Period (FDP).	LGA	432
Fire Refuge	A declared fire refuge for the use as a last resort under direct fire attack.	Other	435
		LGA	436
Bushfire and Emergency Self Assessment	Develop a more detailed understanding of the bushfire risk to your school.	DET	438
PROPERTY PLANNING (500 SERIES)			
Wildfire Management Overlay	Planning referral for new subdivisions, buildings and works that increase population. Applies conditions for access, Water Supply, Buildings/ Works and Vegetation Management.	LGA	500
		Utility	502
Agreements	Acts and agreements for Rural Residential Areas.	LGA	501
OTHER (700 SERIES)			
Asset Specific Treatments	Municipal or Asset Specific Plan (details can be found in the VFRR Document)	All Agencies	700
TO BE IDENTIFIED (800 SERIES)			
To be identified	Treatments to be identified		800

This treatment list has been created from the input of mitigation works identify through the 'Implementation Stage'. The list has been modified to capture all works the Risk Intelligence Team are currently aware of. If you have any comments or feedback, please contact us via riskintelligence@cfa.vic.gov.au

APPENDIX A2 – VFRR Output - Map - NGS Cultural Heritage



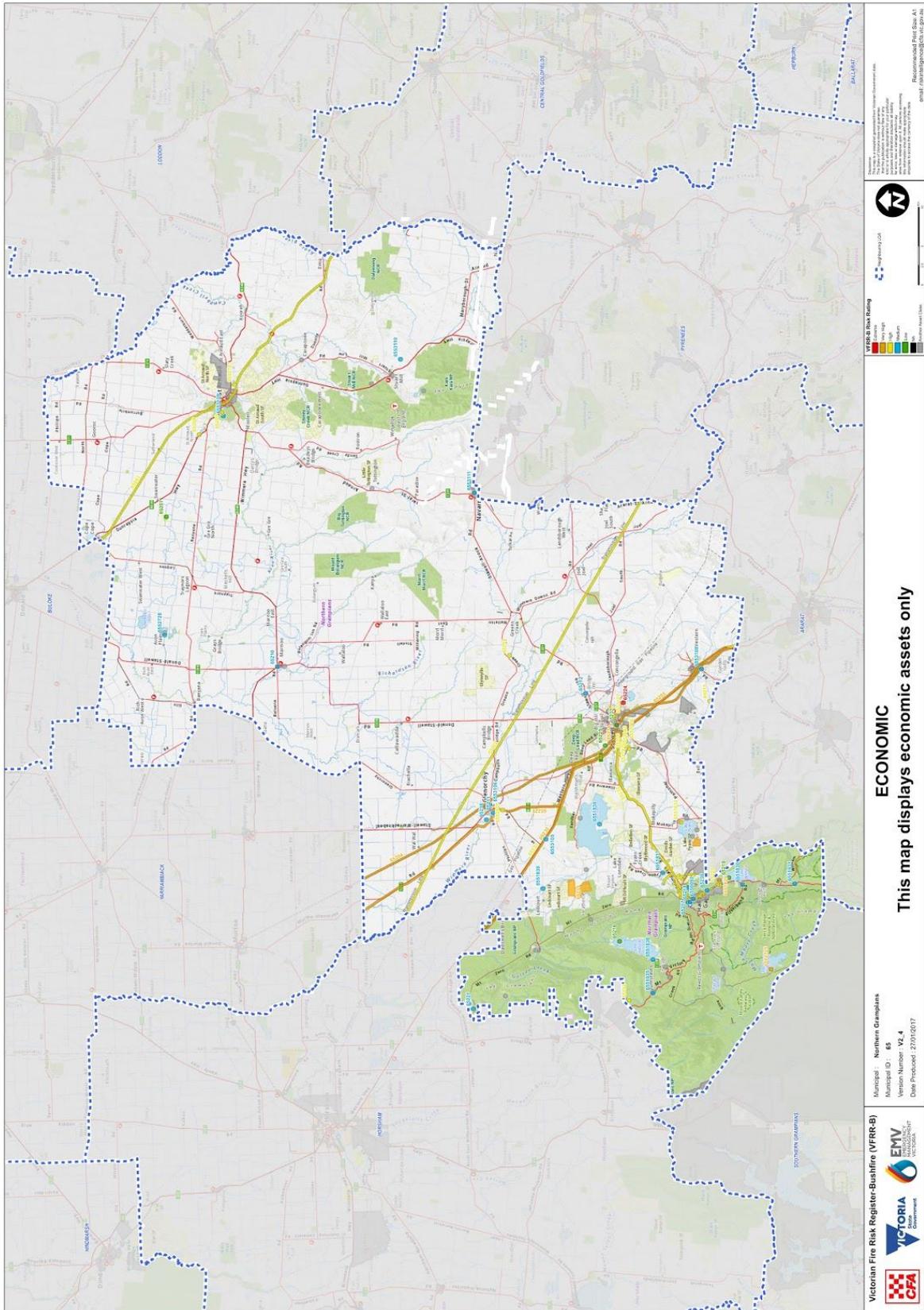
APPENDIX A3 – VFRR 08052019 - Table - NGS Cultural Heritage



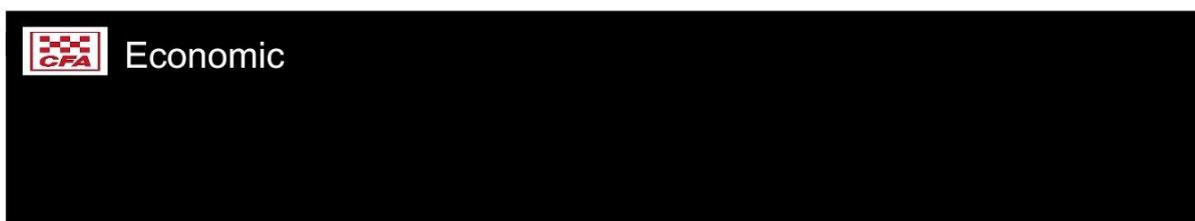
Cultural Heritage

<i>Asset ID</i>	<i>Asset Name</i>	<i>Location</i>	<i>Risk Rating</i>	<i>Land Manager</i>	<i>Treatments identified</i>
65602	Seppelts Champagne Cellars	Moyston Great Western RD	High	Private	800
65603	Pipe Organ St Peters Lutheran Church			Other	800
65604	Stawell Gas Holder	Patrick LN		Other	800
65605	Stawell Court House	Patrick ST		Other	800
65606	Ledcourt Homestead			Other	800
65607	Heatherlie (Mt Difficult) Quarry	Heatherlie 4WD RD		Other	800
65608	Pise Cottages (Zumsteins)	Mt Victory RD		Other	800
65609	St Arnaud Land Office	Napier ST		Other	800
65610	St Arnaud Railway Station Complex	Queens AVE		Other	800
65611	St Peters Anglican Church	Dunolly RD		Other	800
65612	Lloyds Whip Gold Mining Site	Sunraysia HWY		Other	800
65613	Tottington Homestead Woolshead	Ararat St Arnaud RD		Other	800
65614	Hard Hill Mining Site	Hard Hill		Other	800
65615	Former Police Superintendents Residence	Griffiths RD		Other	800
65616	Former Pleasant Creek Court House	Little Seaby LN		Other	800
65617	Former Literary and Scientific Institute	Longfield RD		Other	800
65618	Diamond House	Main ST		Other	800
65619	Central Park	Taylor ST		Other	800
65620	Commonwealth Memorial Stawell	Main ST		Other	800

APPENDIX A4 – VFRR Output - Map - NGS Economic



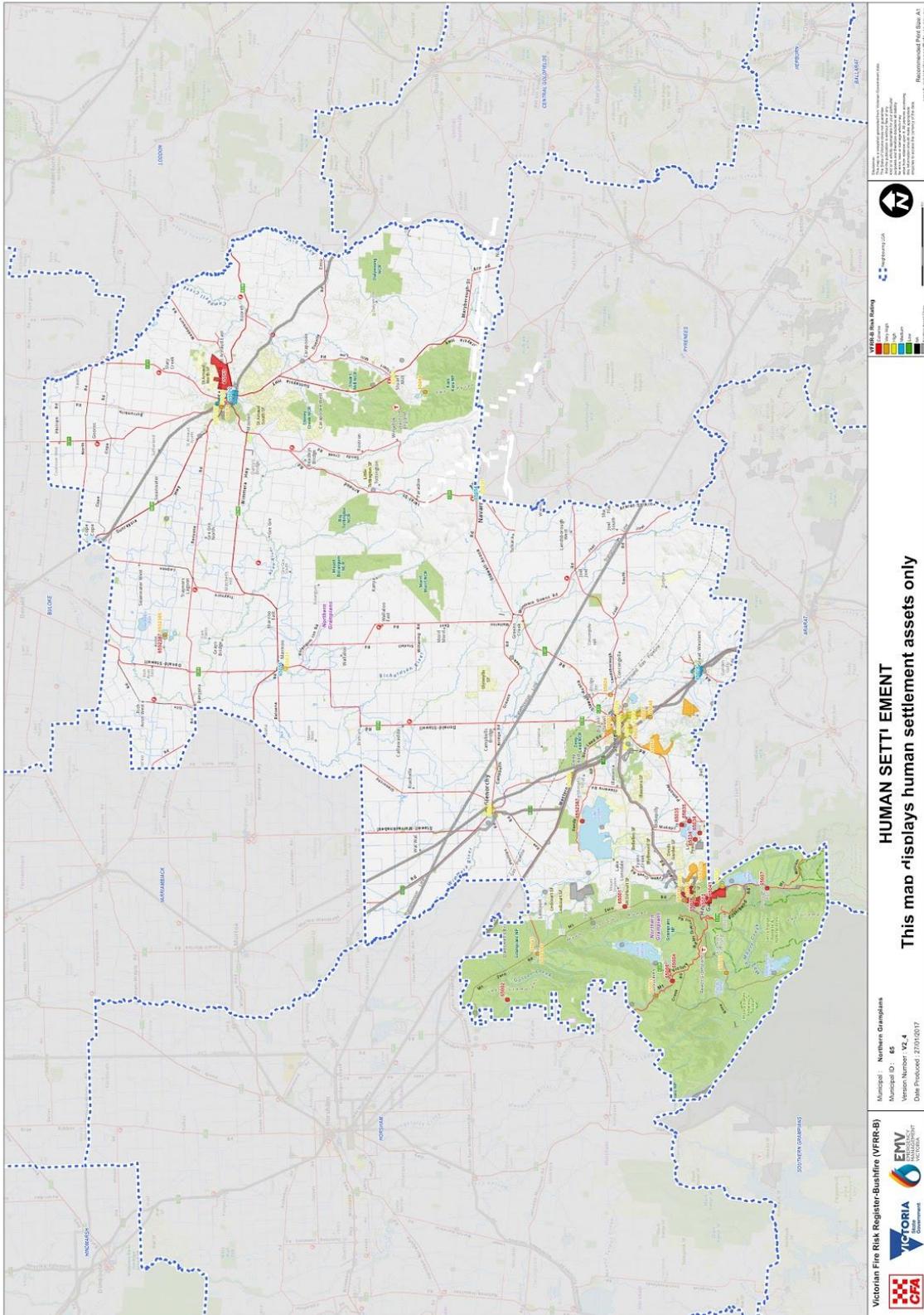
APPENDIX A5 – VFRR 08052019 - Table - NGS Economic



Asset ID	Asset Name	Location	Risk Rating	Land Manager	Treatments Identified
65203	Mildura Rail Line	Northern Grampians	High	Rail Authority	
65204	ARTC	Melbourne to SA	Very High	Rail Authority	
65205	Ararat - Stawell 66KV Sub-transmission Line	Ararat to Stawell	Very High	Private	
65206	Stawell Zone Substation	Western HWY Stawell	High	Private	108,214,219,401
65207	Saint Arnaud WPS	Reservoir RD Swanwater	Low	Water Authority	
65208	Saint Arnaud WPS 2	McQueen RD Saint Arnaud	High	Water Authority	
65209	Saint Arnaud WTP	Saint Arnaud SF	High	Water Authority	
65210	Marnoo WPS	Newell ST Marnoo	Medium	Water Authority	
65211	Glenorchy WPS	Phillips RD Glenorchy	Medium	Water Authority	
65212	Stawell City Gas Gate	Stawell Avoca RD Stawell	Medium	Private	
65213	Stawell WTP	Crowlands RD Stawell	High	Water Authority	
65214	Stawell Airport	Aerodrome RD Stawell	High	Private	
65215	Great Western WTP	North Great Western	High	Water Authority	
65216	Lake Wartook Water Catchment	Grampians National Park	Low	Other	
65217	Halls Gap Mobile Base Station	Grampians NP Halls Gap	Medium	Private	
65218	Halls Gap Communications Tower	Halls Gap	Medium	Private	
65219	Lake Bellfield Water Catchment	Grampians National Park	Low	Other	
65220	Halls Gap WTP	Tymna DR Halls Gap	High	Water Authority	
65221	Mt Zero Mobile Base Station	Mt Zero Grampians NP	Medium	Private	
65222	BATS-HOTS 220KV Transmission Line	Ballarat to Horsham	High	Private	
65224	Northgate Mines	Stawell	Extreme	Private	
65225	Frew Stall Abattoir	Stawell	Low	Private	
65229	Horsham - Stawell 66KV Sub-transmission Line 1	Horsham to Stawell	Very High	Private	
65230	Horsham - Stawell 66KV Sub-transmission Line 2	Horsham to Stawell	Very High	Private	

65232	Stawell - Halls Gap 22KV Distribution Feeder Line	Stawell to Halls Gap	High	Private	108,219,401
65233	Western HWY	Northern Grampians	High	VicRoads	
65234	Motorway Tyers	Stawell	Very High	Private	
65235	Hardwood Plantations	Northern Grampians	Very High	Private	202,207,222
65236	Brambuk Aboriginal Cultural Centre	Halls Gap South	Medium	Other	
65237	Stawell Gift	Stawell	Low	Private	
65238	Glenorchy Flow and Flood Gauge	Giles River RD Glenorchy	Medium	Water Authority	
65239	Glynwyln Flood and Flow Gauge	Greens Creek RD Greens Creek	High	Water Authority	
65244	Dad and Dave Weirs	Grampians NP	High	Water Authority	
6550092	Halls Gap Festivals	Halls Gap	Medium	Private	
6551829	Lake Bellfield Outlet and Pipeline Works	Lake Bellfield	Very High	Private	
6551830	Dairy Creek	Sundial RD Dairy Creek	Medium	Private	
6551831	Stawell Weir	Grampians RD Stawell	Medium	Private	
6551832	Lake Fyans	Mokepilly RD Lake Fyans	High	Private	
6551833	Halls Gap Bore 1	Reids LN and Thryptomene CRT	Medium	Private	
6551835	Dad and Dave Weir	Mt Victory RD Zumsteins	Medium	Private	
6551836	Lake Wartook Outlet Works	Wartook RD Wartook Reservoir	Medium	Private	
6551837	Fyans Radial Gates	Fyans Creek RD Fyans Creek	Medium	Private	
6551838	Lonsdale Lake	Lake Lonsdale	Medium	Private	
6551839	Ledcourt PH Correction PRV Station	CNR School RD and Delahunty RD Ledcourt	Medium	Private	
6552640	Stawell Aerodrome Automatic Weather Station		High	Private	
6552725	Moora Moora Outlet Works	Glenelg River Road	Very High	Private	
6552726	Stawell WWTP	30 Hines RD Stawell	High	Private	
6552727	St Arnaud WWTP	51 McRoberts RD St Arnaud	High	Private	
6552728	Marnoo PRV Control Valve Station	Wimmera HWY Marnoo	Medium	Private	
6552807	Glenorchy CEV	Old Glenorchy-Stawell RD	High	Private	
6553105	Dadswell Bridge mobile site	Western HWY Dadswells Bridge	Medium	Private	
6553106	Glenorchy 3G mobile site	Glenorchy and Campbells RD Glenorchy	Medium	Private	
6553107	Stawell mobile site	Big Hill Lookout Stawell	High	Private	
6553108	Great Western mobile site	Moyston RD Great Western	Medium	Private	
6553109	St Arnaud mobile site	Tower Hill St Arnaud	Medium	Private	
6553110	Stuart Mill mobile site	Sunraysia HWY Stuart Mill	Medium	Private	
6553111	Navarre mobile site	Cambridge ST and St Arnaud- Ararat RD Navarre	Medium	Private	

APPENDIX A6 – VFRR Output - Map - NGS Human Settlement



APPENDIX A7 – VFRR 08052019 - Table - NGS Human Settlement



Asset ID	Asset Name	Location	Risk Rating	Land Manager	Treatments Identified
65001	Plantation Camping Ground	Halls Gap - Mt Zero RD Grampians NP	Extreme	Parks Vic	203,307,307,423,700
65002	Stapylton Camping Ground	Millar RD Grampians NP	Extreme	Parks Vic	203,307,307,423,700
65003	Zumsteins Day Visitors Site	Mt Victory RD Grampians NP	Very High	Parks Vic	203,307,307,423,700
65004	Smith Mill Camping Ground	Smith RD Grampians NP	Extreme	Parks Vic	203,307,307,423,700
65005	Boreang Camping Ground	Glenelg River RD Grampians NP	Very High	Parks Vic	203,307,307,423,700
65006	Halls Gap Camping Ground	23-27 Tymna DVE Halls Gap	Extreme	Private	203,307,307,420,423,700
65007	Borough Huts Camping Ground	Grampians RD Grampians NP	Extreme	Parks Vic	203,307,307,423,700
65008	MacKenzie Falls Visitor Node	57 Cranages RD Zumsteins	Extreme	Private	203,307,307,423,700
65010	Halls Gap	Halls Gap Complex	Extreme	Private	100,103,106,107,203,206,217,222,223,224,307,307,416,420,423,439,500
65012	Saint Arnaud Interface	Saint Arnaud	Medium	Private	100,103,106,107,203,206,214,217,222,223,224,307,416,420,423,439,700
65013	Stawell Interface	Stawell Total			
65014	Stawell South and London RD	Stawell Total			
65015	Glenorchy	Glenorchy	High	Private	100,203,222,223,405,416,423,700
65016	Great Western	Great Western	Medium	Private	106,107,222,223
65024	Concongella PS	Concongella School RD Concongella	Very High	Other	100,438
65025	Glenvale School	Cahill RD Stawell	Very High	Other	100,438
65026	Stawell SC	Patrick ST Stawell	High	Other	438
65028	Halls Gap PS	10 - 14 Halls Gap RD Halls Gap	Extreme	Other	100,438
65030	Navarre PS	High ST Navarre	High	Other	100,438
65031	Marnoo PS	McKinnon ST Marnoo	High	Other	100,438
65032	St Patricks PS	Wattle ST Saint Arnaud	High	Private	100,438
65033	Saint Arnaud Health Precinct	52 North Western RD Saint Arnaud	Very High	Private	409
65034	The Anglers Caravan Park and Scout Camp	Springwood Hill RD Lake Fyans	Extreme	Other	800
65035	Lake Fyans Holiday Park and RSL Camp	650 Mokepilly RD Lake Fyans	Extreme	Other	800

65036	Parkgate Resort	2372 Grampians RD Halls Gap	Very High	Private	203,307,307,423,700
65037	Grampians Gardens Caravan Park	2223 Grampians RD Halls Gap	High	Private	203,307,307,423,700
65038	Halls Gap Lakeside Caravan Park	Tymna DR Halls Gap	High	Other	203,307,307,423,700
65039	Tandara Lutheran Youth Camp	Tandara RD Halls Gap	Extreme	Private	800
65040	Norval Lodge Youth Camp	1-3 Ellis ST Halls Gap	Extreme	Private	800
65041	Aginda Youth Camp	Scott RD Halls Gap	Extreme	Private	800
65042	Camp Acacia	Grampians RD Halls Gap	Very High	Private	203,307,307,423,700
65043	Roses Gap Tourist Area	Roses Gap RD Roses Gap	Very High	Private	203,307,307,423,700
65044	Teddington Camping Ground	Teddington RD St Arnaud Range NP	Very High	Parks Vic	203,307,307,423,700,700
65046	Seed Camp	CNR Sunraysia HWY and Church ST Stuart Mill	Extreme	Private	800
65048	Stawell Park Caravan Park	2 Monaghan RD Stawell	Very High	Private	303
65051	Stuart Mill	Stuart Mill	High	Other	800
65052	Stawell North	Ironbark Interface	Very High	Private	800
65053	Saint Arnaud East	Saint Arnaud	Extreme	Private	104,203,223,224,416,420,500,700
65054	Navarre	Navarre	Medium	Private	222,223,405
65055	Black Range	Ganawarra RD	Very High	Private	106,222,307
65056	Marnoo	Marnoo	Medium	Private	103,206,214,222,223,439
65057	Stawell London RD Sisters Rocks	Stawell Total			
65058	Deap Lead	37th Parallel RD	High	Private	800
6550777	Great Western PS	Stephenson ST	High	Public	
6550778	Stawell West PS	80-88 Cooper ST	High	Public	
6550786	St Patrick's School	55 Patrick's ST	High	Public	
6550787	St Arnaud Secondary College	Smith ST	High	Public	
6552379	Ararat Halls Gap RD	Ararat Halls Gap RD Halls Gap	Very High	Private	
6552380	Rose Gap	Roses Gap RD Roses Gap	Very High	Private	
6552385	Eventide Retirement Village	111 Patrick ST Stawell	High	Private	
6552386	Walkers Lake Caravan Park	Avon Plains RD	Very High	Private	
6552387	Lake Lonsdale Campground	Sandbar RD Lonsdale	Extreme	Private	
Grand Total					

APPENDIX B – Multi Agency Work Plan Templates

APPENDIX B1 – Multi Agency Work Plan Template - Bushfire

MULTI AGENCY WORK PLAN - BUSHFIRE NORTHERN GRAMPPIANS SHIRE		May 2019								
VFRR ASSET CLASS	VFRR ASSET SUB CLASS	2018-19	2019-20	2020-21	COMMENTS					
Human Settlement Economic Environmental Cultural Heritage	Residential									
	Other									
	Special Fire Protection									
	Agriculture									
	Commercial									
	Infrastructure									
	Tourist & Recreational									
	Mine									
	Commerical Forest									
	Drinking Water Catchment									
Environmentally Important Endangered Vulnerable	Locally Important									
	Endangered									
	Vulnerable									
Cultural Heritage Aboriginal Significance Other	Non-Indigenous									
	Other									
Human settlement localities are listed alphabetically from the VFRR asset sub class, with assets sorted geographically to the nearest locality where possible. Outer lying assets and municipal wide assets (infrastructure) are at the end of the work plan.										
DESCRIPTION & ASSET ID NUMBER	T AGENCY TREATMENTS	DETAIL	RESPONSIBLE AGENCY	COMPLETED Y / N	ADJUSTMENT NEEDED Y / N	COMPLETED Y / N	ADJUSTMENT NEEDED Y / N	COMPLETED Y / N	ADJUSTMENT NEEDED Y / N	COMMENTS
Generocity - 65015	(100) Community Education/Engagement - CFA (101) Public Awareness - CFA (109) Public Awareness - CFA (110) Public Awareness - LGA (120) Public Awareness - Other (231) Powerline Clearance - Utility (300) Wildlife/Bushfire Management Overlay - LGA	Fire Operation Plans Inspections and vegetation management Inspections and vegetation management Inspections and vegetation management Planned burning/clearing/mowing/fuel breaks/maintaining infrastructure in forests &	DELWP, PV DELWP, PV Council DELWP, PV Owner Council/GWM Water Council							
Generocity Flow and Flood Gauge - 65238	(203) Crown & Freehold Land Fuel Reduction - DELWP, PV (416) Fire Access Roads & Tracks - DELWP, PV (222) Roadside Vegetation Management - LGA (223) Roadside Vegetation Management - RRV (423) Fire Checklists Plan - DELWP, PV (100) Asset Specific Treatment - All Agencies (405) Emergency Water Supply - Govt Agencies (303) Patrol/Inspection - LGA	Inspections and vegetation & fuel management Inspections and vegetation management Inspections and vegetation management Inspections and vegetation management Regular inspection of water tanks and fire plugs Patrol/inspections by Council staff including FPN inspections	DELWP, PV DELWP, PV Council DELWP, PV Owner Council/GWM Water Council							
Generocity WPS - 65211	(205) Fuel Hazard Management - Utility (244) Fire Hazard Management - Utility (103) Community Education/Engagement - Utility	Inspections and vegetation & fuel management Multi-agency fire hazard management Signage & Multimedia Notices & Communications	GWM Water GWM Water GWM Water							
Great Western - 65016	(222) Roadside Vegetation Management - LGA (223) Roadside Vegetation Management - RRV (107) Fire ready Victoria - CFA (106) Community Fire Guard - CFA (303) Patrol/Inspection - LGA	Inspections and vegetation management Inspections and vegetation management Provision of Fire Ready Kits Continued support for community members involved Patrol/inspections by Council staff including FPN inspections	Council RRV CFA CFA Council							
Great Western PS - 6550777	(100) Community Education/Engagement - CFA (439) Bushfire & Emergency Self Assessment - DET	Visits, internet, Multimedia, Pamphlets, Information Emergency management plan in place	CFA DET							
Speakers Changepage Callers - 65402	(600) To be identified									

St Annand Health Precinct - 65033	(409) Emergency Management Plan (Site) - Other	Emergency and Evacuation plans in place	Owner
St Patrick's School - 65032	(100) Community Education/Engagement - CFA (438) Bushfire & Emergency Self Assessment - DET	Visits, Internet, Multimedia, Pamphlets, Information Emergency management plan in place	CFA DET
St Annand SC - 650797	(100) Community Education/Engagement - CFA (438) Bushfire & Emergency Self Assessment - DET	Visits, Internet, Multimedia, Pamphlets, Information Emergency management plan in place	CFA DET
St Annand WTP - 63209	(206) Fuel Hazard Management - Utility (214) Routine Asset Site Maintenance - Utility (103) Community Education/Engagement - Utility	Inspections and vegetation & fuel management Maintenance required to ensure asset/facility remains operational Signage & Multimedia Notices & Communications	GWM Water GWM Water GWM Water
St Annand Land Office - 65608	(600) To be identified		
St Annand Railway Station Complex - 65610	(800) To be identified		
Stawell Interface - 65013	(203) Crown & Freehold Land Fuel Reduction - DELWP, PV (416) Fire Access Roads & Tracks - DELWP, PV (214) Routine Asset Site Maintenance - Utility (222) Roadside Vegetation Management - LGA (223) Roadside Vegetation Management - RRV (224) Roadside Vegetation Management - DELWP, PV (420) Community Information Guides - CFA (423) Fire Operations Plan - DELWP, PV (103) Community Education/Engagement - Utility (106) Community Fire Guard - CFA (303) Patrol/Inspection - LGA	Fire Operation Plans Inspections and fuel management Inspections and vegetation management Maintenance required to ensure asset/facility remains operational Inspections and vegetation management Inspections and vegetation management Inspections and vegetation management Patrol/inspections by Council staff including FPN inspections Signage & Multimedia Notices & Communications Continued support for community members involved Patrol/inspections by Council staff including FPN inspections	DELWP, PV Owner DELWP, PV Owner Council RRV DELWP, PV CFA DELWP, PV Owner CFA Council
Everdale Retirement Village - 652285	(800) To be identified		
Glenvale School - 65025	(100) Community Education/Engagement - CFA (438) Bushfire & Emergency Self Assessment - DET	Visits, Internet, Multimedia, Pamphlets, Information Emergency management plan in place	CFA DET
Stawell West PS - 650778	(100) Community Education/Engagement - CFA (438) Bushfire & Emergency Self Assessment - DET	Visits, Internet, Multimedia, Pamphlets, Information Emergency management plan in place	CFA DET
Stawell SC - 65026	(100) Community Education/Engagement - CFA (438) Bushfire & Emergency Self Assessment - DET	Visits, Internet, Multimedia, Pamphlets, Information Emergency management plan in place	CFA DET
St Patrick's School - 650796	(100) Community Education/Engagement - CFA (438) Bushfire & Emergency Self Assessment - DET	Visits, Internet, Multimedia, Pamphlets, Information Emergency management plan in place	CFA DET
Stawell GRI - 65237	(409) Emergency Management Plan (Site) - Other (212) Routine Asset Site Maintenance - Other	Emergency management plan in place Routine Maintenance completed	Council
Central Park - 65618	(600) To be identified		
Commonwealth Memorial Stawell - 65620	(800) To be identified		
Elmton House - 65618	(600) To be identified		
Former Library and Bowditch Institute - 65617	(800) To be identified		
Former Pleasant Creek Court House - 65616	(600) To be identified		
Former Police Superintendents Residence - 65615	(800) To be identified		
Hope Organ St Peters Lutheran Church - 65603	(800) To be identified		
Stawell Court House - 65603	(800) To be identified		
Stawell Gas Holder - 65604	(800) To be identified		
Stawell North - 65052	(800) To be identified (303) Patrol/Inspection - LGA	Patrol/inspections by Council staff including FPN inspections	Council
Stawell South and London Road - 65014	(217) Fire Management Zones - DELWP, PV (416) Fire Access Roads & Tracks - DELWP, PV (222) Roadside Vegetation Management - LGA (223) Roadside Vegetation Management - RRV (224) Roadside Vegetation Management - DELWP, PV (420) Community Information Guides - CFA (423) Fire Operations Plan - DELWP, PV (103) Community Education/Engagement - Utility (107) Fire Ready Kiosk - CFA (106) Community Fire Guard - CFA (303) Patrol/Inspection - LGA	Fire Operation Plans Inspections and vegetation management Inspections and vegetation management Inspections and vegetation management Inspections and vegetation management Inspections and vegetation management Patrol/inspections by Council staff including FPN inspections Signage & Multimedia Notices & Communications Provision of Fire Ready Kiosk Continued support for community members involved Patrol/inspections by Council staff including FPN inspections	DELWP, PV Owner DELWP, PV Council RRV DELWP, PV CFA Owner CFA Council
Stawell Park Caravan Park - 65048	(303) Patrol/Inspection - LGA	Patrol/inspections by Council staff including FPN inspections	Council

Recess Sign Tourist Area - 65043	(203) Crown & Freehold Land Fuel Reduction - DELWP, PV (304) Patrol/Inspection - CFA	Fire Operation Plans Patrol/inspections by CFA staff	Planned burning/slash/mowing/fuel breaks/maintaining infrastructure in forests & parks	DELWP, PV DELWP, PV
Smith Mill Camping Ground - 65004	(423) Fire Operations Plan - DELWP, PV (700) Asset Specific Treatments - All Agencies	Fire Operation Plans Patrol/inspections by DELWP & PV staff	Planned burning/slash/mowing/fuel breaks/maintaining infrastructure in forests & parks	DELWP, PV DELWP, PV
Starrylon Camping Ground - 65002	(423) Fire Operations Plan - DELWP, PV (700) Asset Specific Treatments - All Agencies	Fire Operation Plans Patrol/inspections by DELWP & PV staff	Planned burning/slash/mowing/fuel breaks/maintaining infrastructure in forests & parks	DELWP, PV DELWP, PV
Teddington Camping Ground - 65044	(203) Crown & Freehold Land Fuel Reduction - DELWP, PV (305) Patrol/Inspection - DELWP, PV	Fire Operation Plans Patrol/inspections by DELWP & PV staff	Planned burning/slash/mowing/fuel breaks/maintaining infrastructure in forests & parks	DELWP, PV DELWP, PV
The Anglers Caravan Park and Scout Camp - 65034	(423) Fire Operations Plan - DELWP, PV (700) Asset Specific Treatments - All Agencies	Fire Operation Plans Patrol/inspections by DELWP & PV staff	Planned burning/slash/mowing/fuel breaks/maintaining infrastructure in forests & parks	DELWP, PV DELWP, PV
Walkers Lake Camping Ground - 6552386	(800) To be identified			
Zumsteins Day Visitors Site - 65003	(203) Crown & Freehold Land Fuel Reduction - DELWP, PV (305) Patrol/Inspection - DELWP, PV	Fire Operation Plans Patrol/inspections by DELWP & PV staff	Planned burning/slash/mowing/fuel breaks/maintaining infrastructure in forests & parks	DELWP, PV DELWP, PV
Fremont Abattoir - 65225	(800) To be identified			
Motorway Types - 65234	(800) To be identified			
Ausart - Stawell 68KV Sub-transmission Line - 65205	(219) Powerline Clearance - Utility (401) Hazard Identification - Utility (108) Public Awareness - Utility	Shedding, vegetation management of fire fuels etc. Inspection and reporting Sprayage & Multimedia Notices & Communications		Owner Owner Owner
ARTC - 66204	(209) Routine Maintenance of Rail Line - Utility	Inspections and vegetation management		Owner
BATS-HOTS 20KV Transmission Line - 65222	(427) Fire Protection Plan - Utility	Fire protection plan		Owner
Dad and Dave Weir - 651835	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Dad and Dave Weirs - 65244	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Dairy Creek - 651830	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Fyres Retail Gates - 651837	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Glywolin Flood and Flow Gauge - 65229	(800) To be identified			
Great Western WTP - 65215	(205) Fire Hazard Management - Utility (214) Routine Asset Site Maintenance - Utility (103) Community Education/Engagement - Utility	Inspections and vegetation & fuel management Maintenance required to ensure asset/facility remains operational Sprayage & Multimedia Notices & Communications		GWM Water GWM Water GWM Water
Horham - Stawell 68KV Sub-transmission Line 1 - 65229	(219) Powerline Clearance - Utility (401) Hazard Identification - Utility (108) Public Awareness - Utility	Shedding, vegetation management of fire fuels and heavier branches etc Inspection and reporting Sprayage & Multimedia Notices & Communications		Owner Owner Owner
Horham - Stawell 68KV Sub-transmission Line 2 - 65230	(219) Powerline Clearance - Utility (401) Hazard Identification - Utility (108) Public Awareness - Utility	Shedding, vegetation management of fire fuels and heavier branches etc Inspection and reporting Sprayage & Multimedia Notices & Communications		Owner Owner Owner
Lake Bullfield Outlet and Pipeline Works - 651929	(412) Emergency Water Supply - LGA (406) Emergency Management Plan (Site) - Utility	Availability of water supply Emergency management plan in place		Council GWM Water
Lake Fyres - 651832	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Lake Lonsdale - 651838	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Lake Warook Outlet Works - 651836	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Ledcourt BM Connection PRV Station - 651833	(214) Routine Asset Site Maintenance - Utility	Maintenance required to ensure asset/facility remains operational		Owner
Marmoo PRV Control Valve Station - 655728	(214) Routine Asset Site Maintenance - Utility (800) To be identified	Maintenance required to ensure asset/facility remains operational		Owner Owner

APPENDIX B2 – Multi Agency Work Plan Template - Structure Fire

MULTI AGENCY WORK PLAN - STRUCTURE FIRE
NORTHERN GRAMPIANS SHIRE

May 2019

<u>VFRR_ASSET_CLASS</u>	<u>VFRR_ASSET_SUB_CLASS</u>	<u>VFRR_ASSET_CLASS</u>	<u>VFRR_ASSET_SUB_CLASS</u>			
Human Settlement	RESIDENTIAL	Economic COMMERCIAL & INDUSTRIAL	Business Centres			
			High Density	Shopping Centres		
			Urban	Industrial Complexes		
			Interface Living			
			Rural			
	Short Term Accommodation					
	PUBLIC ASSEMBLY		AGRICULTURAL & FARMING	TRANSPORT	Agricultural & Farming	
					Entertainment & Leisure Venues	Road
					Institutions	Rail
						Marine
		Air				
HEALTHCARE	Environmental	Cultural Heritage	Eco Tourism Venues			
			Hospitals	Flora Parks & Reserves		
			Nursing Homes	Fauna Parks & Reserves		
			Special Accommodation			
			Day Care Centres			
Hostels/Hospices						
			Indigenous Structures			
			Heritage Listed Structures			
			Locally Significant Structures			

DESCRIPTION & ASSET ID NUMBER	PRIORITY TREATMENTS	DETAIL	RESPONSIBLE AGENCY	2018-19		2019-20		2020-21		COMMENTS
				COMPLETED Y/N	ADJUSTMENT NEEDED Y/N	COMPLETED Y/N	ADJUSTMENT NEEDED Y/N	COMPLETED Y/N	ADJUSTMENT NEEDED Y/N	
MUNICIPALITY WIDE	Educate targeted community groups through a combination of media campaigns and programs such as Fire Safe kids Isolated Elderly, Home Fire Safety, Fire Ready Victoria to achieve fire prevention, preparedness from structure fires and response to fires. Targeted community groups include: home carers, senior citizens clubs, day centres, pre school/child care centres and weekenders. Council to identify locations for static fire prevention/preparedness displays.		Council/CFA							
MUNICIPALITY WIDE	Facilitate essential service audits to bring the requirement to maintain essential services to the attention of the owners of these buildings		Council/CFA							
MUNICIPALITY WIDE	Provide advice, on behalf of the Chief Officer, as required in the Victorian Building Regulation requirements.		CFA							
MUNICIPALITY WIDE	Identify areas where there is a need for new hydrants to be installed. Develop a works program to ensure maintenance of existing hydrants is kept to an adequate standard for the supply of water in an emergency.		Council							

DESCRIPTION & ASSET ID NUMBER	RISK TREATMENTS	DETAIL	RESPONSIBLE AGENCY	2018-19		2019-20		2020-21		COMMENTS
				COMPLETED Y/N	ADJUSTMENT NEEDED Y/N	COMPLETED Y/N	ADJUSTMENT NEEDED Y/N	COMPLETED Y/N	ADJUSTMENT NEEDED Y/N	
MUNICIPALITY-WIDE	Provide advice on fire safety and EMP as required under the Dangerous Goods Regulations 2001		CFA							

APPENDIX C – Hazard trees identification and notification procedures

Section 86B of the *Electricity Safety Act 1998 (Victoria) (ES Act)* provides that a council must identify within its MFMP procedures for the identification of trees that are hazardous to electric lines, specifying:

- A. procedures and criteria for the identification of trees that are likely to fall onto, or come into contact with, an electric line (hazard trees); and
- B. procedures for the notification of responsible persons of trees that are hazard trees in relation to electric lines for which they are responsible.

Under the *ES Act*, the person responsible for maintaining vegetation and clearance space around power lines is referred to as the 'responsible person'.

The procedures outlined in this section of the MFMP seek to address the requirement detailed above.

Each responsible person should have its own internal procedure regarding the steps that will be taken when it receives notification of a potentially hazardous tree.

What is a hazard tree?

According to the *ES Act*, a hazard tree is a tree which 'is likely to fall onto, or come into contact with, an electric line'.

The Electricity Safety (Electric Line Clearance) Regulations 2010 further provide that a responsible person may cut or remove such a tree 'provided that the tree has been assessed by a suitably qualified arborist; and that assessment confirms the likelihood of contact with an electric line having regard to foreseeable local conditions.'

Due to legal requirements which require a clearance space be maintained around an electric line, hazard trees are usually located outside the regulated clearance space. Despite being outside the clearance space, the tree may still have the potential to contact the line due to its size or because of a structural fault or weakness which renders part, or all, of the tree likely to contact or fall onto the line.

Who is responsible for a hazard tree?

Under the *ES Act*, the person responsible for maintaining vegetation and clearance space around power lines, including keeping the whole or any part of a tree clear of the line, is the responsible person.

Responsibility is allocated between distribution businesses and other owners of electricity infrastructure, land owners and occupiers for clearance of private power lines, public land managers where they are identified as the responsible person such as municipal

councils, Regional Roads Victoria, and the Department of Environment, Land, Water and Planning.

Municipal councils are responsible for trees on public land within their municipalities, for which they are the land manager, where these are also within a Declared Area for the purposes of the *ES Act*.

Primary responsibility for vegetation clearance and management within the municipality, for areas which are not within a Declared Area, will usually fall to the relevant electricity distribution company.

Responsible persons within the Northern Grampians Shire

There are a number of organisations that have responsibility for line clearance in the Northern Grampians Shire, including:

- Powercor
- Regional Roads Victoria
- Northern Grampians Shire Council

There is only one electricity distribution business in the Northern Grampians Shire and there are no Declared Areas under *Section 81* of the *ES Act* that are the responsibility of Council.

Other relevant information

Responsible persons, other than private persons, must have an electric line clearance management plan in place for areas for which they have responsibility (refer Electricity Safety (Electric Line Clearance) Regulations 2010).

Procedures and criteria for identification of hazard trees

In the course of everyday duties, potentially hazardous trees may come to the attention of staff or volunteer members of the entities with representation on the MFMP, staff of the distribution business(es) or other persons, including members of the public.

There are a range of factors which may indicate that a tree is a hazard tree. That is, a tree which is likely to fall onto, or come into contact with, an electric line. Some of these factors will be obvious when looking at the tree but many may only be apparent when the tree is assessed by a person with specific expertise and training, such as an arborist.

The following criteria may be used to assist in identifying a hazard tree:

- The size of the tree suggests that it is likely to come into contact with the electric line, for example because it appears to be encroaching or growing into the line clearance space;
- There is an excessive lean on the tree, or branches hanging off the tree and the tree is in proximity to an electric (power) line; or
- The size or appearance of the tree suggests it could come into contact with the line including under foreseeable local conditions.

If a potentially hazardous tree is identified, the notification procedure outlined below should be followed. Where a responsible person becomes aware of a potentially hazardous tree for which they have responsibility, they must follow their own applicable internal procedure and the notification procedure described below does not apply.

Procedures and criteria for notification of hazard trees

To ensure that information regarding potentially hazardous trees is captured in an efficient manner and, as appropriate, referred to the responsible person for action, the following procedure for the notification of hazardous trees should be followed:

- The person with responsibility for the highest percentage of lines within the municipality (the primary responsible person) is Powercor and therefore the person to whom potentially hazardous trees should be reported.
- Where any person becomes aware of, or receives a report of a potentially hazardous tree within the municipality, this should be referred to Powercor. Where the Committee becomes aware of, or receives a report of a potentially hazardous tree within the municipality, this must be referred to Powercor.
- Reports of potentially hazardous trees must be provided to Powercor for action as soon as practicable. Reports must include, as far as practicable:
 - The name and contact details and any relevant qualifications known of the person making the report;
 - As much detail as possible about the location of the tree (including, where known, GPS coordinates, details of numerical/name plate on nearest pole, name of the nearest road or crossroads, closest landmark, whether tree is on private land or road reserve etc.);
 - A description of the tree (including, if known, the genus and species of tree);
 - The primary reasons given for the tree being identified as potentially hazardous (including, the tree is in proximity to an electric line and there is evidence of structural weakness, excessive lean, appears to be encroaching into line clearance space etc.); and
 - An indication of whether or not urgent action is required.
- Powercor must take all necessary steps to advise the person responsible for the tree that it may be hazardous where they are not the responsible person.

Primary responsible person representative

For the purposes of this part of the Plan, the primary responsible person is Powercor. Contact details for Powercor are listed below.

Agency:	Powercor
Position:	Vegetation Manager
Phone:	13 22 06
After hours:	13 24 12
Email:	info@powercor.com.au

Procedures for notification of responsible persons

Where a potentially hazardous tree has been reported to Powercor or another responsible person, the procedure outlined below should be followed.

Reporting

Powercor and all responsible persons should put in place mutually agreed arrangements for the manner in which reports of potentially hazardous trees are passed on to responsible persons.

Reporting timelines

Powercor should provide reports to the relevant responsible person as soon as practicable. In circumstances where:

- The potentially hazardous tree is located within a high bushfire risk area (as per *Section 80* of the *ES Act*) and the potentially hazardous tree is reported during the fire danger period declared under the *CFA Act*; or
- The report indicates that there is an imminent danger that the tree will contact or fall onto lines as a result of minor environmental changes.

The potentially hazardous tree must be referred to the relevant responsible person for action as soon as possible, and by the close of the next business day.

Each responsible person (other than the primary responsible person) must provide Powercor with contact details of the person (position title) to whom reports should be provided. It is the responsibility of each responsible person to ensure that Powercor is provided with up to date contact details.

Register

It is recommended that Powercor maintain a register in which all notifications are recorded together with the date of receipt of the notification, and when applicable the date the notification was reported to the responsible person.

It is recommended that responsible persons also maintain a register of notifications received of hazardous trees for which they are the responsible person.

Primary responsible person consultation

The MFMP notes that Powercor as the Primary Responsible Person was consulted in relation to the development of these procedures.

APPENDIX D – Stakeholder analysis and communications and engagement plan

Stakeholder type and engagement level

Stakeholder type	Description	IAP2 participation level
Internal	Formal responsibilities for MFMP process and outcomes.	Collaborate and empower
Primary	MFMP membership, responsibility for the development of the plan, communication and engagement across and within organisations	Collaborate and empower
Secondary	RSFMPC membership or fire management role within municipality, may be requested to provide specific inputs, dependent upon outputs, or requested to be involved in specific tasks.	Consult and involve
Tertiary	Strong interest in outcomes and may have valuable information / viewpoints to share.	Inform and consult

Fire management role definitions

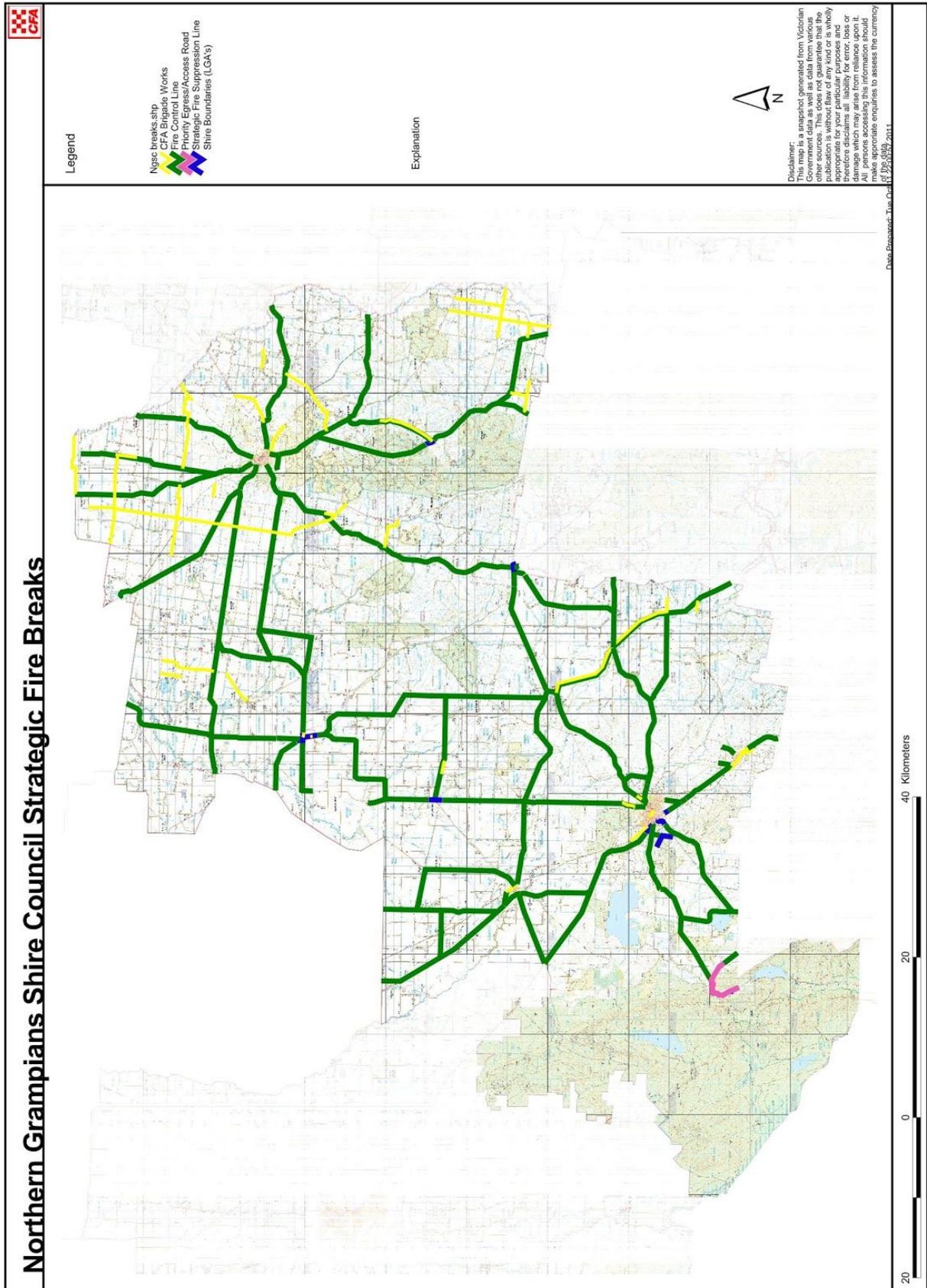
Role	Definition
Coordination	Coordination of emergency fire incidents.
Control Agency	Control of fire incidents.
Land manager	Manages land within Northern Grampians Shire.
Response	Has a role in responding to a fire incident.
Relief / Recovery	Has a role in relief / recovery phases of a fire incident.
Community Information	Provides information to the community in relation to a fire incident.
Community Care	Provides community care and support during and after a fire incident.
Asset protection	Responsible for protection of identified (private or public) assets within Northern Grampians Shire (for mitigation purposes not during Response).
Regulate	Responsible for regulation related to fire management (i.e. legislation, guidelines, local laws, planning regulations).

NGS MFMP Stakeholder Analysis										
Stakeholder	Fire management role within Gramplains region									
	Coordination	Control Agency	Land manager	Response	Relief / Recovery	Community information	Community care	Asset protection	Regulate	Other
Internal										
Gramplains RSFMPC				✓	✓	✓				Regional IFMP oversight & strategic fire planning
NGS MEMPC				✓	✓	✓	✓	✓		Municipal integrated & strategic emergency planning
NGS MFMP				✓	✓	✓	✓	✓		Municipal integrated & strategic fire planning
Primary										
Northern Grampians Shire Council	✓		✓	✓	✓	✓	✓	✓	✓	
CFA		✓		✓	✓	✓	✓	✓	✓	Fire safety expertise
DELWP		✓	✓	✓	✓	✓	✓	✓	✓	Forest fire expertise
Parks Victoria		✓	✓	✓	✓	✓	✓	✓	✓	Forest fire expertise
AusNet Services				✓		✓				
DHHS				✓		✓				
GWMWater			✓			✓		✓		
Powercor						✓		✓		
RRV			✓	✓	✓	✓		✓	✓	
Vic Pol				✓	✓	✓		✓	✓	
Secondary										
General public			✓	✓	✓	✓	✓	✓		Responsibility for private property, social networks & personal wellbeing.
EMV									✓	
DPCD				✓					✓	Oversight of rural adjustment & development programs, development of planning controls
EPA				✓		✓			✓	
VICSES				✓						
ARTC		✓						✓		
VicTrack		✓						✓		
VLine		✓						✓		
RDV									✓	
Ambulance Vic				✓			✓			
DJPR				✓		✓	✓	✓	✓	Animal health, agricultural loss & recovery responsibilities
Telstra						✓	✓	✓	✓	

NGS MFMP Communication and Engagement Plan											
Stakeholder	Engagement Level	Engagement activity									
		Meeting minutes, reports & agendas	1:1 consulting	IFMP & NGS web site	Email updates	Social media	Special meetings	Draft plan consultation	Notification of plan updates	3 year review	Individual org networks
Internal											
Grampians RSMFMP											
NGS MEMPC		✓		✓	✓	✓	✓	✓	✓	✓	
NGS MFMP											
Primary											
Northern Grampians Shire Council											
CFA											
DELWP											
Parks Victoria											
AusNet Services		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DHHS											
GWMWater											
Powercor											
RRV											
Vic Pol											
Secondary											
General public											
EMV											
DPCD											
EPA											
VICSES											
ARTC											
VicTrack											
VLine											
RDV			✓								✓
Ambulance Vic											
DJPR											
Telstra											
DET											
StawellGold Mines											
Bulgana Green Power Hub											
WCMA											
Tertiary											
Australian Red Cross											
VCC											
Uniting Wimmera											
Stawell Neighbourhood House											
Grampians Community Health											
East Wimmera Health Service											
Stawell Regional Health											
Media											
Local Landcare Groups											

APPENDIX E – Strategic fire breaks

APPENDIX E1 – Strategic fire breaks map



APPENDIX E2 – Strategic fire breaks table

Strategic Fire Breaks within the Northern Grampians Shire Council (updated June 2019)				
Strategic Fire Suppression Lines				
Road Name	From	To	Land Manager	Treatment
CALLADWADDA	Donald-Stawell Rd (C238)	100 km/h sign north , Calladwadda	RRV	Slash, Fence to Fence*
HALLS GAP	Silver Springs Rd	Gramplains Rd (C216), Halls Gap	NGSC	Slash, Fence to Fence*
MARNOO	Donald-Stawell Rd (C238)	Wimmera Hwy (B240), Marnoo	RRV	Slash, Fence to Fence*
	Ralunana Rd	Newall St (C238), Marnoo	NGSC	Slash, Fence to Fence*
	Wimmera Hwy (B240)	500m west of Donald-Stawell Rd (C238), Marnoo	RRV	Slash, Fence to Fence*
NAVAREE	Ararat-St Arnaud Rd (C241)	High St, Navarre	RRV	Slash, Fence to Fence*
	High St	Tulkara Railway Rd, Navarre	NGSC	Slash, Fence to Fence*
	Western Hwy (A8)	100 km/h sign west , Stawell	RRV	Slash, Fence to Fence*
STAWELL	Western Hwy (A8)	Sloane St, Stawell	RRV	Slash, Fence to Fence*
	Pomonal Rd (C221)	Burgh St, Stawell	RRV	Slash, Fence to Fence*
	Stawell Aerodrome	Both North-South and East-West runways for the entire length	NGSC	Slash, Fence to Fence*
STUART MILL	Sunraysia Hwy (B220)	Paulin La, Stuart Mill	RRV	Slash, Fence to Fence*
	Fire Control Lines			
	Road Name	From	To	Treatment
	Western Hwy (A8)	Shire Boundary, Roses Gap Rd, Dadsweils Bridge	100 km/h sign west , Stawell	Slash, 3m cut behind guide posts*
	Western Hwy (A8)	Gilchrist Rd, Stawell	St Georges Rd, Great Western	Slash, 3m cut behind guide posts*
	Western Hwy (A8)	St Ethels Rd, Great Western	Shire Boundary, 500m S of Railway Overpass , Armstrong	Slash, 3m cut behind guide posts*
	Aerodrome Rd	Gramplains Rd (C216), Stawell	Stawell Airfield, Stawell	Slash, 3m cut behind guide posts*
	Gramplains Rd (C216)	Ararat-Halls Gap Rd (C222), Halls Gap	Western Hwy (A8), Stawell	Slash, 3m cut behind guide posts*
	Mokepilly Rd	Gramplains Rd (C216), Mokepilly	Pomonal Rd (C221), Lake Fyans	Slash, 3m cut behind guide posts*
	Pomonal Rd (C221)	McCannns Bushland Reserve, Stawell	Shire Boundary, 500m S of Mokepilly Rd , Lake Fyans	Slash, 3m cut behind guide posts*
	London Rd (C238)	Western Hwy (A8), Stawell	Melbourne-Adelaide Railway Line, Stawell	Slash, 3m cut behind guide posts*
	Bests Rd	Western Hwy (A8), Great Western	Mailes Rd, Great Western	Slash, 3m cut behind guide posts*
	Sandy Creek Rd	St Peters Rd, Great Western	Mailes Rd, Great Western	Slash, 3m cut behind guide posts*
	Stawell-Warracknabeal Rd (C235)	Western Hwy (A8), Deep Lead	Shire Boundary, Bismark-Lubeek Rd, Wai Wal	Slash, 3m cut behind guide posts*
	Ti Tree Swamp Rd	Stawell-Warracknabeal Rd (C235), Glenorchy	Melbourne-Adelaide Railway Line, Glenorchy	Slash, 3m cut behind guide posts*
	Phillips Rd	Western Hwy (A8), Dadsweils Bridge	Stawell-Warracknabeal Rd (C235), Glenorchy	Slash, 3m cut behind guide posts*
	Murtoa-Glenorchy Rd (C237)	Shire Boundary, Bismark-Lubeek Rd, Lubeek	Stawell-Warracknabeal Rd (C235), Glenorchy	Slash, 3m cut behind guide posts*
	Wai Wal Station Rd	Murtoa-Glenorchy Rd (C237), Wai Wal	Stawell-Warracknabeal Rd (B210), Wai Wal	Slash, 3m cut behind guide posts*
	Minnieboro Rd	Stawell-Warracknabeal Rd (B210), Wai Wal	Glenorchy Rd, Riachella	Slash, 3m cut behind guide posts*

Glenorchy Rd	Minnieboro Rd, Riachella		Melbourne-Adelaide Railway Line, Glenorchy	NGSC	Slash, 3m out behind guide posts*
Campbells Bridge Rd	Melbourne-Adelaide Railway Line, Glenorchy		Donald-Stawell Rd (C238), Campbells Bridge	NGSC	Slash, 3m out behind guide posts*
Donald-Stawell Rd (C238)	Newington Rd, Stawell		100 km/h sign south, Calladawadda	RRV	Slash, 3m out behind guide posts*
Donald-Stawell Rd (C238)	100 km/h sign north, Calladawadda		1km south of Auvergne Rd, Marnoo	RRV	Slash, 3m out behind guide posts*
Donald-Stawell Rd (C238)	Wimmera Hwy (B240), Marnoo		Shire Boundary, Bell La, Rich Avon East	RRV	Slash, 3m out behind guide posts*
Concongella School Rd	Landsborough Rd, Concongella		Stawell-Avoca Rd (C221), Stawell	NGSC	Slash, 3m out behind guide posts*
Landsborough Rd	Navarre Rd (C221), Stawell		Shire Boundary, Storach Rd, Landsborough West	NGSC	Slash, 3m out behind guide posts*
Stawell-Avoca Rd (C221)	Crowlands Rd, Stawell		Tulkara Railway Rd, Navarre	RRV	Slash, 3m out behind guide posts*
Joel South Rd	Landsborough Rd, Joel South		Joel Joel Rd, Joel South	NGSC	Slash, 3m out behind guide posts*
Joel Joel Rd	Landsborough Rd, Joel Joel		Shire Boundary, 2.5 km S Bulgana Rd, Crowlands	NGSC	Slash, 3m out behind guide posts*
Wimmera Downs Rd	Stawell-Avoca Rd (C221), Greens Creek		Landsborough Rd, Joel Joel	NGSC	Slash, 3m out behind guide posts*
Greens Creek Rd	Donald-Stawell Rd (C238), Campbells Bridge		Stawell-Avoca Rd (C221), Greens Creek	NGSC	Slash, 3m out behind guide posts*
Willaring Rd	Donald-Stawell Rd (C238), Calladawadda		Wallaloo East Rd, Wallaloo East	NGSC	Slash, 3m out behind guide posts*
Wallaloo East Rd	Greens Creek Rd, Greens Creek		Kabinga Rd, Wallaloo East	NGSC	Slash, 3m out behind guide posts*
Daws Bridge Rd	Kabinga Rd, Wallaloo East		Marnoo-Wallaloo East Rd, Wallaloo East	NGSC	Slash, 3m out behind guide posts*
Marnoo-Wallaloo East Rd	Daws Bridge Rd, Wallaloo East		Bolangum Inn Rd, Marnoo	NGSC	Slash, 3m out behind guide posts*
Bolangum Inn Rd	Marnoo-Wallaloo East Rd, Marnoo		Donald-Stawell Rd (C238), Marnoo	NGSC	Slash, 3m out behind guide posts*
Soldiers Rd	Donald-Stawell Rd (C238), Marnoo West		End of sealed section, 500m south of Carrs Plain Rd, Marnoo West	NGSC	Slash, 3m out behind guide posts*
Soldiers Rd	Frews Loop Rd, Marnoo West		Ralunana Rd, Marnoo West	NGSC	Slash, 3m out behind guide posts*
Ralunana Rd	Soldiers Rd, Marnoo West		Wallaloo Creek, Marnoo	NGSC	Slash, 3m out behind guide posts*
Wimmera Hwy (B240)	Shire Boundary, Banyena Silo Rd, Marnoo West		500m west of Donald-Stawell Rd (C238), Marnoo	RRV	Slash, 3m out behind guide posts*
Wimmera Hwy (B240)	500m east of Donald-Stawell Rd (C238), Marnoo		Wolseley St, St Arnaud	RRV	Slash, 3m out behind guide posts*
Wimmera Hwy (B240)	Daly Rd, St Arnaud		Shire Boundary, Avoca River, Logan	RRV	Slash, 3m out behind guide posts*
Baldwin Plains Rd	Wimmera Hwy (B240), Marnoo East		Carrols Bridge Rd, Gre Gre South	NGSC	Slash, 3m out behind guide posts*
Carrols Bridge Rd	Baldwin Plains Rd, Gre Gre South		Wimmera Hwy (B240), Gre Gre North	NGSC	Slash, 3m out behind guide posts*
Traynors Lagoon Rd	Wimmera Hwy (B240), Marnoo East		Banyena Rd, Traynors Lagoon	NGSC	Slash, 3m out behind guide posts*
Banyena Rd	Shire Boundary, Banyena Silo Rd, Banyena		Sunraysia Hwy (B220), St Arnaud North	NGSC	Slash, 3m out behind guide posts*
Sunraysia Hwy (B220)	Shire Boundary, Memorial La, Cope Cope		Canterbury St, St Arnaud	RRV	Slash, 3m out behind guide posts*
Sunraysia Hwy (B220)	Yella-Melbourne Railway line, St Arnaud		Paulin La, Stuart Mill	RRV	Slash, 3m out behind guide posts*
Sunraysia Hwy (B220)	Church St, Stuart Mill		Shire Boundary, Hines La, Redbank	RRV	Slash, 3m out behind guide posts*

Melbourne-Adelaide Railway Line	Ti Tree Swamp Rd	Campbells Bridge Rd	Glenorchy & Riachella	Burn
Slaty Creek - Sutherland Rd	Wycheproof Rd	Swanwater Rd	Gooroc	Spray
Michael Rd	Fitzpatrick Rd	Yella-Melbourne Railway Line	Gooroc	Spray
Lanfrankie Rd	Sumraysia Hwy(B220)	Dunstan Rd	Gooroc	Spray
Swanwater North Rd	Swanwater Rd	Burrumbite Rd	Gooroc	Spray
Gramplains Road	Fyans Creek Rd	Reids Lane	Halls Gap	Remove,burn/slash
Gramplains Road	Youngs Rd	Bellfield Rd	Halls Gap	Remove,burn/slash
Wimmera Downs Rd	Greens Creek	Landsborough Rd	Joel Joel	Burn
Joel Joel Rd	Landsborough Rd	Joel South Rd	Joel Joel	Burn
Landsborough West / Tulikara Railway Rd	Landsborough Rd	landsborough West tennis courts	Joel Joel	Burn
Wedderburn Rd	Wimmera Hwy (B240)	Barneys La	Kooreh	Spray
Stockham Bridge Rd	Gowar East Rd	Proctor Rd	Kooreh	Spray
Donald-Stawell Rd (C238)	Auvergne Rd	400m south	Marnoo	Burn
Marnoo Railway Yards	Newall St	Scots St	Marnoo	Burn
Peck Rd	Moyreisk North Rd	Mortlock Rd	Nattie Yallock	Spray
Slater Rd	Archdale Rd	St Arnaud - Maryborough Rd	Nattie Yallock	Spray
Evans Rd	Slater Rd	St Arnaud - Maryborough Rd	Nattie Yallock	Spray
Moyreisk North Rd	Coates Rd	the Avoca River	Nattie Yallock	Spray
Peck Rd	Moyreisk North Rd	Archdale Rd	Nattie Yallock	Spray
School Rd	Cains Rd	St Arnaud - Maryborough Rd	Nattie Yallock	Spray
Disused Tulikara Rail Yard,Nobbys Lane - Private Rd /Nobbys Lane	Bains Road	Rickards Rd	Navarre	Spray / Burn
Navarre Sports Association Reserve	Ararat - St Arnaud Rd	Disused West end of reserve	Navarre	Spray / Burn
Grants Rd	Sumraysia Hwy (B220)	Moyreisk Rd	Redbank	Spray
Bandits Rd	Grants Rd	St Arnaud - Maryborough Rd	Redbank	Spray
Slaty Creek - Sutherland Rd	Burrumbite Rd	Charlton - St Arnaud Rd	Slaty Creek	Spray
Robinson Rd	Charlton - St Arnaud Rd	Yawong Rd	Slaty Creek	Spray
Yawong Rd	Robinson Rd	Yawong Low Water Bridge (Avoca River)	Slaty Creek	Spray
Stawell Railway Line 1	Sweet Pea Paddock Rd	Nuggety Hill Rd	Stawell	Burn
Stawell Railway Line 2	Giffith St	Sloane St	Stawell	Burn
Pleasant Creek	Western Hwy (A8)	Holloway Rd Central	Stawell	Burn
Donald-Stawell Rd (C238)	Taylor Rd, Stawell	Brook Farm Rd, Stawell	Stawell	Burn
Stawell-Avoca Rd (C221)	Barbara St, Stawell	McRae Rd, Stawell	Stawell	Burn
Stuart Mill Low Rd	Sumraysia Hwy (B220)	Topliss Rd	Stuart Mill	Spray
Private Burn - Djandak W, Traditional Burn (146ha)	Dalyenong Rd	East	Stuart Mill	Burn / Traditional burning
Batyo Catyo Rd	Wells Rd	Banyena Rd	Traynors Lagoon	Spray
Campbell Rd	Wells Rd	Volcano Rd	Traynors Lagoon	Spray
Old Bayena Rd	Wrights Rd	Greys Bridge	Traynors Lagoon	Spray

APPENDIX F – Terms of reference - NGS MFMP

PURPOSE

The Committee's purpose, of which the development of a Municipal Fire Management Plan is part, is to provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management, ensure that the plans of individual agencies are linked and complement each other, and to collectively achieve a reduction in fire risk to the municipal community.

MEMBERSHIP

The Municipal Fire Management Planning Committee (MFMP), appointed by the MEMPC, has representation from the following organisations:

- Required members (make up the basis of the quorum):
 - Northern Grampians Shire Council (NGSC)
 - Country Fire Authority (CFA)
 - Forest Fire Management Victoria (FFMV)
 - Victoria Police (VicPol)
 - Department of Health and Human Services (DHHS)
 - Regional Roads Victoria (RRV)
 - GWMWater
- Other members:
 - Parks Victoria (PV)
 - AusNet Services
 - Powercor

ROLE OF THE COMMITTEE

The Northern Grampians Shire MFMP functions under *Section 55* of the *CFA Act* are to:

- Plan the burning or clearing of firebreaks;
- Advise the appropriate authorities as to the existence of and steps to be taken for the removal of fire hazards within the area;
- Advise and make recommendations to the municipal council in the preparation of its MFMP;
- Recommend to CFA or to the appropriate authorities (as the case may require) any action which the committee deems necessary or expedient to be taken for reducing the risk of an outbreak of fire or for suppressing any fire which may occur within the area;
- Advise the fire prevention officer concerning the removal of fire hazards under *Section 41* of the *CFA Act*;
- Refer to the Regional Strategic Fire Management Planning Committee (RSFMPC) for consideration all matters which in the opinion of the MFMP should be so referred; and
- Carry out such other functions as are conferred or imposed upon MFMPs by regulations made upon the recommendation of the CFA.

GOVERNANCE

The MFMPC is established and undertakes planning as a subcommittee of the MEMPC formed under *Section 21(3) of the Emergency Management Act 1986*.

- The MFMPC will be chaired from within its membership.
- The MFMPC will receive support and guidance from the RSFMPC.
- Composition will be determined by the MEMPC.

QUORUM

To comply with *Section 59 of the CFA Act*, quorum for meetings will require the attendance of 50% of the committee agency membership plus one.

REPORTING

The MFMPC will report three times per year to the MEMPC and the RSFMPC.

SUPPORT

Administrative support requirements will be determined by the committee and resourced through committee members where possible. Planning processes will be managed and supported with technical expertise by relevant fire services.

SCHEDULE OF MEETINGS

The Committee will meet at least three times per year unless otherwise required.

APPENDIX G – Acronyms

ARTC	Australian Rail Track Corporation
CFA	Country Fire Authority
CIG	Community Information Guide
DELWP	Department of Environment, Land, Water and Planning
DET	Department of Education and Training
DOT	Department of Transport
DHHS	Department of Health and Human Services
DJPR	Department of Jobs, Precincts and Regions
DPCD	Department of Planning and Community Development
EMV	Emergency Management Victoria
FFMVic	Forest Fire Management Victoria
IPA2	International Association for Public Participation
IFMP	Integrated Fire Management Planning
LGA	Local Government Area
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MFMP	Municipal Fire Management Plan
MFMPC	Municipal Fire Management Planning Committee
MFB	Metropolitan Fire Brigade
MFPO	Municipal Fire Prevention Officer
NGS	Northern Grampians Shire
NGSC	Northern Grampians Shire Council
NSP	Neighbourhood Safer Place - Place of Last Resort
PEAR	Priority Egress / Access Roads
PPRR	Preparedness, Prevention, Response and Recovery
PV	Parks Victoria
RDV	Regional Development Victoria
RRV	Regional Roads Victoria
RSFMPC	Regional Strategic Fire Management Planning Committee
VicPol	Victoria Police
VICSES	Victoria State Emergency Service
VFRR	Victorian Fire Risk Register
WCMA	Wimmera Catchment Management Authority

APPENDIX H – Bibliography

Plan	Version / Date	Owner / Responsible agency
Northern Grampians Shire Municipal Fire Management Plan	2016-19	NGS MFMPC
Northern Grampians Shire Municipal Emergency Management Plan	V3.2 May 2018	NGS MEMPC
Integrated Fire Management Planning Guide	2010	CFA
Transition Guidelines for Municipal Fire Management Plan Committee – Final Version. <i>Municipal Fire Prevention Committee Transition to Municipal Fire Management Planning Committee: Improving fire management planning together</i>	2010	CFA
State Fire Management Strategy	2009	Victorian State Government
Grampians Regional Strategic Fire Management Plan	V3 2018	Grampians RSFMPC
Emergency Management Manual of Victoria	2009	Victorian State Government
The Integrated Fire Management Planning Framework	2010	Victorian State Government
Road Bushfire Risk Assessment Guideline	2011	VicRoads
DELWP Fire Protection Plan		DELWP
DELWP Fire Operation Plan		DELWP
Powercor Bushfire Mitigation Strategy		Powercor
SP AusNet Bushfire Mitigation Strategy		AusNet Services
VicRoads – Roadside Fire Management		VicRoads

Legislation

Country Fire Authority Act (1958)

Emergency Management Act (1986 & 2013)

Local Government Act (1658)

9.4. Departmental Quarterly Reports

Author/Position: Mary Scully, Manager Governance & Civic Support

Summary

The primary purpose of the quarterly reports is to provide an overview of activities and performance data within the following departments:

Business Transformation
Communities
Customer Experience
Environment & Community Safety
Financial Services
Governance & Civic Support
Infrastructure
People & Culture
Planning & Development

individual departmental report cards on activities and progress made during the last quarter are attached and are presented for Council's consideration and information. **[attachments]**

Recommendation

That the Northern Grampians Shire Council departmental quarterly reports are noted.

RESOLUTION

That the Northern Grampians Shire Council departmental quarterly reports are noted.

Moved: Cr Tony Driscoll

Seconded: Cr Rob Haswell

Carried

Background/Rationale

Departmental quarterly reports are a means by which to keep Council and the community informed and include details of specific projects, activities, data and progress made.

Legislation, Council Plan, Strategy and Policy Implications

The reports are not a legislative requirement and are separate to the quarterly financial reports required by the *Local Government Act 1989*. Individual reports will include actions and activities undertaken to support the achievement of the goals in the Council Plan and progress on other key projects included in the annual budget.

Options

No option other than to note the departmental quarterly reports is suggested.

Implications

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

Consultation

In the preparation of the individual reports, Managers are required to consult with team members to collate the information provided.

Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

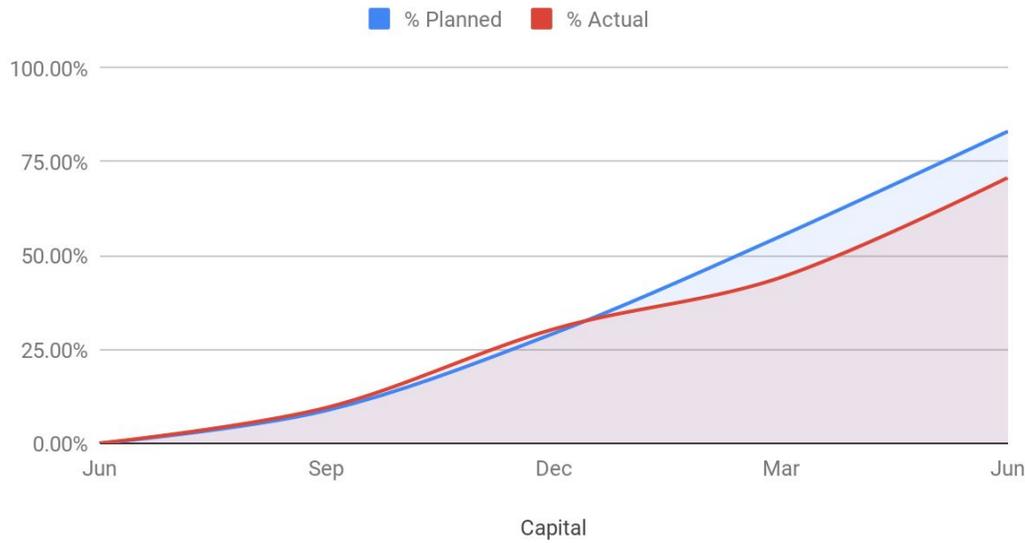
Mary Scully, Manager Governance & Civic Support

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

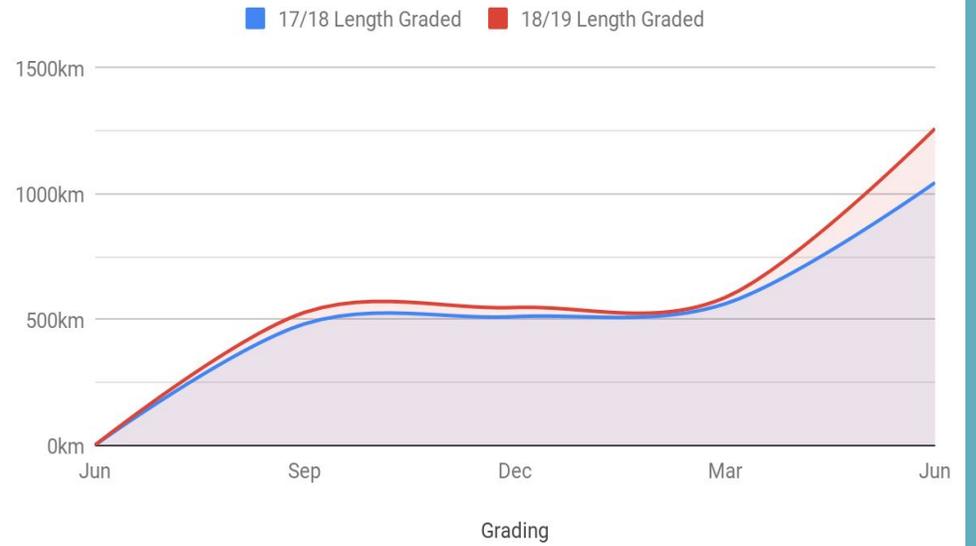
Attachments

1. Departmental Reports 4 th Qtr [9.4.1 - 2 pages]

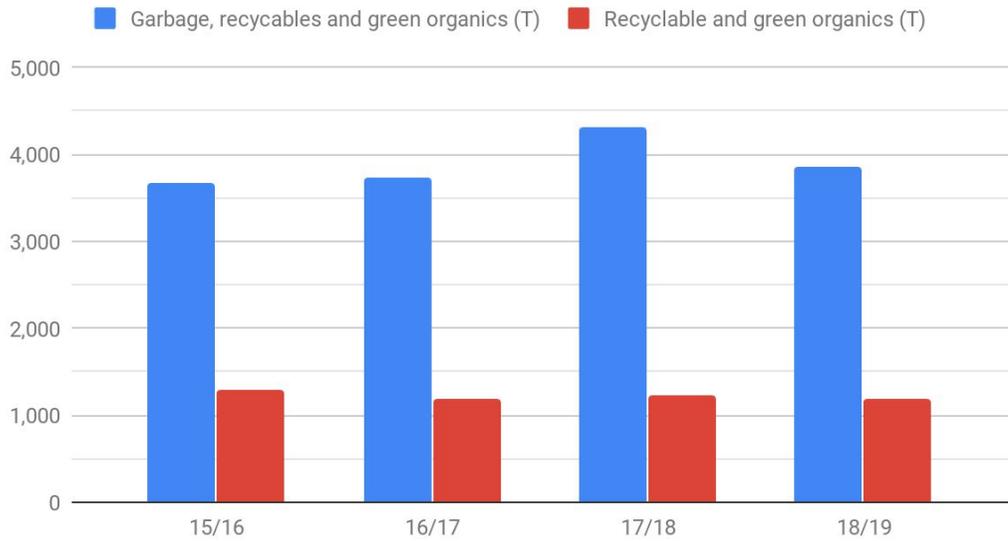
Capital Program Progress



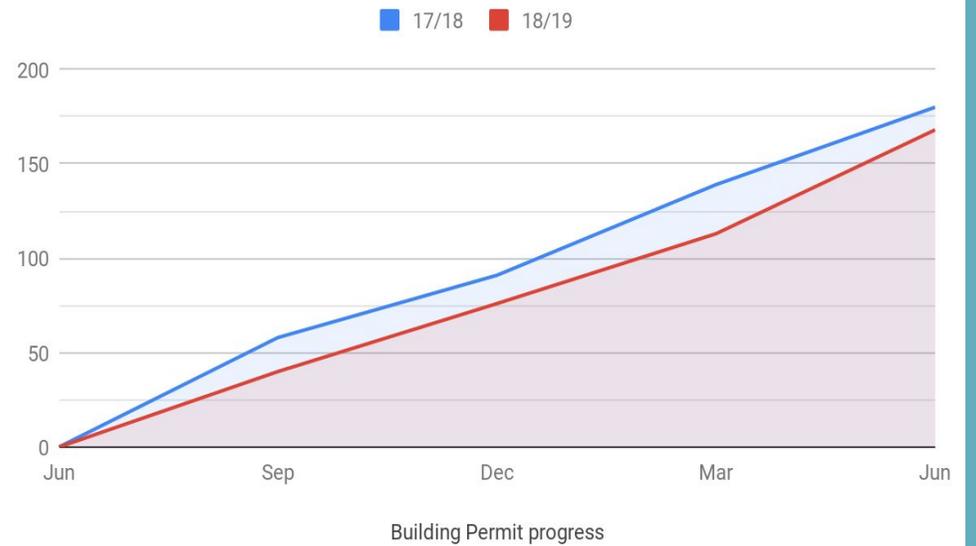
Grading Progress



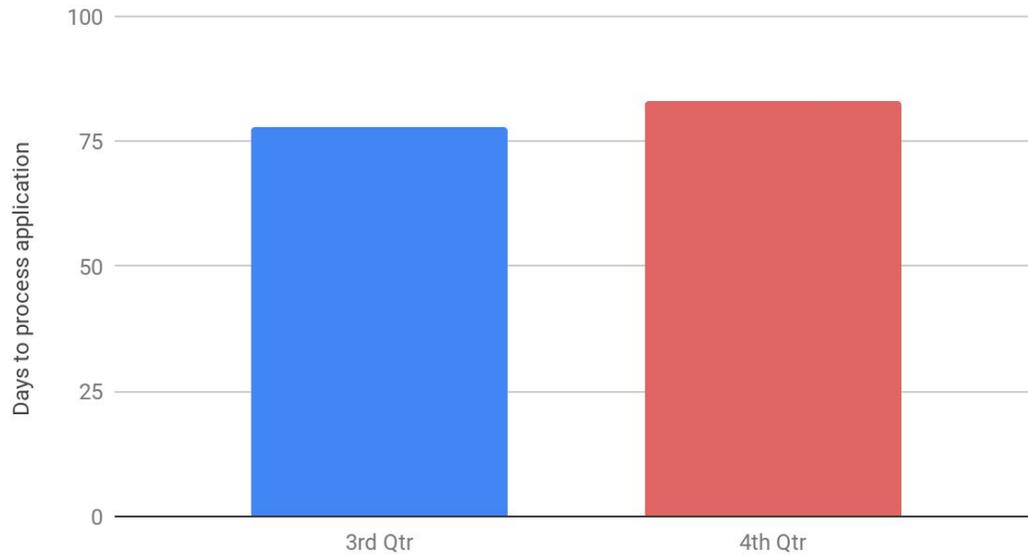
Waste Weights



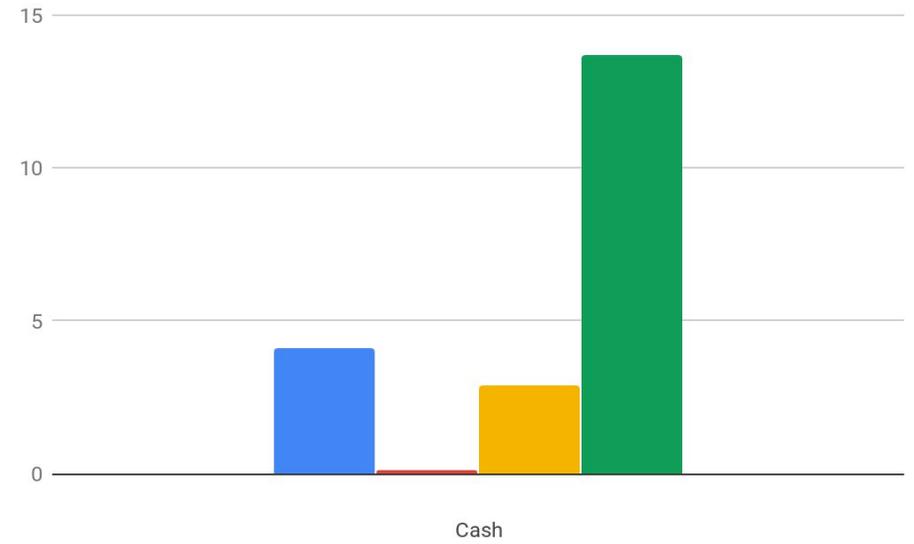
No. of Building Permits submitted



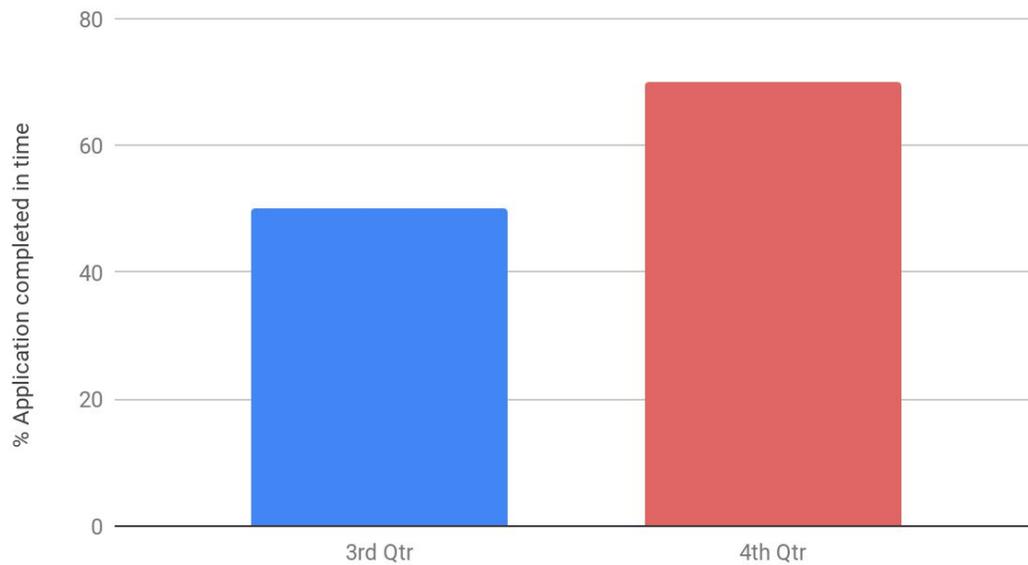
Days to process application



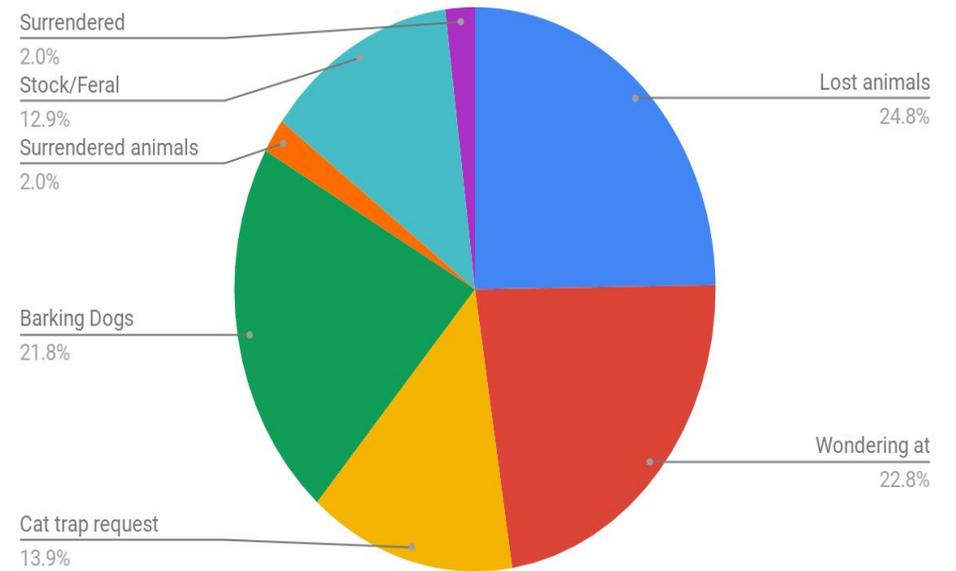
■ Minimum Cash ■ Unspent Capital and projects for 2018-19
■ Unspent from operations ■ Cash for future capital



% Application completed in time



Community Safety Activity



9.5. Delegations and Authorisations Update

Author/Position: Lauren Homden, Coordinator Governance

Summary

To consider various delegations of Council's powers and duties to members of Council's staff.

Recommendation

A. S5 Instrument of Delegation from Council to CEO

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Council resolves that :

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

B. S6 Instrument of Delegation from Council to members of Council staff

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Council resolves that :

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

RESOLUTION

A. S5 Instrument of Delegation from Council to CEO

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Council resolves that :

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.

3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

B. S6 Instrument of Delegation from Council to members of Council staff

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Council resolves that :

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Moved: Cr Karen Hyslop
Seconded: Cr Jason Hosemans

Carried

Background/Rationale

Council subscribes to the Maddocks Delegations and Authorisations Service which allows for regular updates to keep abreast of changes in legislation and to ensure the effective allocation and control of decision making powers.

As a result of the most recent update a minor change to the existing delegation from Council to Members of Council staff has been necessary to ensure references to legislation are current and the following Instruments of Delegation have been prepared for Council's consideration:

A. S5 Instrument of Delegation from Council to Chief Executive Officer

It is recommended that Councils remake the Instrument of Delegation with every update of the service, irrespective of what changes (if any) are made to the Instrument. No changes have been made in this update.

B. S6 Instrument of Delegation from Council to Members of Council staff

Section 185L of the *Local Government Act 1989* has been added to the S6 Instrument to provide clarification about the ability of a Council's Chief Executive Officer to declare and levy a cladding rectification charge.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 1989

Council Plan - Improve Organisational Effectiveness

Options

Option 1

That Council agrees to the delegation of powers and signs and seals the Instruments. **[recommended]**

Option 2

That Council rejects the recommendation and seeks additional information. **[not recommended]**

Implications

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

Consultation

There has been consultation with internal staff affected by the changes in legislation.

Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Lauren Homden, Coordinator Governance

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

Attachments

1. S 5 Instrument of delegation Council to CEO June 2019 update **[9.5.1 - 4 pages]**
2. S 6 Instrument of Delegation Council to members of staff June 2019 update **[9.5.2 - 63 pages]**

S5. Instrument of Delegation to Chief Executive Officer

Northern Grampians Shire Council

Instrument of Delegation

to

The Chief Executive Officer

(Pursuant to 80B & 80C of the Local Government Act 1989)

A member of Council staff who has a conflict of interest (Direct or Indirect) in a matter in which they have a delegated power, duty or function of the Council under section 98 or under another Act, must:

- (a) not exercise the power or discharge the duty or function,***
- (b) promptly disclose the type of interest and nature of interest in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest.***

This applies to verbal and written advice (reports) and extends also to consultants and contractors.

In the instance of the CEO having an interest, the CEO must disclose the type and nature of the interest in writing to:-

- i) the Mayor, in writing, as soon as he or she becomes aware of the conflict of interest in the matter; and***
- ii) the Council by no later than the next ordinary meeting of the Council***

Disclosure is required when providing advice to and before consideration by Council or a special committee.

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

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

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$150,000 for goods and services and \$200,000 for works (as per Appendix 1 in Council's Procurement Policy);
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s 125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s 126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s 37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s 81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, act or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or

7.2 strategy

adopted by Council; or

8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. 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.

Northern Grampians Shire Council

Instrument of Delegation

to

Members of Council Staff

(Pursuant to 80B & 80C of the Local Government Act 1989)

A member of Council staff who has a conflict of interest (Direct or Indirect) in a matter in which they have a delegated power, duty or function of the Council under section 98 or under another Act, must:

- (a) not exercise the power or discharge the duty or function,***
- (b) promptly disclose the type of interest and nature of interest in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest.***

This applies to verbal and written advice (reports) and extends also to consultants and contractors.

In the instance of the CEO having an interest, the CEO must disclose the type and nature of the interest in writing to:-

- i) the Mayor, in writing, as soon as he or she becomes aware of the conflict of interest in the matter; and***
- ii) the Council by no later than the next ordinary meeting of the Council***

Disclosure is required when providing advice to and before consideration by Council or a special committee.

Instrument of Delegation

In exercise of the power conferred by s 98(1) of the *Local Government Act 1989* and the other 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. records that references in the Schedule are as follows :

"BI" means	: Building Inspector
"EHO" means	: Environmental Health Officer
"EMO" means	: Executive Manager Operations
"GE" means	: Graduate Engineer
"HPD" means	: Head of Planning & Development
"MBS" means	: Municipal Building Surveyor
"MECS" means	: Manager Environment & Community Safety
"MG&CS" means	: Manager Governance & Civic Support
"MI" means	: Manager Infrastructure
"P" means	: Strategic Planner and Statutory Planning Officer
"TLPS" means	: Team Leader Permit Support
"CCW" means	: Coordinator Capital Works
"CE&CS" means	: Coordinator Environment & Community Safety
"CES" means	: Coordinator Engineering Services
"CDS" means	: Coordinator Development Services

3. declares that:

3.1 this Instrument of Delegation is authorised by "**a resolution**" of Council passed on 5 August, 2019; and

3.2 the delegation:

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

3.2.2 remains in force until varied or revoked;

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

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

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

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

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

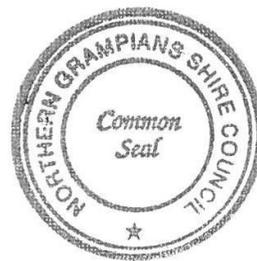
(b) strategy

adopted by Council; or

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, whether on account of s 98(1)(a)-(f) (inclusive) of the Act or otherwise; 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.

The Common Seal of the Northern)
Grampians Shire Council was)
hereunto affixed this 5th day of)
August, 2019, in the presence of)



.....

Mayor/Councillor

.....

Chief Executive Officer/Senior Officer

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[LOCAL GOVERNMENT ACT 1989](#)

[PLANNING AND ENVIRONMENT ACT 1987](#)

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SCHEDULE

CEMETERIES AND CREMATORIA ACT 2003			
[##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	MECS/EMO	
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	MECS/EMO	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	MECS/EMO	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	MECS/EMO	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a)-(e) in exercising its functions	MECS/EMO	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	MECS/EMO	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	MECS/EMO	
s 15(1)&(2)	Power to delegate powers or functions other than those listed	MECS/EMO	
s 15(4)	Duty to keep records of delegations	MECS/EMO	
s 17(1)	Power to employ any persons necessary	MECS/EMO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	MECS/EMO	
s 17(3)	Power to determine the terms and conditions of employment or engagement	MECS/EMO	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	MECS/EMO	

s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	MECS/EMO	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	MECS/EMO	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	MECS/EMO	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	MECS/EMO	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	MECS/EMO	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	MECS/EMO	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	MECS/EMO	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	MECS/EMO	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	MECS/EMO	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	MECS/EMO	Where Council is a Class A cemetery trust
s 18j	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	MECS/EMO	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	MECS/EMO	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	MECS/EMO	Where Council is a Class A cemetery trust

s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	MECS/EMO	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	MECS/EMO	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	MECS/EMO	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	MECS/EMO	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	MECS/EMO	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	MECS/EMO	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	MECS/EMO	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	MECS/EMO	
s 20(1)	Duty to set aside areas for the interment of human remains	MECS/EMO	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	MECS/EMO	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	MECS/EMO	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	MECS/EMO	
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	MECS/EMO	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	MECS/EMO	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	MECS/EMO	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	MECS/EMO	Provided the street was constructed pursuant to the <i>Local Government Act 1989</i>

s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	MECS/EMO	Report must contain the particulars listed in s.57(2)
s 59	Duty to keep records for each public cemetery	MECS/EMO	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	MECS/EMO	
s 60(2)	Power to charge fees for providing information	MECS/EMO	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	MECS/EMO	
s 64B(d)	Power to permit interments at a reopened cemetery	MECS/EMO	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	MECS/EMO	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	MECS/EMO	
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	MECS/EMO	
s 70(2)	Duty to make plans of existing place of interment available to the public	MECS/EMO	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	MECS/EMO	
s 71(2)	Power to dispose of any memorial or other structure removed	MECS/EMO	
s 72(2)	Duty to comply with request received under s72	MECS/EMO	
s 73(1)	Power to grant a right of interment	MECS/EMO	
s 73(2)	Power to impose conditions on the right of interment	MECS/EMO	
s 75	Power to grant the rights of interment set out in s 75 (a) and (b)	MECS/EMO	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	MECS/EMO	
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	MECS/EMO	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	MECS/EMO	

s 80(2)	Function of recording transfer of right of interment	MECS/EMO	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	MECS/EMO	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	MECS/EMO	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	MECS/EMO	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	MECS/EMO	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	MECS/EMO	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	MECS/EMO	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	MECS/EMO	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(1)	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	MECS/EMO	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	MECS/EMO	
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	MECS/EMO	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	MECS/EMO	
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	MECS/EMO	

s 86(5)	Duty to provide notification before taking action under s 86(4)	MECS/EMO	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	MECS/EMO	
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	MECS/EMO	
s 88	Function to receive applications to carry out a lift and reposition procedure at a place of interment	MECS/EMO	
s 91(1)	Power to cancel a right of interment in accordance with this section	MECS/EMO	
s 91(3)	Duty to publish notice of intention to cancel right of interment	MECS/EMO	
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	MECS/EMO	
s 98(1)	Function of receiving application to establish or alter a memorial or place of interment	MECS/EMO	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	MECS/EMO	
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	MECS/EMO	
s 100(1)	Power to require a person to remove memorials or places of interment	MECS/EMO	
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)	MECS/EMO	
s 100(3)	Power to recover costs of taking action under s 100(2)	MECS/EMO	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	MECS/EMO	
s 102(1)	Power to approve or refuse (if satisfied of the matters in (b) and (c) an application under s 101	MECS/EMO	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	MECS/EMO	

s 103(1)	Power to require a person to remove a building for ceremonies	MECS/EMO	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	MECS/EMO	
s 103(3)	Power to recover costs of taking action under s 103(2)	MECS/EMO	
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	MECS/EMO	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	MECS/EMO	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	MECS/EMO	
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	MECS/EMO	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	MECS/EMO	
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	MECS/EMO	
s 108	Power to recover costs and expenses	MECS/EMO	
s 109(1)(a)	Power to open, examine and repair a place of interment	MECS/EMO	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	MECS/EMO	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	MECS/EMO	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	MECS/EMO	
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	MECS/EMO	

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	MECS/EMO	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	MECS/EMO	
s 112	Power to sell and supply memorials	MECS/EMO	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	MECS/EMO	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	MECS/EMO	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	MECS/EMO	
s 119	Power to set terms and conditions for interment authorisations	MECS/EMO	
s 131	Function of receiving an application for cremation authorisation	MECS/EMO	
s 133 (1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	MECS/EMO	Subject to s 133 (2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	REMAIN WITH CEO	
s 146	Power to dispose of bodily remains by a method other than interment or cremation with the approval of the Secretary	REMAIN WITH CEO	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	MECS/EMO	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	MECS/EMO	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part II are met	MECS/EMO	
s 151	Function of receiving an application to inter or cremate body parts	MECS/EMO	
s 152 (2)	Power to impose terms and conditions on authorisation granted under s150	MECS/EMO	
sch1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	MECS/EMO	

sch 1 cl 8(8)	Power to regulate own proceedings	MECS/EMO	Subject to clause 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	MECS/EMO	Where council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	MECS/EMO	Where council is a Class A cemetery trust subject to clause 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	CE&CS	Council may delegate this power to a Council authorised officer

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 53M(3)	Power to require further information	CDS & EHO	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	CDS & EHO	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	CDS & EHO	Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit	CDS & EHO	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	CDS & EHO	Refusal must be ratified by Council or it is of no effect

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	CEO, CDS, EHO	If s19(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	CDS & 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	CDS & 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	CEO, CDS, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s19 if satisfied that an order has been complied with	CEO, CDS, 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	CEO, CDS, 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)	CEO, CDS, 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	CEO, CDS, 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
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	CEO, CDS, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CDS, EHO	wWhere Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CDS & 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	CDS & EHO	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CDS & EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports ^o	CDS & 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	CDS & EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CDS & EHO	Except for an assessment required by a declaration under s 19C or an inspection under s38B(1)(c) or 39
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CDS & 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	CDS & 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	CDS & EHO	Where Council is the registration authority
---	Power to register, renew or transfer registration	CDS & EHO	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 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 ^o	CDS & EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB (1)	CDS & EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CDS & 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	CDS & EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CDS & EHO	Where Council is the registration authority

s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CDS & 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	CDS & EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CDS & EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CDS & EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CDS & EHO	Where Council is the registration authority not exceeding the prescribed time limit defined under ss (5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CDS & EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CDS & EHO	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	CDS & EHO	Where Council is the registration authority Only if satisfied of matters in s 39A (2)(a)-(c)
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>	CDS & EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CDS & EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CDS & EHO	Where Council is the registration authority
s 43(1)	Duty to maintain records of the prescribed particulars	CDS & 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, transferring or renewing registration of a component of a food business	CDS & 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	CDS & EHO	Where Council is the registration authority
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	CDS & 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 TO RETAIN	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 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO ¹	
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ²	

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

² 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 Victoria Planning Provisions	P, HPD	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	P, HPD	
s 4H	Duty to make amendment to the Victorian Planning Provisions available	P, HPD	
s 4I	Duty to keep Victoria Planning Provisions and other documents available	P, HPD	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	P, HPD	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	P, HPD	
s 8A(5)	Function of receiving notice of the Minister's decision	P, HPD	
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	P, HPD	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	P, HPD	
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	P, HPD	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the Planning and Environment (Planning Schemes) Act 1996)	P, HPD	

s 12B(1)	Duty to review planning scheme at least once in every three years after commencement of <i>Planning and Environment (General Amendment) Act 2004 No. 81</i>	P, HPD	
s 12B(2)	Duty to review planning scheme at direction of Minister	P, HPD	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	P, HPD	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	P, HPD	
s 17(1)	Duty of giving copy amendment to the planning scheme	P, HPD	
s 17(2)	Duty of giving copy s 173 agreement	P, HPD	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	P, HPD	
s 18	Duty to make amendment etc. available	HPD, P , TLPS	
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 s19 to a planning scheme	P, HPD	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	P, HPD	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	P, HPD	
s 21(2)	Duty to make submissions available	HPD, P, TLPS	
s 21A(4)	Duty to publish notice in accordance with section	P, HPD	
s 22	Duty to consider all submissions	P, HPD	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	P, HPD	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	P, HPD	

s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	P, HPD	
s 26(1)	Power to make report available for inspection	P, HPD	
s 26(2)	Duty to keep report of panel available for inspection	HPD, P, TLPS	
s 27 (2)	Power to apply for exemption if panel's report not received	P, HPD	
s 28	Duty to notify the Minister if abandoning an amendment	MECS	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	P, HPD	
s 30(4)(b)	Duty to provide information in writing upon request	P, HPD	
s 32(2)	Duty to give more notice if required	P, HPD	
s 33(1)	Duty to give more notice of changes to an amendment	P, HPD	
s 33(2)	Duty to comply with request by Authority under s.33(1) for information or assistance	P, HPD	
s 34(1)	Function of consulting with Authority where exercising its powers likely to affect Council's functions	P, HPD	
s 36(2)	Duty to give notice of approval of amendment	P, HPD	
s 38(5)	Duty to give notice of revocation of an amendment	P, HPD	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	P, HPD	
s 40(1)	Function of lodging copy of approved amendment	P, HPD	
s 41	Duty to make approved amendment available	HPD, P, TLPS	
s 42	Duty to make copy of planning scheme available	HPD, P, TLPS	
s 46AW	Function of being consulted by the Minister	P, HPD	Where Council is responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	P, HPD	Where Council is 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	P, HPD	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	P, HPD	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	P, HPD	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	P, HPD	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	P, HPD	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	P, HPD	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	P, HPD	
s 46GP	Function of receiving a notice under s.46GO	P, HPD	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	P, HPD	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	P, HPD	

s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	P, HPD	
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	P, HPD	
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	P, HPD	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	P, HPD	
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	P, HPD	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	P, HPD	
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	P, HPD	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution	P, HPD	Where Council is the collecting agency

	Power to specify the manner in which the payment is to be made		
s 46GV(3)(b)	Power to enter into an agreement with the applicant	P, HPD	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)	P, HPD	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	P, HPD	
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	P, HPD	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	P, HPD	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	P, HPD	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	P, HPD	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	P, HPD	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	P, HPD	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	P, HPD	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 works, services or facilities	P, HPD	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(2)(b)	Function of receiving the monetary componen	P, HPD	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)	P, HPD	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	P, HPD	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	P, HPD	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	P, HPD	Where Council is the collecting agency under an approved infrastructure contributions plan
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	P, HPD	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	P, HPD	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	P, HPD	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 1989</i>	P, HPD	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)	P, HPD	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZBI(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	P, HPD	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)	P, HPD	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)	P, HPD	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)	P, HPD	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	P, HPD	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 46GZE(2)	Function of receiving the unexpended land equalisation amount	P, HPD	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 46GZE(3)(a) and (b)	P, HPD	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	P, HPD	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)	P, HPD	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)(a)	Function of receiving proceeds of sale	P, HPD	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)	P, HPD	Where Council is the collecting agency under an approved infrastructure contributions plan

s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	P, HPD	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	P, HPD	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	P, HPD	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	P, HPD	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)	P, HPD	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	P, HPD	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	P, HPD	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	P, HPD	
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	P, HPD	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	P, HPD	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	P, HPD	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	P, HPD	
s 46Q(1)	Duty to keep proper accounts of levies paid	HPD, P, TLPS	

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	P, HPD	
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.	P, HPD	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	P, HPD	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area 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)	P, HPD	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	P, HPD	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	P, HPD	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	P, HPD	
s 46QD	Duty to prepare report and give a report to the Minister	P, HPD	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	P, HPD	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	P, HPD	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	HPD, P, TLPS	
s 49(2)	Duty to make register available for inspection	HPD, P, TLPS	
s 50(4)	Duty to amend application	P, HPD	
s 50(5)	Power to refuse to amend application	P, HPD	
s 50(6)	Duty to make note of amendment to application in register	HPD, TLPS	

s 50A(1)	Power to make amendment to application	P, HPD	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	P, HPD	
s 50A(4)	Duty to note amendment to application in register	HPD, P, TLPS	
s 51	Duty to make copy of application available for inspection	HPD, P, TLPS	
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	P, HPD	
s 52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate	P, HPD	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	P, HPD	
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	P, HPD	
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	P, HPD	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected	P, HPD	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	P, HPD	
s 52(3)	Power to give any further notice of an application where appropriate	P, HPD	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	P, HPD	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	P, HPD	
s 54(1)	Power to require the applicant to provide more information	P, HPD	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	P, HPD	

s 54(1B)	Duty to specify the lapse date for an application	P, HPD	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	P, HPD	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	P, HPD	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	P, HPD	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	P, HPD	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	P, HPD	
s 57(5)	Duty to make available for inspection copy of all objections	HPD, P, TLPS	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	HPD, P	
s 57A(5)	Power to refuse to amend application	HPD, P	
s 57A(6)	Duty to note amendments to application in register	HPD, P, TLPS	
s 57B(1)	Duty to determine whether and to whom notice should be given	P, HPD	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	P, HPD	
s 57C(1)	Duty to give copy of amended application to referral authority	P, HPD	
s 58	Duty to consider every application for a permit	P, HPD	
s 58A	Power to request advice from the Planning Application Committee	P, HPD	
s 60	Duty to consider certain matters	P, HPD	
s 60(1A)	Power to consider certain matters before deciding on application	P, HPD	

s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	P, HPD	
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	P, HPD	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	P, HPD	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	P, HPD	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	P, HPD	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	P, HPD	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	P, HPD	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	P, HPD	
s 62(2)	Power to include other conditions	P, HPD	
s 62(4)	Duty to ensure conditions are consistent with sss (a),(b) and (c)	P, HPD	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	P, HPD	
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	P, HPD	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	P, HPD	
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)	P, HPD	

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)	P, HPD	
s 63	Duty to issue the permit where made a decision in favour of the application if objectors	P, HPD	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	P, HPD	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	P, HPD	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	P, HPD	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	P, HPD	This provision applies also to a decision to grant an amendment to a permit-see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	P, HPD	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	P, HPD	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	P, HPD	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	P, HPD	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 decided to grant and a copy of any notice given under s 64 or 65	P, HPD	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	P, HPD	
s 69(1A)	Function of receiving application for extension of time to complete development	P, HPD	

s 69(2)	Power to extend time	P, HPD	
s 70	Duty to make copy permit available for inspection	HPD, P, TLPS	
s 71(1)	Power to correct certain mistakes	P, HPD	
s 71(2)	Duty to note corrections in register	HPD, P, TLPS	
s 73	Power to decide to grant amendment subject to conditions	P, HPD	
s 74	Duty to issue amended permit to applicant if no objectors	P, HPD	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	P, HPD	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	P, HPD	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	P, HPD	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	P, HPD	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 copy of any notice given under s 64 or 76	P, HPD	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	P, HPD	
s 83	Function of being respondent to an appeal	P, HPD	
s 83B	Duty to give or publish notice of application for review	P, HPD	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	P, HPD	
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	P, HPD	

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	P, HPD	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	P, HPD	
s 84AB	Power to agree to confining a review by the Tribunal	P, HPD	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	P, HPD	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	P, HPD	
s 87(4)	Power to make a minor amendment to a permit	P, HPD	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	P, HPD	
s 91(2)	Duty to comply with the directions of the VCAT	P, HPD	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	P, HPD	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	P, HPD	
s 93(2)	Duty to give notice of VCAT order to stop development	P, HPD	
s 95(3)	Function of referring certain applications to the Minister	P, HPD	
s 95(4)	Duty to comply with an order or direction	P, HPD	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	P, HPD	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	P, HPD	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	P, HPD	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	P, HPD	

s 96F	Duty to consider the panel's report under s 96E	P, HPD	
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>)	P, HPD	
s 96H(3)	Power to give notice in compliance with Minister's direction	P, HPD	
s96J	Power to issue permit as directed by the Minister	P, HPD	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	P, HPD	
s 96Z	Duty to keep levy certificates given to it under s 47 or 96A for no less than 5 years from receipt of the certificate	P, HPD	
s 97C	Power to request Minister to decide the application	P, HPD	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	P, HPD	
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	P, HPD	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	HPD, P, TLPS	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	HPD, P, TLPS	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	HPD, P	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	HPD, P	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	HPD, P	

s 97Q(4)	Duty to comply with directions of VCAT	HPD, P	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	HPD, P, TLPS	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	HPD, P	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	P, HPD	
s 101	Function of receiving claim for expenses in conjunction with claim	P, HPD	
s 103	Power to reject a claim for compensation in certain circumstances	P, HPD	
s 107(1)	Function of receiving claim for compensation	P, HPD	
s.107(3)	Power to agree to extend time for making claim	P, HPD	
s 114(1)	Power to apply to the VCAT for an enforcement order	P, HPD	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	P, HPD	
s120(1)	Power to apply for an interim enforcement order where s 114 application has been made	P, HPD	
s .123(1)	Power to carry out work required by enforcement order and recover costs	P, HPD	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	P, HPD	Except Crown Land
s 129	Function of recovering penalties	P, HPD	
s 130(5)	Power to allow person served with an infringement notice further time	P, HPD	
s 149A(1)	Power to refer a matter to the VCAT for determination	P, HPD	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	P, HPD	
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	P, HPD	Where Council is the relevant planning authority

	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)		
s 171(2)(f)	Power to carry out studies and commission reports	P, HPD	
s 171(2)(g)	Power to grant and reserve easements	P, HPD	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	P, HPD	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	P, HPD	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)	P, HPD	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	P, HPD	
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	P, HPD	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	P, HPD	
---	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	P, HPD	

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	P, HPD	
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	P, HPD	
s 178A(1)	Function of receiving application to amend or end an agreement	P, HPD	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s178A(1)	P, HPD	
s178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principal to the proposal	P, HPD	
s 178A(5)	Power to propose to amend or end an agreement	P, HPD	
s 178B(1)	Duty to consider certain matters when considering proposal to end an agreement	P, HPD	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	P, HPD	
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	P, HPD	
s 178C(4)	Function of determining how to give notice under s 178C(2)	P, HPD	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	P, HPD	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	P, HPD	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	P, HPD	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	P, HPD	If no objections are made under s 178. Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	P, HPD	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	P, HPD	After considering objections, submissions and matters in s 178B
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	P, HPD	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	P, HPD	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)	P, HPD	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	P, HPD	
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	P, HPD	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	P, HPD	
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	P, HPD	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown Land	P, HPD	
s 179(2)	Duty to make available for inspection copy agreement	HPD, P, TLPS	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	P, HPD	
s 181(1A)(a)	Power to apply to the Register of Titles to record the agreement	P, HPD	
s 181(1A)(b)	Duty to apply to the Register of Titles, without delay, to record the agreement	P, HPD	
s 182	Power to enforce an agreement	P, HPD	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	HPD, TLPS, P	

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	P, HPD	
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	P, HPD	
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	P, HPD	
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	P, HPD	
s 184G(2)	Duty to comply with a direction of the tribunal	P, HPD	
s 184G(3)	Duty to give notice as directed by the Tribunal	P, HPD	
s 198(1)	Function to receive application for planning certificate	HPD, P, TLPS	
s 199(1)	Duty to give planning certificate to applicant	P, HPD	
s 201(1)	Function of receiving application for declaration of underlying zoning	HPD, P, TLPS	
s 201(3)	Duty to make declaration	P, HPD	
---	Power to approve development plans under the planning scheme	P, HPD	Subject to Council resolution
---	Power to approve any plan required to be approved as a condition of a planning permit.	P, HPD	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	P, HPD	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under ss (1) as soon as possible	P, HPD	

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 33	Duty to comply with a direction of the Safety Director under s 33	MI/EMO	Where Council is a utility under s 3
s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under this section	MI/EMO	Duty of Council as a road authority under the <i>Road Management Act 2004</i>
s 34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	MI/EMO	Where Council is a utility under s 3
s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	MI/EMO	Where Council is the relevant road authority
s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	MI/EMO	Where Council is the relevant road authority
s 34D(2)	Function of receiving written notice of opinion	MI/EMO	Where Council is the relevant road authority
s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	MI/EMO	Where Council is the relevant road authority
s 34E(1)(a)	Duty to identify and assess risks to safety	MI/EMO	Where Council is the relevant road authority
s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	MI/EMO	Where Council is the relevant road authority
s 34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	MI/EMO	Where Council is the relevant road authority

s 34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under s 34D(2)(a)	MI/EMO	Where Council is the relevant road authority
s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	MI/EMO	Where Council is the relevant road authority
s 34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	MI/EMO	Where Council is the relevant road authority
s 34H	Power to identify and assess risks to safety as required under s 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	MI/EMO	Where Council is the relevant road authority
s 34I	Function of entering into safety interface agreements	MI/EMO	Where Council is the relevant road authority
s 34J(2)	Function of receiving notice from Safety Director	MI/EMO	Where Council is the relevant road authority
s 34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	MI/EMO	Where Council is the relevant road authority
s 34K(2)	Duty to maintain a register of items set out in s34K (a)-(b)	MI/EMO	Where Council is the relevant road authority

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 142D	Function of receiving notice regarding an unregistered rooming house	CDS & EHO	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	CDS & EHO	
s 142G(2)	Power to enter certain information in the Rooming House Register	CDS & EHO	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CDS & EHO	
s 252	Power to give tenant a notice to vacate rented premises if s 252 (1) applies	CDS & EHO	
s 262(1)	Power to give tenant a notice to vacate rented premises	CDS & EHO	Where Council is the landlord
s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	CDS & EHO	Where Council is the landlord
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CDS & EHO	
s 522(1)	Power to give a compliance notice to a person	CDS & EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CDS & EHO	
s 525(4)	Duty to issue identity card to authorised officers	CDS & EHO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CDS & EHO	
s 526A(3)	Function of receiving report of inspection	CDS & EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CDS & EHO	Obtain prior Council approval.

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	MI/EMO	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	MI/EMO	
s 11(9)(b)	Duty to advise Registrar	MG&CS	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	MI/EMO	Clause subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	MI/EMO	where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	EMO	where Council is the coordinating road authority
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	MI/EMO	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	MI	Duty of coordinatign 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	EMO	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	EMO	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	MI/EMO	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	MI/EMO	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate

s 14(4)	Function of receiving notice from VicRoads	EMO	
s 14(7)	Power to appeal against decision of VicRoads	MI/EMO	
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	MI/EMO	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	MI/EMO	
s 15(2)	Duty to include details of arrangement in public roads register	MI/EMO	
s 16(7)	Power to enter into an arrangement under s15	MI/EMO	
s 16(8)	Duty to enter details of determination in public roads register	MI/EMO	
s 17(2)	Duty to register public road in public roads register	MI/EMO	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	MI/EMO	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	MI/EMO	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	MI/EMO	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	MI/EMO	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	MI/EMO	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	MI/EMO	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	MI/EMO	
s 19(4)	Duty to specify details of discontinuance in public roads register	MI/EMO	

s 19(5)	Duty to ensure public roads register is available for public inspection	MI/EMO	
s 21	Function of replying to request for information or advice	MI/EMO	Obtain consent in circumstances specified in s11(2)
s 22(2)	Function of commenting on proposed direction	MI/EMO	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	MI/EMO	s 22(5) duty to give effect to a direction under this section. Where council is the road authority
s 40(1)	Duty to inspect, maintain and repair a public road.	MI/EMO	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	MI/EMO	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	MI/EMO	
s 42(1)	Power to declare a public road as a controlled access road	MI/EMO	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	MI/EMO	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with VicRoads before road is specified	MI/EMO	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	MI/EMO	Where Council is the of coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	MI/EMO	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	MI/EMO	
s 49	Power to develop and publish a road management plan	MI/EMO	
s 51	Power to determine standards by incorporating the standards in a road management plan	MI/EMO	

s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	MI/EMO	
s 54(2)	Duty to give notice of proposal to make a road management plan	MI/EMO	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	MI/EMO	
s 54(6)	Power to amend road management plan	MI/EMO	
s 54(7)	Duty to incorporate the amendments into the road management plan	MI/EMO	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	MI/EMO	
s 63(1)	Power to consent to conduct of works on road	EMO/MI/CES/ CCW/GE	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	MI/EMO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch7	MI/EMO	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	EMO/MI/CES/ CCW/ GE	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name and address of the person responsible for distributing the sign or bill	MI/EMO	Where Council is the coordinating road authority
s 67(3)	Power to request information	EMO/MI/CES/ CCW/ GE	Where Council is the coordinating road authority
s 68(2)	Power to request information	EMO/MI/CES/ CCW/ GE	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO TO RETAIN	
s 72	Duty to issue an identity card to each authorised officer	EMO	
s 85	Function of receiving report from authorised officer	MI/EMO	
s 86	Duty to keep register re s85 matters	MI/EMO	
s 87(1)	Function of receiving complaints	MI/EMO	

s 87(2)	Power to investigate complaint and provide report	MI/EMO	
s 112(2)	Power to recover damages in court	MI/EMO	
s 116	Power to cause or carry out inspection	MI/EMO	
s 119(2)	Function of consulting with VicRoads	MI/EMO	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)	MI/EMO	
s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s120(1)	MI/EMO	
s 121(1)	Power to enter into an agreement in respect of works	MI/EMO	
s122(1)	Power to charge and recover fees	MI/EMO	
s 123(1)	Power to charge for any service	MI/EMO	
sch 2 cl 2(1)	Duty to make a decision in respect of controlled access roads	MI/EMO	
sch 2 cl 3(1)	Power to make policy about controlled access roads	MI/EMO	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	MI/EMO	
sch 2 cl 4	Function of receiving details of proposal from VicRoads	MI/EMO	
sch 2 cl 5	Duty to publish notice of declaration	MI/EMO	
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	MI/EMO	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	MI/EMO	Where Council is the infrastructure manager or works manager
sch 7, cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of	MI/EMO	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

	any non-road infrastructure and technical advice or assistance in conduct of works		
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	MI/EMO	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	MI/EMO	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	EMO	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	EMO/MI/CES/CCW/GE	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	EMO/MI/CES/CCW/GE	Where Council is the coordinating road authority
sch 7 cl12(5)	Power to recover costs	MI/EMO	Where Council is the coordinating road authority
sch 7, cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7, cl 13(2)	MI/EMO	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	MI/EMO	Where Council is the coordinating road authority
sch7, cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7, cl 13(1)	MI/EMO	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	EMO/MI/CES/CCW/GE	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	EMO/MI/CES/CCW/ GE	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	EMO/MI/CES/CCW/GE	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	EMO/MI/CES/CCW/GE	Where Council is the coordinating road authority

sch7 cl 16(8)	Power to include consents and conditions	EMO/MI/CES/ CCW/GE	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	EMO/MI	Where Council is the coordinating road authority
sch7 cl 18(1)	Power to enter into an agreement	EMO/MI	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	EMO/MI	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	EMO/MI/CES/ CCW/GE	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	MI/EMO	Where Council is the coordinating road authority
sch7A cl 2	Power to cause street lights to be installed on roads	MI/EMO	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting – where road is not an arterial road	MI/EMO	Where Council is the responsible road authority for the road
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	MI/EMO	Where Council is the coordinating road authority
sch7A cl 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting for arterial roads in accordance with cl 3(2) and 4	MI/EMO	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

CEMETERIES AND CREMATORIA REGULATIONS 2015

[##These provisions apply to a Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	MI/EMO	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	MI/EMO	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	MI/EMO	
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	MI/EMO	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	MI/EMO	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	MI/EMO	
r 30(2)	Power to release cremated human remains to certain persons	MI/EMO	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	MI/EMO	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	MI/EMO	
r.31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	MI/EMO	

r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	MI/EMO	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	MI/EMO	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	MI/EMO	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	MI/EMO	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	MI/EMO	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	MI/EMO	
r 40	Power to approve a person to play sport within a public cemetery	MI/EMO	
r 41(1)	Power to approve fishing and bathing within a public cemetery	MI/EMO	
r 42(1)	Power to approve hunting within a public cemetery	MI/EMO	
r 43	Power to approve camping within a public cemetery	MI/EMO	
r 45(1)	Power to approve the removal of plants within a public cemetery	MI/EMO	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	MI/EMO	
r 47(3)	Power to approve the use of fire in a public cemetery	MI/EMO	
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	MI/EMO	
Note: sch2 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	EMO/MECS	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	EMO/MECS	See note above regarding model rules
sch 2, cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	EMO/MECS	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	EMO/MECS	See note above regarding model rules
sch2, cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	EMO/MECS	See note above regarding model rules
sch 2, cl 11(1)	Power to remove objects from a memorial or place of interment	EMO/MECS	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	EMO/MECS	See note above regarding model rules
sch 2, cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	EMO/MECS	See note above regarding model rules
sch 2, cl 14	Power to approve an animal to enter into or remain in a cemetery	EMO/MECS	See note above regarding model rules
sch2, cl 16(1)	Power to approve construction and building within a cemetery	EMO/MECS	See note above regarding model rules
sch 2, cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	EMO/MECS	See note above regarding model rules
sch 2, cl 18(1)	Power to approve digging or planting within a cemetery	EMO/MECS	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	P	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	P	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	P	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 for inspection free of charge	P	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	P	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	P	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	P	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	P	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Function of entering into a written agreement with a caravan park owner	CDS & EHO	
r 11	Function of receiving applications for registration	CDS & EHO	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CDS & EHO	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CDS & EHO	
r 13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CDS & EHO	
r 13(4) & (5)	Duty to issue certificate of registration	CDS & EHO	
r 15(1)	Function of receiving notice of transfer of ownership	CDS & EHO	
r 15(3)	Power to determine whether notice of transfer is displayed	CDS & EHO	
r 16(1)	Duty to transfer registration to new caravan park owner	CDS & EHO	
r 16(2)	Duty to issue certificate of transfer of registration	CDS & EHO	
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CDS & EHO	
r 18	Duty to keep register of caravan parks	CDS & EHO	
r 19(4)	Power to determine where the emergency contact person's details are displayed	CDS & EHO	
r 19(6)	Power to determine where certain information is displayed	CDS & EHO	
r 22A(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	CDS & EHO	
r 22A(2)	Duty to consult with relevant emergency services agencies	CDS & EHO	
r 23(2)	Power to determine places in which caravan park owner must display a copy of emergency procedures	CDS & EHO	

r 24(1)	Power to determine places in which caravan park owner must display copy of public emergency warnings	CDS & EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	CDS & EHO	
r 26	Duty to have regard to any report of the relevant fire authority	CDS & EHO	
r 28(C)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CDS & EHO	
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CDS & EHO	
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CDS & EHO	
r 40(4)	Function of receiving installation certificate	CDS & EHO	
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CDS, & EHO & BI	
sch 3, cl4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	CDS, & EHO & BI	

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	MI/EMO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	MI/EMO	
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)	MI/EMO	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	MI/EMO	
r 13(1)	Duty to publish notice of amendments to road management plan	MI/EMO	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	MI/EMO	
r 16(3)	Power to issue permit	MI/EMO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	MI/EMO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	MI/EMO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	MI/EMO	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	MI/EMO	Where Council is the coordinating road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r.25(3))	MI/EMO	Where Council is the coordinating road authority
r 25(5)	Power to recover in the Magistrates' Court expenses from person responsible	MI/EMO	

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 cla 13(1) of sch 7 of the Act to give notice as to the completion of those works	EMO/MI/CES/ CCW/GE	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	EMO/MI/CES/ CCW/GE	Where council is the coordinating road authority

9.6. Navarre Recreation Reserve Lease

Author/Position: **Kylie Allen, Risk & Lease Management Officer**

Summary

The purpose of this report is for Council to approve a formal lease with the Navarre Sports Association Inc. A0001050Z for use of the Navarre Recreation Reserve commencing 1 July 2019 for a five year term with options of three further five year terms. The purpose of the lease is for sporting club use.

Recommendation

That Council:

- 1. enters into a lease agreement with the Navarre Sports Association Inc. for use of the Navarre Recreation Reserve and**
- 2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

RESOLUTION

That Council:

- 1. enters into a lease agreement with the Navarre Sports Association Inc. for use of the Navarre Recreation Reserve and**
- 2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

Moved: Cr Merrilee Reid
Seconded: Cr Tony Driscoll

Carried

Background/Rationale

Council is the appointed committee of management for the Navarre Recreation Reserve (Crown allotment 238, Township of Navarre, gazetted reserve number RS01388, reservation for racecourse and public recreation) and has the power to enter into a lease for the reserve pursuant to section 17D of the *Crown Land (Reserves) Act 1978* subject to the approval in writing of the Minister.

The reserve was previously managed under the section 86 mechanism by the Navarre Recreation Reserve Committee of Management and Council resolved to revoke the committee's instrument of delegation in October 2013.

In June 2018, Council received approval in principle to enter into a 17D Crown Land lease with the Navarre Sports Association for sporting club use from the Department of Environment, Land, Water and Planning (DELWP) advising that:

- Occupation and on ground management has been delegated to the Navarre Sports Association for many years.
- The proposed lease is to allow security and ensure security of tenure.
- Allotment 254 physically forms part of the recreation precinct and has tennis courts and associated infrastructure. This allotment is freehold land granted to 5 persons on 14/6/1909, therefore, cannot be included in the proposed lease.
- A03 Wotjobaluk - ILUA - no alternative procedure applies. Under this category, all proposed future acts can proceed with no native title requirements.

As a lease provides exclusive use of the reserve, an obligation requiring the club to allow and encourage the use of the premises by the public and other clubs and associations will be included.

In recognition of the club's responsibility to maintain the facility, it is proposed that a nominal rent apply with Council providing an annual contribution towards the costs of maintaining the reserve subject to annual negotiations on grounds conditions and budget approval process.

Plan for Lease Purposes (green shaded area)



At its meeting on 3 June, 2019, Council resolved to give public notice of its intention to enter into a lease with the Navarre Sports Association and invite submissions in accordance with section 223 of the *Local Government Act 1989*. Public notice was given in the Weekly Advertiser on 5 June, 2019 and on the Council website. No objections were received as a result of this public notice.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan objective - Enhance lifestyle and community
Local Government Act 1989, Crown Land (Reserves) Act 1978

Options

Option 1

That Council approves entering into a lease with the Navarre Sports Association Inc. for use of the Navarre Recreation Reserve, and authorises the Mayor and the Chief Executive Officer to sign the relevant lease documents as agreed by both parties. **[recommended]**

Option 2

That Council does not enter into a lease with the Navarre Sports Association Inc. for use of the Navarre Recreation Reserve. **[not recommended]**

Implications

This report has considered Social, Heritage/Cultural, Amenity, Human Rights/Privacy, Environmental, Economic and Marketing, Risk Management, Financial and Asset Management implications where applicable. Any identified implications have been addressed in this report.

Consultation

Community consultation has occurred via the giving of public notice. Council is required to consider any submissions received prior to making a formal decision on the proposed lease.

Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Kylie Allen, Risk & Lease Management Officer

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

Attachments

Nil

9.7. Great Western Sports Oval Reserve Lease

Author/Position: **Kylie Allen, Risk & Lease Management Officer**

Summary

The purpose of this report is for Council to approve a formal lease with the Great Western Football Netball Club Inc. A0004235M for use of the Great Western Sports Oval Reserve commencing 1 July 2019 for a five year term with options of three further five year terms. The purpose of the lease is for sporting club use.

Recommendation

That Council:

1. **enters into a lease agreement with the Great Western Football & Netball Club Inc. for the use of Great Western Sports Oval Reserve and**
2. **authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

RESOLUTION

That Council:

1. **enters into a lease agreement with the Great Western Football & Netball Club Inc. for the use of Great Western Sports Oval Reserve and**
2. **authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

Moved: Cr Jason Hosemans

Seconded: Cr Murray Emerson

Carried

Background/Rationale

Council is the appointed committee of management for the Great Western Sports Oval Reserve (Crown allotments 162A, 162B and 2006, Township of Great Western, Parish of Concongella, gazetted reserve number RS00755, reservation for public park and garden) and has the power to enter into a lease for the reserve pursuant to section 17D of the *Crown Land (Reserves) Act 1978* subject to the approval in writing of the Minister.

The reserve was previously managed by the Great Western Public Park Committee of Management as a Council appointed S86 Committee of Management. Council resolved to revoke the committee's instrument of delegation in October 2013 and has since endorsed the Great Western Public Park & Gardens Reserve Redevelopment Master Plan, dated March 2018, which recommends the review of occupancy and maintenance arrangements for the reserve.

In June 2018, Council received approval in principle to enter into a 17D Crown Land lease with the club from the Department of Environment, Land, Water and Planning (DELWP) advising that:

- although the reservation status is public park and garden, departmental history indicates the land has generally always been used for sporting recreation
- the requirement to undergo Parliamentary scrutiny is not required in this instance as the reservation status has a secondary purpose
- the proposed lease will not impede on the community to use and enjoy the Crown land
- occupation and grounds management has been delegated to the club for many years
- no Native Title claims have been recorded however further advice is being sought in regard to the area falling within the boundary subject to agreement making between Eastern Maar and neighbouring Traditional Owner Group.

Plan for Lease Purposes (blue shaded area)



The proposed lease has a purpose of sporting club use and will allow the club's security of tenure and ensure clarity of obligations for both parties. As a lease provides exclusive use of the reserve, an obligation requiring the club to allow and encourage the use of the premises by the public and other clubs and associations will be included.

As the reserve is made up of both Crown land and freehold title to both Council and Telstra Corporation Limited, a further freehold lease will be negotiated with the club upon resolution of land transfer negotiations between Council and Telstra for part of 5 Cubitt Street, Great Western.

In recognition of the club's responsibility to maintain the facility, it is proposed that a nominal rent apply with Council providing an annual contribution towards the costs of maintaining the reserve subject to annual negotiations on grounds conditions and budget approval process.

At its meeting on 3 June, 2019, Council resolved to give public notice of its intention to enter into a lease with Great Western Football Netball Club Inc. and invite submissions in accordance with section 223 of the *Local Government Act 1989*. Public notice was given in the Weekly Advertiser on 5 June, 2019 and on the Council website. No submissions were received as a result of this public notice.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan objective - Enhance lifestyle and community

Local Government Act 1989, Crown Land (Reserves) Act 1978

Options

Option 1

That Council approves entering into a lease with the Great Western Football Netball Club Inc. for use of the Great Western Sports Oval Reserve, and authorises the Mayor and the Chief Executive Officer to sign the relevant lease documents as agreed by both parties. **[recommended]**

Option 2

That Council does not enter into a lease with the Great Western Football Netball Club Inc. for use of the Great Western Sports Oval Reserve. **[not recommended]**

Implications

This report has considered Social, Heritage/Cultural, Amenity, Human Rights/Privacy, Environmental, Economic and Marketing, Risk Management, Financial and Asset Management implications where applicable. Any identified implications have been addressed in this report.

Consultation

Community consultation has occurred via the giving of public notice. Council is required to consider any submissions received prior to making a formal decision on the proposed lease.

Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Kylie Allen, Risk & Lease Management Officer

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

Attachments

Nil

10. Notices of Motion or Rescission

Nil

11. Reports from Councillors/Committees

Nil

12. Urgent Business

RESOLUTION

That Council considers the matter of the resignation of the Chief Executive Officer as Urgent Business.

Moved: Cr Murray Emerson

Seconded: Cr Jason Hosemans

Carried

RESOLUTION

That Council reluctantly accepts the resignation of the Chief Executive Officer.

Moved: Cr Murray Emerson

Seconded: Cr Karen Hyslop

Carried

13. Public Question Time

Mr Brad McDonald, 740 St Arnaud-Wycheproof Road, Sutherland

1. Considering that the NGSC issued a PIN to Valley Park Farm for breach of condition 27 (contravened and operating outside of designated hours) Why has there been no PINs issued for the 20 plus other conditions that have been breached???

The Mayor provided the following response which had been prepared by Council's Head of Planning & Development:

A number of conditions associated with planning application 5.2017.61.1 are dependent on the approval of the EMP, WMP and SMP. EMP and WMP has now been approved.

2. How can/did the planning department recommend that the PIN issued for breach of condition 27 be withdrawn? With the excuse being exceptional circumstances (which relates to the welfare of the birds)?

The Mayor provided the following response which had been prepared by Council's Head of Planning & Development:

The recommendation is based on reasonableness and the impact on neighbouring amenity. Officers are of the opinion that removing the dead birds off the site was a better outcome than leaving it on site and creating more complaints relating to odour. The potential impact to neighbouring amenity as a result an additional truck movement after 6pm was also considered negligible compared to the potential odour impact.

3. How can bird welfare be an excuse when the breach related to the removal of the DEAD birds? Let me also note the birds had only been onsite for approximately 42 weeks, not the 68 weeks as stated by FocusCDS consultants. Furthermore their claim of existing use rights is utter rubbish as the site was only ever a shedded turkey farm prior to this crowd buying the disused property in 2014. As for their concern about leaving birds onsite overnight breaching conditions I will also go on the record as stating there were

dead birds clearly visible from McQueen road in 2 of the sheds mid morning on March 21st 2019! When is the NGSC going to stop being bullied and look at the facts??

The Mayor provided the following response which had been prepared by Council's Head of Planning & Development:

Bird welfare was not used as an excuse, it was only briefly mentioned in reference to condition 27.

Mrs Jane Sutherland, 64 Alma Street, St Arnaud

Are there guidelines to landowners especially in the main street as to regular maintenance of the appearance of buildings, eg St Arnaud Hotel?

The Executive Manager Operations provided the following response:

There is no existing policy; however in the Retail Activation Plan it is recommended to create policy around holding landholders in the retail and commercial area accountable for the condition/amenity/state of buildings.

14. Closure of Meeting Pursuant to Section 89(2) of the Local Government Act 1989

A Council or Special Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following :

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matter;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person;
- (i) A resolution to close the meeting to members of the public.

15. Close

There being no further business the Mayor declared the meeting closed at 1.10pm.



CR KEVIN ERWIN
MAYOR

Date: 2 September 2019