



Minutes

Council Meeting held at 12.30 PM on Monday 1 March 2021 in the Perry Room, St Arnaud Town Hall.

Present

Cr Murray Emerson (Mayor)
Cr Lauren Demspey
Cr Tony Driscoll
Cr Kevin Erwin
Cr Trevor Gready
Cr Eddy Ostarcevic

Ms Liana Thompson, Chief Executive Officer
Mr Vaughan Williams, Director Corporate Services
Mr Trenton Fithall, Director Infrastructure
Mrs Naomi Goode, Director 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 12 April 2021.

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1. Apologies

An apology was received from Cr Haswell.

RESOLUTION

That the apology be received and leave of absence granted.

Moved: Cr Kevin Erwin

Seconded: Cr Trevor Gready

Carried

2. Oath or Affirmation of Office

The Mayor called on the Chief Executive Officer to administer the Oath of Office.

The Chief Executive Officer explained section 30 of the *Local Government Act 2020* and that a person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office specified in the manner prescribed by the regulations.

The Chief Executive Officer asked the newly elected Councillor of the Kara Kara Ward, Eddie Ostarcevic, to read aloud the Oath or Affirmation of Office and make a declaration that they have read and will abide by the Northern Grampians Shire Council Councillor Code of Conduct.

The documentation was signed and dated by the Cr Ostarcevic and the Chief Executive Officer as required following the meeting and recorded in the meeting minutes.



OATH OF OFFICE OFFICE OF COUNCILLOR

Eddy Robert Ostarcevic

'I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the municipal community. I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct. I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* or any other Act to the best of my skill and judgment.'

A handwritten signature in purple ink, appearing to read "E. Ostarcevic", positioned above a thick blue horizontal line.

Signed

A handwritten signature in purple ink, appearing to read "Liana Thompson", positioned above a thick blue horizontal line.

Liana Thompson, Chief Executive Officer

1 March 2021

3. Confirmation of Minutes

Council Meeting held on Monday, 1 February 2021

RESOLUTION

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

Moved: Cr Lauren Dempsey

Seconded: Cr Trevor Gready

Carried

4. Matters Arising from the Minutes

Nil

5. Presentation of Petitions and Joint Letters

Nil

6. Presentations/Awards

Nil

7. Disclosure of a Conflict of Interest at a Council Meeting

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

(i) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or

(ii) intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice-

- advising of the conflict of interest;**
- explaining the nature of the conflict of interest; and**
- detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the-**
 - name of the other person**
 - nature of the relationship with that other person or the date on receipt, value and type of gift received from the other person; and**
 - nature of that other person's interest in the matter;**

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer.

The Councillor must, in either event, exclude themselves from the decision-making process, including any discussion or vote on the matter and any action in relation to the matter and leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

Members of Staff

A member of Council staff must disclose any conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a report for a Council meeting. They must immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer disclosing the conflict of interest and explaining its nature.

Nil

8. Informal Meetings of Councillors

[Liana Thompson, Chief Executive Officer]

Council's Governance Rules require that if there is a meeting of Councillors that-

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, delegated committee meeting or community asset committee meeting

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- tabled at the next convenient Council meeting; and
- recorded in the minutes of that Council meeting.

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

↕ Date	Meeting Description	↕ Matters Considered At The Informal Meeting:	Conflict Of Interest Disclosures						
15/02/2021	Sustainable Infrastructure Briefing	8.1 Draft Stawell Structure Plan - Final 8.2 Urban Design Framework - Western Highway Precinct 8.3 St Arnaud Structure Plan 8.4 Northern Grampians Heritage Study 8.5 Electrical Line Clearance Management Plan 2021-22 8.6 North Park Netball Court Development 8.7 Stawell Skate Park - Design, Costs and Capital Impact 8.8 COVID-19 Economic Recovery and Development Strategy 9.1 C8 2019/20 - Provision of Quarry Projects and Concrete Supplies	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							
08/02/2021	Economic Growth Briefing	4.1 Marnoo Community Action Plan	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							
01/02/2021	Lifestyles and Community Briefing	9.1 Council Agenda Review	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Liana Thompson</td> <td>9,1</td> <td>No</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Liana Thompson	9,1	No
Councillor/Officer Item Number Left Meeting?									
Liana Thompson	9,1	No							
27/01/2021	Organisational Effectiveness Briefing	8.1 Planning Application Request 8.2 Quarterly Finance Report 8.3 Councillor Code of Conduct 8.4 Proposed Naming of Maud Street Dams Site 8.5 Local Roads and Community Infrastructure Fund 9.1 C8 2018/19 - Provision of Street Cleaning Services	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							

The Mayor read out a list of meetings provided by the CEO that councillors had attended since the last council meeting.

RESOLUTION

That the report on Informal Meetings of Councillors be approved.

Moved: Cr Kevin Erwin
Seconded: Cr Tony Driscoll

Carried

9. Items Brought Forward

Nil

10. Consideration of Reports of Officers

10.1. Enhance Lifestyles and Community

10.1.1. North Park Netball Court Development

Author/Position: Tony Dark, Coordinator Community Placemaking, and
Phuong Au, Strategic Funding Coordinator

Purpose

To confirm that the North Park Netball Court Development project will deliver the desired outcomes of the Victorian Government's Community Sports Infrastructure Stimulus Program Round 2.

Summary

Netball is the primary sport played by women and girls in the Stawell region, but the facilities have been very poor for many years. This project will deliver three reinforced concrete netball courts with lighting to average 100 lux. There will be 1.5m wide pathways connecting the spectator walkway areas with wheelchair/standing areas, two shelters with seating and fencing. This will create a safer, accessible, compliant, more inclusive and welcoming environment for netball, and support increased participation in sport and recreation by women and girls.

The Victorian Government launched the Community Sports Infrastructure Stimulus Program in May 2020 in response to the COVID-19 pandemic. Administered through Sport and Recreation Victoria, this program aims to fast-track investment into critical shovel-ready community sport and recreation infrastructure while getting people back to work. The Northern Grampians Shire Council have been invited to re-apply for the North Park Netball Court Development project in Round 2 of the program.

As a demonstration of the importance of this project, Council will contribute \$300,000, which is above the minimum 10% co-contribution requirement of the program. The project is ready to proceed to construction within six months of funding approval, and will be delivered within the required funding timelines, pending the successful outcome of the grant application.

Recommendation

That Council confirms that:

- **The North Park Netball Court Development project is supported by the Council;**
- **The project is ready to proceed to construction within six months of funding approval; and**
- **The Council contribution of \$300,000 is available within appropriate timeframes to deliver the project.**

RESOLUTION

That Council confirms that:

- **The North Park Netball Court Development project is supported by the Council;**
- **The project is ready to proceed to construction within six months of funding approval; and**
- **The Council contribution of \$300,000 is available within appropriate timeframes to deliver the project.**

Moved: Cr Kevin Erwin

Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

Overall, North Park is currently not an inclusive, accessible or welcoming environment for netball. The existing courts are also not in close proximity to any other facility at North Park and are poorly accessible from other sports areas. The nearest run-off zone is located approximately 50 metres away from the new clubrooms that are currently under construction and are separated by an internal road and a grassy field. There is currently no footpath of any kind servicing the existing netball courts.

The participation issues this project will address are the safety, accessibility, inclusivity and compliance issues. Netball is the primary sport played by women and girls in the Stawell region, but the facilities have been very poor for many years. All combined football and netball clubs that regularly use North Park have consistently lower female participation than male participation, despite similar scheduling of training and games. This confirms what stakeholders have been informing Council, which is that the poor netball facilities are negatively impacting on female participation in sport and recreation.

This project will deliver three reinforced concrete netball courts with lighting to average 100 lux. There will be 1.5m wide pathways connecting the spectator walkway areas with wheelchair/standing areas, two shelters with seating and fencing. This will create a safer, accessible, compliant, more inclusive and welcoming environment for netball, and support increased participation in sport and recreation by women and girls.

In May 2020, the Victorian Government launched the Community Sports Infrastructure Stimulus Program in response to the COVID-19 pandemic. This program aimed to fast-track investment into shovel-ready community sport and recreation infrastructure, while delivering jobs to help people get back to work. This project was well aligned to these objectives, and the Program therefore provided an ideal funding opportunity. Council was unfortunately unsuccessful for Round 1 of this Program in 2020.

The Victorian Government provided funding for Round 2 of this Program in the 2020-21 State Budget. Specific unsuccessful but meritorious applications from Round 1 have been invited to re-apply, and Council were invited to resubmit the North Park Netball Court Development project. A 10% minimum local financial contribution is required to be committed. A contemporary Council resolution is also required to accompany the Round 2 grant application.

Legislation, Council Plan, Strategy and Policy Implications

This project is also strategically aligned to local, regional and statewide plans and strategies, including the:

- Activate 2020-30 plan, which lists this project as a priority.
- Council Plan 2017-21 Objective: Lifestyles and Communities
- NGSC Municipal Public Health and Wellbeing Plan 2017-21 Priority 2 Active Living
- NGSC Open Space, Sport and Recreation Strategy 2013-22
- Netball Victoria Statewide Facilities Strategy
- VicHealth Physical Activity Strategy 2018-23
- Wimmera Southern Mallee Regional Strategic Plan 2012
- Grampians Pyrenees Primary Care Partnership Strategic Plan 2017021

Options

Option 1

Council confirms that:

- The North Park Netball Court Development project is supported by the Council;
- The project is ready to proceed to construction within six months of funding approval; and
- The Council contribution of \$300,000 is available within appropriate timeframes to deliver the project.

[recommended]

Option 2

That the North Park Netball Court Development project does not comply with the eligibility criteria of the Community Sports Infrastructure Stimulus Program Round 2. **[not recommended]**

Implications

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications have been addressed in this report.

Community Engagement

This project is the result of extensive community and stakeholder consultations that has occurred over many years. The poor condition of the existing netball courts was identified as far back as the North Park Master Plan 2004. In July 2010, the Northern Grampians Shire Council conducted a 'Have Your Say on North Park' community information session to discuss future priorities for the reserve, based on the initial recommendations contained within the master plan. Thirty community members, representing 15 organisations attended this session. At this workshop, participants were asked to rank recommendations from the 2004 master plan in order of priority. The outcome of this session was the North Park Multi-Purpose Development Plan 2011, and the netball court upgrade was the next priority item after the clubrooms, which are currently under construction.

Between 2013 and 2017, 2MH Consulting visited North Park no less than four times to provide advice to council engineers and for informal checks. A full facility audit was conducted in September 2017, which found that two of the five existing netball courts are unplayable due to poor condition, and the other three courts require close monitoring and continual maintenance to remain safe to use. In December 2017, the Northern Grampians Netball Strategy was finalised by 2MH Consulting. It recommended that North Park netball facilities be upgraded in 2019-20 and 2020-21. Planning for this project commenced in preparation for the 2019 round of the Country Football Netball Program but this initial work revealed a large cost estimate, so an application was not submitted that year. In April 2020, council undertook an internal review of the North Park Multi-Purpose Precinct Development Plan 2011 and re-affirmed its view that the netball court upgrade was still a priority.

The project details and concept designs have been developed in collaboration and partnership with the Swifts Football Netball Club, Stawell Football Netball Club, Stawell Interchurch Netball Association and the Stawell Recreation Advisory Group. Sport and Recreation Victoria and Netball Victoria have also been closely consulted to ensure the designs meet current facility dimensions and requirements. The outcome of these consultations is the relocation of the netball courts adjacent to and accessible to the new pavilion, so that they are close to the player and official amenities. The courts will be made suitable for training and competitions, and lighting will be installed to training standard. The area between the main pavilion and netball court will be blocked off to vehicles for safety reasons.

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Tony Dark, Coordinator Community Placemaking

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

Phuong Au, Strategic Funding Coordinator

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

Attachments

Nil

10.1.2. Marnoo Community Action Plan

Author/Position: Rachel Whittaker, Community Development Officer

Purpose

To receive the Marnoo Community Action Plan 2021-25 following feedback received during the period of public comment.

Summary

The Marnoo Community Plan has been developed with the community as a roadmap for the continuation of the town's future growth and sustainability. The plan provides ideas, activities, and actions to guide direction for community led initiatives, alignment to council's strategic plans, and to guide decision making for infrastructure, community programs and service delivery over the next four years.

In the plan opportunities and actions are broken up into four categories:

1. Local Business and Innovation
2. Places and Spaces
3. Connecting Community and
4. Services and Facilities

All themes are integral to strengthening what already exists in Marnoo while also allowing for adaptation to an ever changing environment. Council and community share ownership and responsibility of the plan, providing context for focused effort and investment in time, money and resources. Underpinning the development of the plan is the sentiment that locally developed solutions are essential for successful projects.

As priorities and opportunities may change the plan is a living document able to adapt to the environment and identified community needs. An annual review will allow for needed alterations and updates.

Recommendation

That Council receives the Marnoo Community Action Plan 2021-25.

RESOLUTION

That Council receives the Marnoo Community Action Plan 2021-25.

Moved: Cr Kevin Erwin
Seconded: Cr Tony Driscoll

Carried

Background/Rationale

Community plans are place-based plans that identify priorities at a township/area level. Council ensures these plans are congruent with key strategic directions including the Council Plan, Municipal Public Health and Wellbeing Plan, Economic Strategy and the proposed Shire Vision 2021-41 for the entire municipality.

A review and renewal process for the Marnoo Community Plan 2017-2020 was undertaken in 2020. Council supported the process to engage the Marnoo community to identify and develop new ideas and opportunities for the township for the following four years.

The plan has been influenced by outcomes of the Marnoo Community Plan 2017-21, The Growing Ideas Festival 2020, interviews and informal conversations with general community members and representatives from community groups and committees.

The action plan will require continual monitoring and an annual review, led by the council's Community Development team to ensure the priorities are realistic and accurate and key deliverables in line with the Council's budget development period and advocacy planning.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2017-21 – Enhance Lifestyles
Municipal Public Health and Wellbeing Plan 2017-21
Community Engagement Policy 2018

Options

Option 1

That Council receives the Marnoo Community Action Plan 2021-25. **[recommended]**

Option 2

That Council does not receive the Marnoo Community Action Plan 2021-25. **[not recommended]**

Implications

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications have been addressed in this report.

Procurement

There are no procurement impacts in this report.

Community Engagement

The engagement process, although impacted by COVID-19 was co-designed and delivered in partnership by Council and key community members to ensure an action plan was created that reflected the needs and opportunities of Marnoo.

The community engagement process has been thorough and considerate of the strengths, assets and culture of the Marnoo community. Community engagement included a series of one on one interviews and targeted engagement from November 2020 through to January 2021.

Whilst the COVID-19 pandemic has had a significant impact on the community and the way the community have been engaged they have provided positive support and enthusiasm for the opportunity of securing sustainable outcomes for the Marnoo community.

Innovation and Continuous Improvement

The community engagement process co-designed and adapted to meet COVID-19 safety measures resulted in a comprehensive and community lead plan being developed. A commitment has been made in the plan to deliver identified strategies in partnership with the community and to continue to enhance relationships with community and achieve outcomes together.

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Rachel Whittaker, Community Development Officer

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

Attachments

1. Marnoo Community Planning 2021-25 [**10.1.2.1** - 17 pages]
2. Marnoo Community Action Plan 2021-25 [**10.1.2.2** - 6 pages]

COMMUNITY PLANNING



2021-25



ABOUT THE PLAN

Marnoo residents want Marnoo to be great again and continue to strive towards the vision of being; 'A progressive community retaining and improving existing facilities, services and community values.'

The Marnoo Community Action Plan provides ideas, activities and actions to guide direction for community led initiatives, alignment to council's strategic plans, and to guide decision making for infrastructure, community programs and service delivery over the next four years. The definition of a plan is a detailed proposal for doing or achieving something. As one resident explained, "Having a community plan is for the future of the town. To ensure it can survive and in some ways grow and develop. "The Marnoo Community Plan is not just a document for document's sake it has been developed as a roadmap for the continuation of the town's future growth and sustainability. A concern in Marnoo is the potential for the town to decline in population and slowly disappear as a well connected and engaged community. With an aging population and deteriorating buildings, the loss of central locations such as the hotel and general store and low numbers at the school, community members are rightly concerned about the town's future.

Marnoo residents want Marnoo to be great again and continue to strive towards the vision of being;

'A progressive community retaining and improving existing facilities, services and community values.'

To align with the vision the actions and activities in the 2021-25 plan are designed to:

- Encourage families to stay in the area
- Attract and retain new families
- Grow local job opportunities.

The plan has been influenced by outcomes of the Marnoo Community Plan 2017-21, The Growing Ideas Festival 2020, informal and in depth conversations with community members and interviews with representatives from one of the many committees in Marnoo.

Council and community share ownership and responsibility of the plan, providing context for focused effort and investment in time, money and resources. Underpinning the development of the plan is the sentiment that locally developed solutions are essential for successful projects. Throughout the consultation period it was suggested a group of community members ideally representing each of the existing committees be responsible for guiding the plan with the support and guidance of a council representative.

2017-21 ACHIEVEMENTS

In working collaboratively during 2017-21 with NGSC the community of Marnoo have achieved the following:

- A five year contract for the current school Principal Community Newsletter.
- Building communication channels between the community and NGSC.
- Community run pool with the assistance of financial support and pool management advice from NGSC.
- Fixed wireless NBN allowing Marnoo residents to have the equivalent connection as their city counterparts.
- Accessible toilet installed increasing general 'accessibility' 'at the Marnoo Memorial Hall' with the aid of a Bulgana Wind Farm grant during 2019.
- General health check up services provided by Stawell Regional Health.
- A number of new events have been initiated to assist with reducing isolation within the township and surrounds of Marnoo.

Living in or near a rural township with limited business, services and places to connect requires creativity and determination to maintain community connection and build pride.

Innovation, determination and commitment will ensure Marnoo is a place where people choose to live, visit and invest. The key themes are:

- Local Businesses' and Innovation
- Places and Spaces
- Connecting Community
- Services and Facilities

All themes are integral to strengthening what already exists in Marnoo while also allowing for adaptation to an ever changing environment. The following information describes each of the above mentioned themes and the components within them to be strengthened or enabled to adapt. Community and council roles are considered with the intention for these to be broadened as ideas and projects are initiated and implemented.

A summary action plan has been developed to use as a working document during 2021-25. See Appendix 1 for the Action Plan summary tables.



2017-21 NOT YET ACHIEVED

Although there were many actions achieved during 2017-21 several actions remain in need of attention or strengthening. These include;

- Support and understanding around cleaning up of private properties.
- Installation of swimming pool solar panels.
- Communication channels from NGSC specific departments.
- Consistent maintenance of roads and communication around road maintenance.
- Opportunities for tourism and the communication of these opportunities.
- Financial counselling and business support within the community.

LOCAL BUSINESS AND INNOVATION

The Marnoo economy is influenced and built on the agricultural industry within the district. Wheat, a variety of other grains and Merino sheep provide a thriving agriculture industry. Businesses vary from agricultural supplies and services to engineering, construction, importing farm machinery and grain storage.

Over the past five years agriculture has experienced significant growth and is the second largest economy, behind manufacturing in the Northern Grampians Shire. Marnoo is an important component of the shire's growth.

A noticeable change in farming is occurring. Generational farming families are diversifying on farm practices, communities are displaying local innovation, the use of on farm technology is being embraced and seeking alternative place based solutions is becoming the priority. Providing opportunities for rural communities to connect with ideas, programs and partners that support industry and community longevity and create opportunity for local solutions requires a well thought out coordinated approach. Solutions will vary from having the infrastructure to support an increase in residents to the township of Marnoo alongside new technology and innovation to enable the continuation of farming businesses as well as new developments.



CONVENIENCE STORE/ SHOP/FUEL

The Marnoo shop closed in 2019 due to personal reasons of the shop owner. The shop is greatly missed. When operating, the shop was considered a community hub allowing both access to food staples as well as social connections and increased community pride. Local residents and businesses would submit weekly orders which contributed to the success of the shop while also limiting travel to larger towns. As well as considering co-op style options, short term alternatives could include; pop-up shops, the use of existing businesses such as Seed and Sprout and a regular market. Not having fuel available locally is similarly inconvenient for locals and limiting for visitors. An investigation into provision of an unattended fuel dispensing and payment system could assist residents in making an informed decision.

Community role: advocacy, explore alternatives

Council role: support identification of options, funding opportunities

HOUSING

Sufficient housing for new families to the area has been limited and is believed to be stifling progress and further development in Marnoo. Some farms have brought in demountables to accommodate their staff. There have been occasions where families have been unable to source housing to work and live in the area. Encouraging people to seek employment and live in Marnoo as well as send their children to the local school is difficult when housing does not exist. A rise in the number of residents within Marnoo will expand social capital and diversity of the town and increase the utilisation of services and facilities.

Community role: inform and advise

Council role: advocacy and support in the design of place based housing solutions



DEVELOPING NEW BUSINESS OPPORTUNITIES

The agricultural industry is continually improving its efficiency and outputs. Alternatives such as renewable energy and waste innovation are driving changes in the sector and offer opportunities for local farm businesses. Options for farms to diversify and value add are encouraged and welcomed. A suggestion from local farmers that financial barriers are assessed and reviewed could assist in enabling change.

Community role: define priorities

Council role: 10 year Economic Strategy, and annual action plan, advocacy

MARNOO BRANDING

Marnoo and surrounds produce high quality livestock and grains offering the potential for a united campaign and promotional opportunities for the area in attracting investment and promotion of Marnoo as a location of interest. A brand already exists which is located on town signs, school uniforms, publications and other promotional items that could be utilised in a strategic and public campaign.

Community role: explore opportunities,

Council role: funding support, guidance.

TOURISM

Due to places such as St Arnaud and Rupanyup featuring silo art, Marnoo has the potential of benefiting from the Silo Art tourist route. Promotions of the Grampians are extending to towns on the edge of the Northern Grampians boundaries and a push for day tripping from Halls Gap is being encouraged. An opportunity may exist for Marnoo township and surrounds to highlight new or existing attractions in the area.

Community role: explore opportunities. Innovation

Council role: funding support, guidance, advocacy



PLACES & SPACES

Providing diverse and safe access to public spaces continues to be of high importance to Marnoo residents. Improving and upgrading existing facilities to meet with a growing diversity of uses remains the focus.

RECREATIONAL RESERVE (PARK)

Cricket and tennis continue to be the main sporting activities to utilise the Recreational Reserve. Other uses include one off events and celebrations.

As the reserve is a community facility the addition of a playground will enhance the facility's appeal to families and add value to any event being held at the reserve. The reserve also has potential to be a desirable location for caravans and campers.

An upgrade of the pavillion facility with financial support of a past resident has resulted in a modern venue capable of holding both sporting and social events and functions.

Community role: source funding, design

Council role: advocating, supporting grants, link to Grampians Tourism

SHANAHAN PARK

An upgrade to the toilet block, a seating area with a shelter, a playground and a garden have been developed over the past ten years. More recently due to the local shop closing the Australia Post post boxes have been integrated into the park precinct. Shanahan Park services both locals and passers-by and provides a place to rest and relax. Continual upgrades and additions to the park will ensure it meets the needs of the community including; adding a notice board and a seat within the toilet block area, a shade sail for the playground and road maintenance for the entrance to the post boxes.

Community role: inform and advise

Council role: consider Shanahan Park updates in council's 10 year capital plan, include high use areas in road maintenance schedule, capacity building

TOWN BEAUTIFICATION

Creating an attractive, neat and tidy appearance and environment is important to living in Marnoo. Having an inviting streetscape for tourists and new residents will create a place people want to visit and live, while lifting current residents' feelings of community pride. Residents volunteer their time to maintain other facilities and localities such as the pool, school, Memorial Hall and roadside maintenance on the outskirts of the town. Continuing the current maintenance by Council Parks and Gardens department is paramount to achieving town beautification. Improvements to the town entrances are needed to tie the town landscape together. Opportunities for silo art and murals would improve the town's aesthetic appearance and town pride as well as encouraging tourists. More green spaces would lift the appeal of the town, especially on the main road.

Community role: designs, priorities, source funding

Council role: look for opportunities for more regular maintenance, review of maintenance schedule, landscaping design and water access

ROADS AND SIGNAGE

An emphasis on keeping roads and roadsides safe for general and heavy traffic especially over the harvest season is of high importance. Maintaining local road infrastructure is important to agriculture in supporting the movement of large machinery and local commuting. Continual communication with Northern Grampians Shire Council and VicRoads will ensure that the community needs are met in a timely manner. Kerb and channel upgrades on McLennan Street and Station Street will provide better access and safety for residents and visitors. Installation of an appropriate school sign would promote the school and its location.

Community role: utilise Snap, Send Solve app

Council role: scheduling of works and informing the community, advocating



TENNIS COURTS

Tennis continues to be a popular activity in Marnoo. Marnoo Tennis Club has operated for over 100 years and currently has 10 members as part of the Dumunkle competition. Three new courts were installed in 2013 enhancing the local facility however an improved meeting space and a fenced off area for children will enable the club to attract new members and provide an important social and sporting opportunity into the future. Repurposing or removal of the old courts would be beneficial to the overall look of the facility and the general look and feel of the recreational reserve.

Community role: design, source funding

Council role: capital project, advocate for and support grants



CONNECTING COMMUNITY

Marnoo residents continue to show resilience, determination and creativity to create and maintain connections within the township and beyond. Means of communication include social media and more traditional forms such as noticeboards. A variety of groups and committees exist allowing a diverse range of interests to be met, including; a craft group, book club, CWA, Navy Blues Supporters Group, Pool committee, Stud Breeders, cricket club and tennis club. Strengthening and adapting existing means of communication and engaging is a priority.

EVENTS

A range of events are held in Marnoo including; Open Garden Day, Good Friday Appeal event to raise funds for the Royal Children's Hospital, a Christmas event, school concert, Friday night meals at the pavillion, community cricket matches, an annual Australia Day event supported by the CWA, Marnoo ram sales and a Merino Field Day and a Legacy fundraiser at the Golf club. Events and occasions have been important and continue to be integral to residents' feelings of belonging and community pride and the future survival of Marnoo as a community.

Maintaining current events and activities as well as exploring new opportunities for events is a priority.

Consideration of catering for children when relevant is needed to attract families. Utilisation of the redeveloped Recreational Reserve Pavilion for a variety of community activities and events will support a connected and engaged community.

Community role: innovation (new ideas), source funding, engaging whole of community
Council role: grant guidance and promotion of events, advocating for and connecting into regional events in Marnoo

SHARING OF INFORMATION

Many residents in and around Marnoo either work in larger towns or live on property out of the township intensifying the importance of effective means of communication. Facebook groups such as the Golf Club, Park Reserve, Community News, Marnoo Primary School and a community newsletter keep locals up to date with relevant information and events. To cater for the range of community needs, a consistent and agreed upon way of informing the dispersed community could ensure that community members are well connected and informed. A noticeboard located at a venue where people regularly attend is considered a priority alongside capabilities to utilise social media platforms.

Community role: explore options for sustainable, effective and consistent communication within the community.

Council role: guidance, inclusion in operational plan if infrastructure is needed



COUNCIL COMMUNICATIONS

Relevant information and updates from NGSC will assist with ensuring residents are informed of the latest information and progress on town and service improvement. To continue and enhance focused communication from council is considered a necessity by community members to ensure a viable future for the town.

Community role: development of an advisory/steering group, utilisation of council communication platforms

Council role: regular communication with Community Development workers, review of community plan annually

CHILDREN AND YOUNG PEOPLE

Living in a small rural town has many opportunities and challenges for children and youth. Involving youth in decisions regarding the events, sporting opportunities and civic responsibilities could assist with community connection and pride.

Community role: inclusion of young people in community decision making

Council role: advocate and identify leadership opportunities for young people, funding

SERVICES & FACILITIES

The Marnoo recreational reserve and the Marnoo Memorial Hall are well utilised community facilities and enable community members to hold events and activities. Other facilities include: a swimming pool, a small playground, public toilets, an information shed and a primary school.

MARNOO MEMORIAL HALL

Offering a location for community events and gatherings the Marnoo Memorial Hall has installed an accessible toilet and increased general accessibility with the aid of a Bulgana Wind Farm grant during 2019. Future upgrades include installing filtered water and a full kitchen upgrade.

Community role: source funding

Council role: support the development of project plans
funding applications

**"The pool is one of the reasons I recently moved to Marnoo."
New resident**

MARNOO COMMUNITY POOL

Having a pool is an important facility within Marnoo to support health and wellbeing, active recreation and community activity as well as being beneficial in encouraging families to move or stay in Marnoo. The pool committee who have taken on a 50 year lease from the Department of Education and Training in conjunction with NGSC support has maintained and run the pool as a community pool for the last 2 years. However, retaining the pool as a community run facility is becoming increasingly difficult. Upgrades and general maintenance will continue to be the focus as well as increasing the pool's usage.

Community role: management, funding

Council role: guidance, insurance, advocacy

MARNOO PRIMARY SCHOOL

The Marnoo Primary School operates with a head teacher, a part time office manager and the regional Marc Van. The school remains vibrant, provides a safe and welcoming space for local students and offers opportunities for broader community connections. Connections with other local schools and opportunities for collaboration and networking can provide excellent educational opportunities for local children. A school supported parent led playgroup will offer opportunities for new families to experience the school's dedication and commitment to their students while some creative thinking around alternatives to before and after school care may be a drawcard to attract new families to the area and result in an increase in enrolment numbers. Enabling the broader community to utilise the schools space for connection will increase community and school engagement.

Community role : engagement with broader community

Council role: advocacy, guidance, inclusion of school in networks

LIBRARY SERVICES

The Stawell and St Arnaud Libraries have transitioned from the management of the Wimmera Regional Library Corporation to the Northern Grampians Shire Council. Understanding how the community of Marnoo uses the library services will enable place based service to be strengthened.

Community role: identify needs

Council role: consider resident needs in the 2021 library service review



RETAIN VISITING HEALTH AND COMMUNITY SERVICES IN MARNOO

A range of Allied, Community Health and Home Care services are offered on a regular basis in Marnoo. Retaining these services provides equality and access with essential health services for existing residents of all ages. Access to health services reduces the impact of rural isolation. Accessible health and community services will assist in attracting newcomers to the community. Options for access will expand with Stawell Regional Health offering tele-health appointments. Extending service options to offer diversity such as Rural Financial Counselling Service provides an opportunity for non-traditional and less invasive approaches to mental health.

Community role: Identification of needs

Council role: advocacy

HOUSEHOLD MAINTENANCE & RUBBISH COLLECTION

Distances from services for rural towns can have an impact on people's ability to maintain rubbish and scrap. Finding solutions to support residents to keep their properties free from excess rubbish will align with desires and town beautification initiatives. Investigating waste management options is an initial starting point.

Community role: inform, utilisation of services

Council role: explore options for waste management, on-going communication



Appendix 1: Action plan summary tables

Local Business and Innovation (Economy)

Opportunities/needs	Suggested strategies	Community Sentiment	Community role	Council role
Housing	<ul style="list-style-type: none"> Explore opportunities for increased housing within Marnoo 	😊😊😊	<ul style="list-style-type: none"> Provide examples and data Inform options & solutions 	<ul style="list-style-type: none"> Advocacy Support housing solutions
Convenience store/shop/fuel	<ul style="list-style-type: none"> Explore business opportunities/alternatives 	😊😊😊	<ul style="list-style-type: none"> Assess community support for a shop Engage existing businesses to operate at requested times Examine and assess alternatives Explore opportunity for regular food markets 	<ul style="list-style-type: none"> Support identification of options Business support Advocate Assistance with permits
Marnoo branding	<ul style="list-style-type: none"> Explore opportunities for Marnoo specific branding based on grains and livestock 	😊	<ul style="list-style-type: none"> Inform, design, develop Provide leadership 	<ul style="list-style-type: none"> Guidance Funding opportunities Capacity building
Developing new business opportunities	<ul style="list-style-type: none"> New Business opportunities 	😊	<ul style="list-style-type: none"> Explore options and priorities 	<ul style="list-style-type: none"> Reflected in the 10-year economic strategy
Business support	<ul style="list-style-type: none"> Sustainable business opportunities 	😊	<ul style="list-style-type: none"> Engage NGSC Business Support Identify opportunities 	<ul style="list-style-type: none"> Provision of information Guidance Funding Support Capacity building

Places and Spaces

Opportunities	Suggested strategies	Community Sentiment	Community role	Council role
Shanahan Park	<ul style="list-style-type: none"> Shade sail for playground Road maintenance near post boxes Seating at post boxes 	😊 😊😊😊 😊😊	<ul style="list-style-type: none"> Inform Council of needs Advise Council on requirements Source funding for shade sail 	<ul style="list-style-type: none"> Road maintenance Installation of a shade sail Capacity building on council communication platforms
Recreational Reserve	<ul style="list-style-type: none"> Installation of a Playground Caravan and camping access Oval maintenance 	😊😊😊 😊😊 😊	<ul style="list-style-type: none"> Source funding Playground design 	<ul style="list-style-type: none"> Advocacy Support grant applications Advise/guidance Links to Grampians Tourism
Tennis courts	<ul style="list-style-type: none"> New shed/meeting space Removal of old courts 	😊 😊😊	<ul style="list-style-type: none"> Design Source part funding Develop a plan for tennis court redevelopment 	<ul style="list-style-type: none"> Include in capital project planning Advocate and support grants
Town beautification	<ul style="list-style-type: none"> Exploration of silo/mural art Improve town appearance Sustainable on-going town maintenance 	😊😊 😊😊😊 😊😊😊	<ul style="list-style-type: none"> Planning & design for art installations/town signs Source funding Communication with council on maintenance needs 	<ul style="list-style-type: none"> Landscaping design for township Review of maintenance schedule Support grants for arts/creative projects Share funding opportunities
Roads and signage	<ul style="list-style-type: none"> Provision of road upgrades Strengthen methods of two-way communication on road maintenance 	😊😊😊 😊😊😊	<ul style="list-style-type: none"> Understand and utilise: Snap Send Solve Communication with VicRoads 	<ul style="list-style-type: none"> Community capacity building on Snap Send Solve Scheduling of work and informing community Advocating to VicRoads if needed Provision of road upgrades where identified

Community sentiment key: 😊😊😊 A key opportunity mentioned by most if not all people who were consulted 😊😊 An important opportunity identified by many residents.
😊 A valid opportunity mentioned by one or two community members.

Connecting Community

Opportunities for connecting	Suggested strategies	Community Sentiment	Community role	Council role
Events & community gatherings	<ul style="list-style-type: none"> Local events Regional/large community events Markets 	 	<ul style="list-style-type: none"> Explore new opportunities Engage the school Promotions within the community Consideration of engaging children at local events 	<ul style="list-style-type: none"> Share suitable grant options Promotions on NGSC website Advocacy Inform of leadership opportunities for youth Capacity building
Sharing of information	<ul style="list-style-type: none"> Installation of a Notice board (static/electronic) New resident welcome pack Explore newsletter distribution options 	 	<ul style="list-style-type: none"> Explore options for consistent and sustainable methods for longer term public communication e.g., electronic notice board/ roadside directional signage Develop a long-term sustainable plan for local newsletters Development of a welcome pack for new residents 	<ul style="list-style-type: none"> Explore options for a notice board Installation of a notice board Share funding opportunities
Council communication	<ul style="list-style-type: none"> A group of Marnoo representatives to oversee the implementation of the action plan Regular Council updates 	 	<ul style="list-style-type: none"> Form an advisory group Utilisation of Council communication platforms Contribute 	<ul style="list-style-type: none"> Regular updates provided to community news Regular communication with Community Development officers Annual action plan review Inform community of priorities for annual capital plan
Children & young people	<ul style="list-style-type: none"> Inclusion of young people in decision making 		<ul style="list-style-type: none"> Identify opportunities for young people to inform, provide ideas, be included in decision making 	<ul style="list-style-type: none"> Inform of opportunities for youth leadership programs Share funding opportunities

Service & Facilities

Opportunities for enhancing	Suggested strategies	Community Sentiment	Community role	Council role
Marnoo Memorial Hall	<ul style="list-style-type: none"> Filtered water installation Kitchen upgrade 		<ul style="list-style-type: none"> Kitchen design Source funding 	<ul style="list-style-type: none"> Support the development of project plans & funding applications
Community Pool	<ul style="list-style-type: none"> Independent audit Needs assessment Working bees Fence upgrade 	 	<ul style="list-style-type: none"> Initiate audit Organise community working bees Source funding for Fence upgrade 	<ul style="list-style-type: none"> Guidance & advice from Stawell Sports and Aquatic Center Insurance Advocacy
Library	<ul style="list-style-type: none"> Outreach library service 		<ul style="list-style-type: none"> Advocacy to council regarding community needs Identify opportunities such as a book share facility or distance borrowing 	<ul style="list-style-type: none"> Consideration of Marnoo residents in the NGSC Library review
Marnoo Primary School	<ul style="list-style-type: none"> Provide a supportive Community Space. Facilitate regular playgroup Sustainable connections with Stawell schools Advocacy, small school promotions After school programs 	 	<ul style="list-style-type: none"> Provide a space for general community to connect on a regular basis Initiate a community led playgroup Explore options of after school programs 	<ul style="list-style-type: none"> Advocacy for inclusion into NGS and regional school networks Small school promotions Support for developing a functioning and sustainable play group Support grants
Visiting Health and Community Services	<ul style="list-style-type: none"> Develop two-way communication between services and community 		<ul style="list-style-type: none"> Communication with services regarding community needs 	<ul style="list-style-type: none"> Advocacy
Household maintenance and rubbish collection	<ul style="list-style-type: none"> Opportunities developed for waste management options 		<ul style="list-style-type: none"> Explore options for waste management solutions 	<ul style="list-style-type: none"> Community capacity building e.g., Information sessions Solutions developed with the community for waste management



Community Action Plan 2021-25

The Marnoo Community Action Plan provides ideas, activities, and actions to guide direction for community led initiatives, alignment to council's strategic plans, and to guide decision making for infrastructure, community programs and service delivery over the next four years.

The definition of a plan is 'a detailed proposal for doing or achieving something.' As one resident explained, "Having a community plan is for the future of the town. To ensure it can survive and in some ways grow and develop." The Marnoo Community Plan is not just a document for document's sake it has been developed as a roadmap for the continuation of the town's future growth and sustainability.

To align with the vision the actions and activities in the 2021-25 plan are designed to.

1. Encourage families to stay in the area
2. Attract and retain new families
3. Retain and grow local job opportunities

In the plan opportunities and actions to achieve the aims are broken up into four categories:

- 1. Local Business and Innovation**
- 2. Places and Spaces**
- 3. Connecting Community and**
- 4. Services and Facilities**

To ensure the plan is implemented as the community members intended it is proposed a group ideally representing each of the existing committees will be responsible for guiding the plan with the support and guidance of a council representative.

Initially the identified opportunities and strategies will be prioritised, and responsibility allocated to further develop the actions required for success.

Utilisation of this document

Under each of the above-mentioned categories the tables in the following pages outline the suggested opportunities, strategies, community sentiment (the level of community support for the identified strategy) and community and council responsibilities.

To utilise this document effectively it is to be used in conjunction with the detailed Community Planning document 2021-25 which explains in extended detail how the plan was developed and the rationale behind the opportunities and strategies being proposed.

Community sentiment key: 😊😊😊 A key opportunity mentioned by most if not all people who were consulted 😊😊 An important opportunity identified by many residents.
😊 A valid opportunity mentioned by one or two community members.

Local Business and Innovation (Economy)

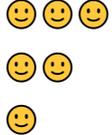
The Marnoo economy is influenced and built on the agricultural industry within the district. Wheat, a variety of other grains and merino sheep provide a thriving agriculture industry. Businesses vary from agriculture supplies and services to engineering, construction, importing farm machinery and grain storage.

Over the past five years agriculture has experienced significant growth and is the second largest economy, behind manufacturing in the Northern Grampians Shire. Marnoo is an important part of the shire's growth.

Opportunities/needs	Suggested strategies	Community Sentiment	Community role	Council role
Housing	<ul style="list-style-type: none"> Explore opportunities for increased housing within Marnoo 	😊😊😊	<ul style="list-style-type: none"> Provide examples and data Inform options & solutions 	<ul style="list-style-type: none"> Advocacy Support housing solutions
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Places and Spaces

Providing diverse and safe access to public spaces continues to be of high importance to Marnoo residents. Improving and upgrading existing facilities to meet with a growing diversity of uses remains the focus.

Opportunities	Suggested strategies	Community Sentiment	Community role	Council role
Shanahan Park	<ul style="list-style-type: none"> Shade sail for playground Road maintenance near post boxes Seating at post boxes 		<ul style="list-style-type: none"> Inform Council of needs Advise Council on requirements Source funding for shade sail 	<ul style="list-style-type: none"> Road maintenance Installation of a shade sail Capacity building on council communication platforms
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Town beautification	<ul style="list-style-type: none"> Exploration of silo/mural art Improve town appearance Sustainable on-going town maintenance 		<ul style="list-style-type: none"> Planning & design for art installations/town signs Source funding Communication with council on maintenance needs 	<ul style="list-style-type: none"> Landscaping design for township Review of maintenance schedule Support grants for arts/creative projects Share funding opportunities
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Connecting Community

Marnoo residents continue to show resilience, determination, and creativity to create and maintain connections within the township and beyond. Means of communication include social media and more traditional forms such as noticeboards. A variety of groups and committees exist allowing a diverse range of interests to be met. Strengthening and adapting existing means of communication and engagement is a priority.

Opportunities for connecting	Suggested strategies	Community Sentiment	Community role	Council role
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Sharing of information	<ul style="list-style-type: none"> Installation of a Notice board (static/electronic) New resident welcome pack Explore newsletter distribution options 	  	<ul style="list-style-type: none"> Explore options for consistent and sustainable methods for longer term public communication e.g., electronic notice board/ roadside directional signage Develop a long-term sustainable plan for local newsletters Development of a welcome pack for new residents 	<ul style="list-style-type: none"> Explore options for a notice board Installation of a notice board Share funding opportunities
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Service & Facilities

The Marnoo Recreational Reserve and the Marnoo Memorial Hall are well utilised community facilities and enable community members to hold events and activities. Other facilities include: a swimming pool, a small playground, public toilets, an information shed and a primary school.

Opportunities for enhancing	Suggested strategies	Community Sentiment	Community role	Council role
Marnoo Memorial Hall	<ul style="list-style-type: none"> Filtered water installation Kitchen upgrade 	😊	<ul style="list-style-type: none"> Kitchen design Source funding 	<ul style="list-style-type: none"> Support the development of project plans & funding applications
Community Pool	<ul style="list-style-type: none"> Independent audit Needs assessment Working bees Fence upgrade 	😊😊 😊😊 😊😊 😊😊	<ul style="list-style-type: none"> Initiate audit Organise community working bees Source funding for Fence upgrade 	<ul style="list-style-type: none"> Guidance & advice from Stawell Sports and Aquatic Center Insurance Advocacy
Library	<ul style="list-style-type: none"> Outreach library service 	😊	<ul style="list-style-type: none"> Advocacy to council regarding community needs Identify opportunities such as a book share facility or distance borrowing 	<ul style="list-style-type: none"> Consideration of Marnoo residents in the NGSC Library review
Marnoo Primary School	<ul style="list-style-type: none"> Provide a supportive Community Space. Facilitate regular playgroup Sustainable connections with Stawell schools Advocacy, small school promotions After school programs 	😊😊 😊 😊😊 😊😊 😊😊	<ul style="list-style-type: none"> Provide a space for general community to connect on a regular basis Initiate a community led playgroup Explore options of after school programs 	<ul style="list-style-type: none"> Advocacy for inclusion into NGS and regional school networks Small school promotions Support for developing a functioning and sustainable play group Support grants
Visiting Health and Community Services	<ul style="list-style-type: none"> Develop two-way communication between services and community 	😊	<ul style="list-style-type: none"> Communication with services regarding community needs 	<ul style="list-style-type: none"> Advocacy
Household maintenance and rubbish collection	<ul style="list-style-type: none"> Opportunities developed for waste management options 	😊😊😊	<ul style="list-style-type: none"> Explore options for waste management solutions 	<ul style="list-style-type: none"> Community capacity building e.g., Information sessions Solutions developed with the community for waste management

10.1.3. Stawell Skate Park - Design, Costs & Capital Impact

Author/Position: Tina Baker, Community Development Officer

Purpose

To endorse the concept design plan for the Stawell Skate Park and to approve the project progression to detailed design stage.

Summary

This project is a priority outcome of our previous Youth Strategy and aligns with Council's Capital Budget program for future projects 2023-24. Council engaged a designer to provide concept designs and cost estimates for the new Stawell Skate Park proposed for in the existing skate park site situated at North Park, Stawell.

Key components of the project include:

- Site analysis - previous planning including site analysis by Convic Skate Park designers: April 2013 and site review 2019.
- Concept design funding approval through DHHS Engage! Program: August 2020.
- Concept design community engagement: September - December 2020.

The Coordinator Community Placemaking has provided an overview of the design, community engagement and projected capital costs for the project to inform Councilors of the project requirements for delivery by 2023-24.

The endorsement of the concept design and approval to engage a consultant to undertake the detailed design stage will allow the project to progress in line with the project schedule.

Recommendation

That Council endorses the concept design for the Stawell Skate Park and approves progression to the next stage of the project: detailed design.

RESOLUTION

That Council endorses the concept design for the Stawell Skate Park and approves progression to the next stage of the project: detailed design.

Moved: Cr Lauren Dempsey

Seconded: Cr Kevin Erwin

Carried

Background/Rationale

The Stawell Skate Park has been in various sites at North Park and has been at its current location since 2005.

An initial site investigation conducted in 2013 with confirmation the skate park was identified as a high priority in the 2016 Northern Grampians Shire Council Youth Council Action Plan 2016 due to its value as a not only a recreation facility but an important social space for our youth and other users. To support an informed decision on the suitability of future location for a skate park, Council engaged a consultant in 2016 to assess site options and this report confirmed North Park as a preferred site. This was again confirmed in 2019, during the engagement process of the Stawell Parks Precinct Plan where a further site, Waites Robson, became available for consideration.

The skate park project has been included in the 10-year Capital Plan at a total project cost of \$500,000 for a regional standard facility with grants proposed of \$250,000 and a rates subsidy of \$250,000. As a result of the development of the current concept and scope of the works required to deliver the proposed design, the current estimated budget is \$641,000. The proposed makeup of and grant opportunities continue to be investigated to deliver for construction in the 2023-24 financial year subject to successful funding.

The current project concept design is being funded by Youth Engage Funding 2020.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2017-21- Enhance Lifestyles and Community
Municipal Public Health and Wellbeing Plan 2017-21
Activate 2020-2030

Options

Option 1

That Council endorse the concept design and approve progression to the next stage of the project: detailed design. **[recommended]**

Option 2

That Council does not endorse the concept design and approve progression to the next stage of the project. **[not recommended]**

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications.

Community Engagement

This project encompassed two stages of engagement. Extensive community engagement was undertaken through the development and delivery of the consultation through the sessions conducted in 2019 at Stawell Health and Community Centre and on site in 2020. The Stawell Recreation Advisory Group has also been consulted through the whole process of development.

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Tina Baker, Community Development Officer

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

Attachments

1. Stawell Skatepark Concept Design 17122021 DD rev B 02 **[10.1.3.1 - 9 pages]**

STAWELL SKATEPARK, NORTHERN GRAMPIANS SHIRE

17.12.2020



enlocus
landscape architects

PRECISION
skate parks pty ltd

REFERENCE IMAGES

Large: South Hedland Jumpbox/Rainbow Chute
Top: Belconnen Quarterpipe Hubba
Bottom: Street Art/Mural on skatepark wall



Large: South Hedland Jumpbox/Rainbow Chute
Top: Civic Skatepark Funbox
Bottom: Paddington Extension/Mogul



STAWELL SKATEPARK

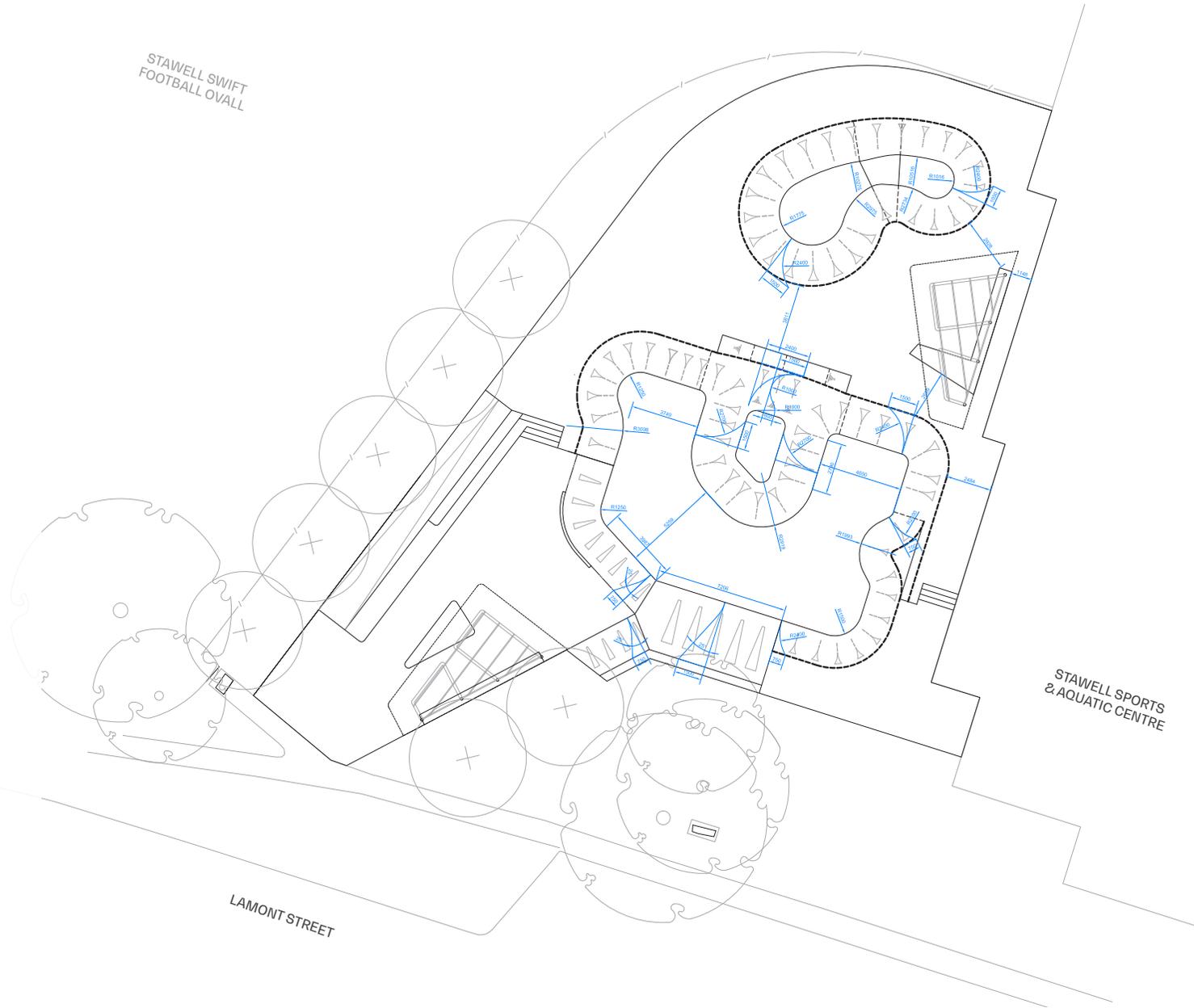
LAMONT STREET,
STAWELL, VICTORIA

- 1 ENTRANCE PLAZA
- 2 ENTRANCE SHELTER (PROVISIONAL)
- 3 ENTRANCE SEATING
- 4 1:20 DDA RAMP
- 5 BLEACHER SEATING
- 6 ENTRANCE STAIRS
- 7 750H FLATBANK WITH 150H KERBTOP
- 8 750H FLATBANK
- 9 750H TO 1500H FLATBANK HIP
- 10 1500H FLATBANK
- 11 750H QUARTERPIPE 'LOVESEAT'
- 12 1500H QUARTERPIPE
- 13 1500H NO-COPING QUARTERPIPE/FUNBOX
- 14 TRANSITION 'CHUTE'
- 15 RAINBOW EXTENSION
- 16 1500H QUARTERPIPE CUPPED CORNER
- 17 CENTRAL SHELTER
- 18 CENTRAL SEATING
- 19 KIDNEY BOWL - 1500 QUARTERPIPE DEEP END
- 20 KIDNEY BOWL - 450H WATERFALL
- 21 KIDNEY BOWL - 1050 QUARTERPIPE SHALLOW END
- 22 EXISTING CARPARKING
- 23 EXISTING SIGNIFICANT TREES
- 24 NEW SHADE TREES

10M
1:200 AT A3



STAWELL SWIFT
FOOTBALL OVAL



STAWELL SPORTS
& AQUATIC CENTRE

LAMONT STREET

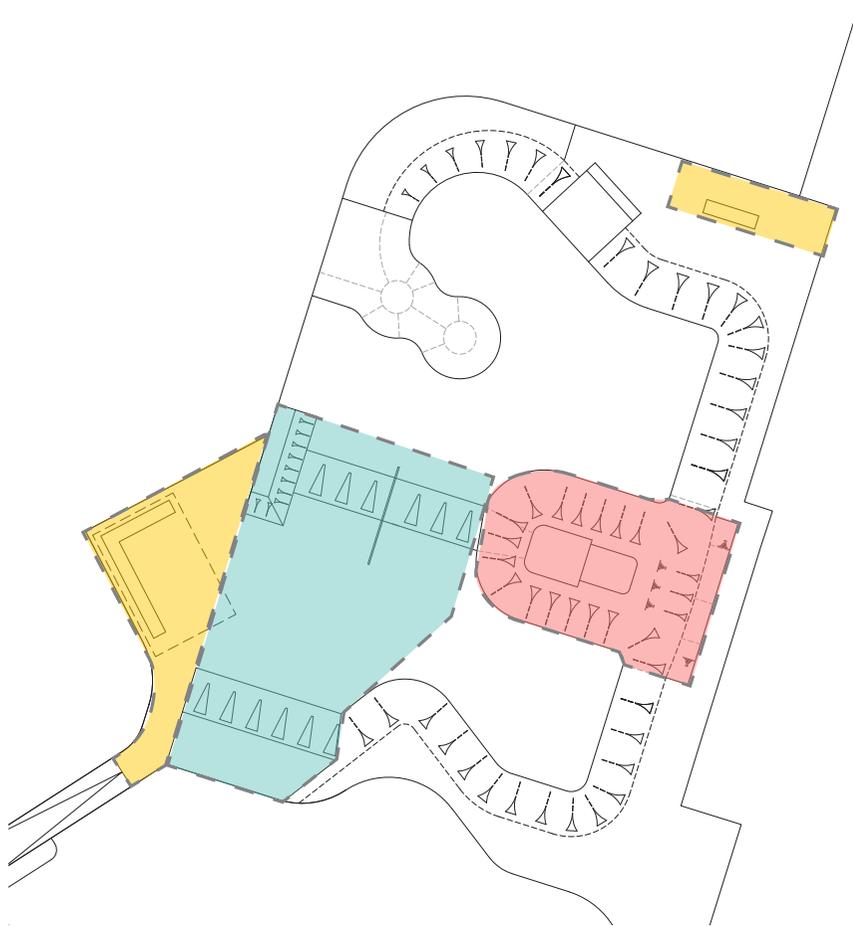
**STAWELL
SKATEPARK**
LAMONT STREET,
STAWELL, VICTORIA

10M
1:200 AT A3







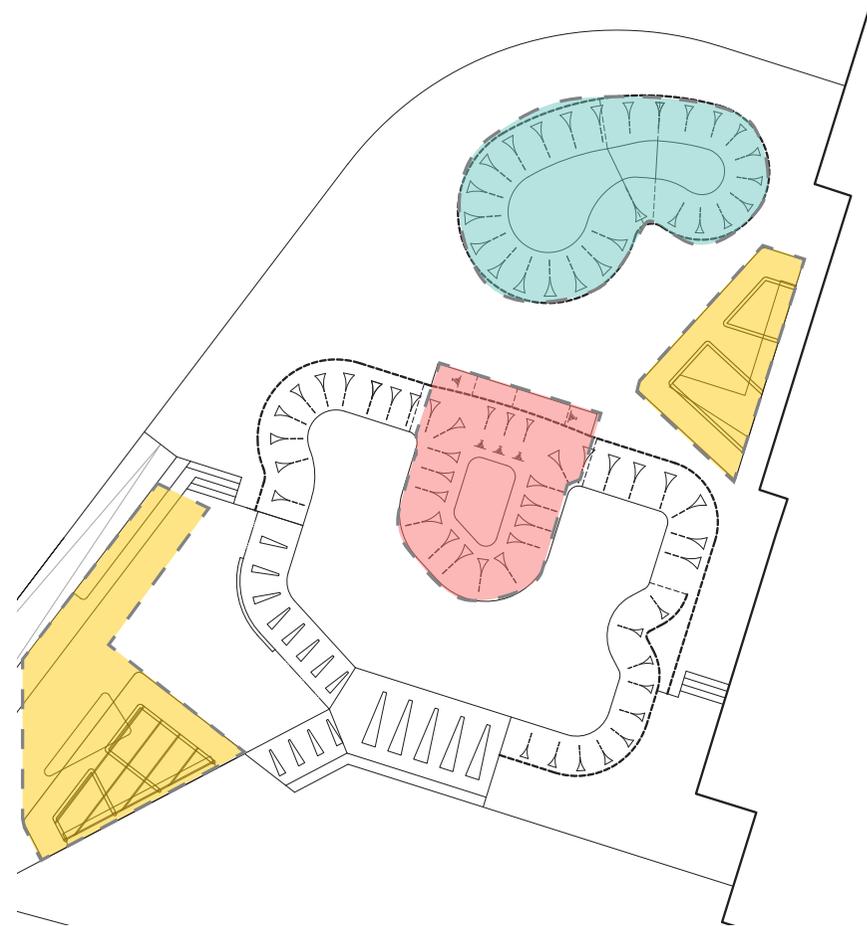


STAWELL SKATEPARK

REVISION COMPARISON

REVISION A MAIN NOTES:

- Retained No-Coping Funbox and 'Chute' (red shading) based on positive response from consultation.
- Users said they did not want a street course / elements - the street course from Revision A has been removed (rev A teal shading).
- Revision B has a greater emphasis on shaded social spaces - participants said the existing skatepark was just as much an active space as an after school meet-up spot (yellow shading).
- Users requested a bowl in place of the street section for revision B (teal shading).
- Greater emphasis on finish of skatepark - developed painted pattern, proposed concrete oxides, and bespoke shelters drawn/modelled.



REVISION B

10M
1:200 AT A3

10.2. Boost Economic Growth
Nil

10.3. Providing Sustainable Infrastructure

10.3.1. Electrical Line Clearance Management Plan 2021-22

Author/Position: John Hunt, Manager Operations

Purpose

The purpose of the Electrical Line Clearance Management Plan is to document how the Northern Grampians Shire Council will maintain electrical line vegetation clearances in the declared areas of Stawell and St Arnaud.

Summary

The Electrical Line Clearance Management Plan is to document how the Northern Grampians Shire Council will maintain electrical line vegetation clearances in the declared areas of Stawell and St Arnaud as required by the *Electricity Safety Act 1998*. The Electrical Line Clearance Management Plan is developed by the responsibilities as outlined by the Energy Safe Victoria Regulations 2020.

Recommendation

That Council adopts the Electrical Line Clearance Management Plan for the period March 2021 to March 2022.

RESOLUTION

That Council adopts the Electrical Line Clearance Management Plan for the period March 2021 to March 2022.

Moved: Cr Tony Driscoll

Seconded: Cr Kevin Erwin

Carried

Background/Rationale

Council must ensure a current management plan to maintain electrical line vegetation clearances is prepared as required by the *Electricity Safety Act 1998*, outlined in the *Electricity Safety (Electric Line Clearance) Regulations 2020*. The plan is to be prepared before 31 March 2021.

An annually revised NGSC Electrical Line Clearance Management Plan must be adopted and made available for public viewing on council's website as required by Energy Safe Victoria's *Electricity Safety Regulations 2020* as per Code Part 2 clause 9 (2).

The following are identified as the key objectives of this plan in fulfilling our stated commitment and the duties set out in the *Electricity Safety (Electric Line Clearance) Regulations 2020* for the Northern Grampians Shire Council as Responsible Person under the *Electrical Safety Act 1998*:

- Public Safety
- Compliance with the *Electricity Safety (Electric Line Clearance) Regulations 2020*.
- Protection of areas of important vegetation which may be deemed as such on the basis of those areas containing botanically, historically or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species
- Management of vegetation to maximise the amenity of value of Council's trees.
- Community satisfaction with the manner in which the necessary works are carried out.
- Provide a safe workplace for employees and contractors.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2017-21 - Providing Sustainable Infrastructure

Electricity Safety (Electric Line Clearance) Regulations 2020

Electricity Safety Act 1998

Code of Practice of Electrical Safety For Work On or Near High Voltage Electrical Apparatus (Blue Book)

Options

Option 1

That Council to adopt the updated Electrical Line Clearance Management Plan 2021-22. **[recommended]**

Option 2

That Council does not adopt the updated Electrical Line Clearance Management Plan 2021-22. **[not recommended]**

Implications

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications have been addressed in this report.

Procurement

Not applicable.

Community Engagement

The annually revised Electrical Line Clearance Management Plan must be available for public viewing on council's website as required by Energy Safe Victoria regulations. The Electrical Line Clearance Management Plan was presented to Councilor's on 1 March 2021.

Innovation and Continuous Improvement

New regulations have been adopted by Energy Safe Victoria and this plan has been amended from last year's plan to reflect the required changes to comply with the new Electricity Safety (Electric Line Clearance) Regulations 2020.

Changes to last year's plan are:

- Addition of a document amendment table.

- A table of contents that reference the regulations and the code.
- Inclusion of the management procedures we adopt for maintaining the minimum clearance space.
- Various references and weblinks to relevant schemes, registers & lists that we use to identify trees of ecological, historical, cultural, and environmental significance.
- Addition of various figures and diagrams on how we determine clearances including sag and sway.
- Inclusion of a more detailed ELC crew training table referencing training codes.
- A more detailed dispute and resolution procedure. (customer)
- Inclusion of a weblink to the plan which is accessible on Council's website.
- Addition of a sign off authorisation by the CEO.

Collaboration

Energy Safe Victorias line clearance assurance advisor gave advise on the amendments required to this year's plan to ensure compliance with the new *Electricity Safety (Electric Line Clearance) Regulations 2020*.

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

John Hunt, Manager Operations Northern Grampians Shire Council

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

Attachments

1. Electrical Line Management Plan 2021-22 [**10.3.1.1** - 40 pages]



Electrical Line Clearance Management Plan

2021-22

 <p>NORTHERN Grampians SHIRE COUNCIL</p> <p>Northern Grampians Shire Council LIVE WORK INVEST VISIT</p>	<p>CONTACT US</p> <p> ngshire@ngshire.vic.gov.au</p> <p> www.ngshire.vic.gov.au</p> <p> (03) 5358 8700</p> <p> PO Box 580 Stawell VIC 3380</p>	<p>CONNECT WITH US</p> <p> facebook.com/ngshire</p> <p> @ngshire</p> <p> @northerngrampiansshire</p> <p> #ngshire #liveworkinvestvisit #wandervictoria</p>
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Version Control

Version	Date Prepared	Approved By	In compliance with
Version 1.0	March 2018	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 2.0	March 2019	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 3.0	March 2020	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 3.1	October 2020		ESV Audit
Version 3.2	December 2020	John Hunt	
Version 3.3	February 2021	John Hunt	

Authorisation Table

This document complies with:	Electricity Safety Act 1998	
	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic)	
	Electrical Safety (General) Regulations 2019	
	Code of Practice on Electrical Safety for the Distribution Business in Victoria Electricity Supply Industry (The Blue Book 2017)	
Reference	Prepared by:	John Hunt
	Preparation date:	December 2020
	Date requested by ESV:	October 2020
	Date submitted to ESV:	February 6th, 2021
Version 3.3	Amended plan approval date:	
	Date available on website:	

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1. Introduction - r.9(2)

This plan details the Northern Grampians Shire Council's processes in complying with the Electricity Safety Regulations 2020 (Vic) and is relevant to vegetation in the vicinity of overhead powerlines that may encroach on the minimum clearance space of the powerlines, as prescribed in the Electricity Safety Act 1998 and the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic).

The regulations are in place to prescribe the management of vegetation around electric lines to minimize the risk of overhead electric lines causing fire, disruption to power or other risks to the Community.

Northern Grampians Shire Council's is responsible under the Act for trees in the "DECLARED" areas of the municipality these are predominately street trees in urban areas but also include trees on public land.

This plan details the management responsibilities, procedures and practices to be adopted and observed by the Northern Grampians Shire Council's in managing vegetation in the vicinity of overhead electric lines within the declared areas of Stawell and St Arnaud.

2. Preparation - r.9(2)

The document will be updated annually to ensure it always complies with the relevant Electricity Safety Act 1998 and Electricity Safety (Electric Line Clearance) Regulations or its preceding Documents.

A process has been developed to ensure before 31 March in each year, a responsible person must ensure that a management plan relating to compliance with the Code for the next financial year is prepared.

2.1. Process

- The preparation and authorization of the ELCMP is listed as an action under the responsibilities of the Coordinator of Parks & Facilities.
- The review, amendment and authorisation process will commence in February each year and an electronic task/action reminder is automated to the responsible officer in Councils Document management system Doc Assembler.
- An authorisation table has been included in this document to ensure each component is completed.
- The authorisation table acts as a record of the process.

2.2. References

The annual plan preparation will include a review of associated regulations, standards and other source material including but not limited to those listed below:

- Electricity Safety Act 1998
- Electricity Safety (Electric Line Clearance) Regulations 2020 (VIC)
- Electrical Safety (General) Regulations 2019
- The Blue Book 2017
- Environment Protection and Biodiversity Conservation Act 1999
- Flora and Fauna Guarantee Act 1988 (Vic)
- Aboriginal Heritage Act 1995
- Planning Provisions and Planning Schemes
- Pruning of Amenity Trees AS4373 (current version)

The plan will be reviewed in February each year by the Operations department. The annual review will include verifying current Australian Standards, training codes and that all other documentation is current.

The revised plan will be submitted to Council for approval prior to 31 March each year.

In the event of a request for the plan to be submitted to ESV it must be submitted within 14 days. The plan will be submitted by the Manager Operations.

The following sections are as per the *Electricity Safety (Electric Line Clearance) Regulations 2020*.

A copy of the plan is available on Council's website at <https://www.ngshire.vic.gov.au/Your-Council/Governance-and-transparency/Council-publications/Electrical-Line-Clearance-Management-Plan>.

3. Contacts - r.9(4)(a)

3.1. Name, address and telephone numbers of the responsible person – r.9(4)(a,b,c)

Name of Chief Executive Officer: Liana Thompson
Organisation: Northern Grampians Shire Council
Address: 59-69 Main Street, Stawell 3380
Telephone: 03 5358 8700
Email address: ngshire@ngshire.vic.gov.au

3.2. Name, position, address and telephone number of the individual who was responsible for preparation of the management plan – r.9(4)(a,b,c)

Name: Trenton Fithall
Position: Director Infrastructure
Address: 59-69 Main Street, Stawell 3380
Telephone: 03 5358 8700 or 0459 027 636
Email address: trenton.fithall@ngshire.vic.gov.au

3.3. Name, position, address and telephone number of the persons who are responsible for carrying out the management plan – r.9(4)(a,b,c)

Name: John Hunt
Position: Manager Operations
Address: 59-69 Main Street, Stawell 3380
Telephone: 03 5358 8700 or 0409 334 898
Email address: john.hunt@ngshire.vic.gov.au

3.4. The telephone number of a person who can be contacted in an emergency that requires clearance of an electrical line that the responsible person is required to keep clear of trees – r.9(4)(a,b,c)

Name: Heath Pohl
Position: Coordinator Parks & Facilities
Address: 59-69 Main Street, Stawell 3380
Emergency Telephone Number: 03 5358 8700 or 0417 582 261
Email address: heath.pohl@ngshire.vic.giv.ao

The After Hours number 03 5358 8700 is the 24/7 contact number.

4. Objectives – r.9(4)(e)

The following are identified as the key objectives of this plan in fulfilling our stated commitment and the duties set out in the *Electricity Safety (Electric Line Clearance) Regulations 2020*:

- To ensure that conflict between Council's managed trees and the electrical lines is minimized to maintain a reliable power supply to Council's residents, visitors and industry and that the fire safety of the declared areas within its townships is not compromised by Council managed trees and electrical line interactions.
- To maintain and enhance the existing tree population for inheritance by future generations by preserving tree health, aesthetic appearance and amenity value.
- To achieve compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.
- To ensure all tree pruning works are carried out comply with the Australian Standard AS4373 – 2007 Pruning of Amenity Trees.
- Protection of areas of important vegetation, which may be deemed as such on the basis of those areas containing botanically, historically or culturally important vegetation, remnant vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species.
- Management of vegetation to maximise the environment, biodiversity and amenity value of Council's trees.
- To achieve community satisfaction with the way the necessary works are carried out.

5. The land to which the management plan applies – r.9(4)(f)

This plan covers all Council managed trees located within road reserves, parks, gardens, facilities surrounds and other public open spaces managed by Council in the declared areas of Stawell and St Arnaud which are located in the Northern Grampians Shire. **See Appendix 1 (Stawell) and Appendix 2 (St Arnaud) for the plans.** The Declared Area map is consistent with the ESV database. The responsible person will ensure that an annual review of the CFA bushfire mapping is undertaken prior to the declared fire season to inform itself of any alterations to the 'High Bushfire Risk Area' boundaries' within NGSC declared areas. Any boundary anomalies found will be relayed to the cutting crews and revised mapping will be provided to the crews.

6. Tree Type and Locations – r.9(4) s.1(10)

Trees that may be included in the ELC program total 1680. **Refer to Appendix 6 (Stawell) and Appendix 5 (St Arnaud).** The location of trees and tree types under powerlines which may need to be cut or removed to ensure compliance with the code can be identified on Councils mapping system Pozi.

6.1. Weblink to tree types and locations of trees that may need to be cut or removed to ensure compliance with the code – r.9(4) s.1(10).

[https://northerngrampians.pozi.com/#/x\[142.77624\]/y\[-37.05715\]/z\[18\]/feature\[streettrees,TRE001465\]/layers\[powercorlinescables\]/layers\[streettrees\]/tab\[info\]/](https://northerngrampians.pozi.com/#/x[142.77624]/y[-37.05715]/z[18]/feature[streettrees,TRE001465]/layers[powercorlinescables]/layers[streettrees]/tab[info]/)

6.2. Indigenous Trees – r.9(4)(g)(i)

For the purpose of this plan, the definition of a ‘indigenous tree’ is a tree that is indigenous and remnant to the area.

Council managed trees within the declared area townships of Stawell and St Arnaud are a mix of indigenous and exotics.

The location of “Indigenous” trees that fall within the ELC program that may require cutting or removal to ensure compliance with the code can be identified on Councils mapping system Pozi.

6.3. Weblink to trees that can be identified as “indigenous” that fall within the ELC program that may require cutting or removal to ensure compliance with the code r.9(4)(g)(i)

[https://northerngrampians.pozi.com/#/x\[142.77624\]/y\[-37.05715\]/z\[18\]/feature\[streettrees,TRE001465\]/layers\[powercorlinescables\]/layers\[streettrees\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.77624]/y[-37.05715]/z[18]/feature[streettrees,TRE001465]/layers[powercorlinescables]/layers[streettrees]/tab[layers]/)

6.4. Informing ELC Personnel – r.9(4)(h)

All ELC personnel are provided with specific instruction for the relevant cycle of cutting from the Parks & Gardens Supervisor regarding “indigenous” trees (indigenous or non-planted indigenous species) within the declared areas that the ELC program encompasses. Each member of the cutting crew is inducted on the current ELC program (cutting list) and any trees that are identified as significant, indigenous or habitat are identified to ELC crew. Refer to Appendix 12 ELC Induction proforma.

6.5. Informing Significant Trees – r.9(4)(h) & r.9(4)(g)(iii) s.1(11)

Indigenous trees (indigenous or non-planted indigenous trees), trees of ecological, historical or aesthetic significance, or trees of cultural or environmental significance will be identified in a number of ways including:

As identified by Council's Arborist during the ELC program inspection who is a qualified arborist who holds a National Certificate Level III in Horticulture (Arboriculture) or an equivalent qualification; and at least 3 years of field experience in assessing trees.

- As listed on a Council planning scheme overlay.
- Cultural sensitive overlay -Pozi.
- As listed in the Heritage Register within the meaning of the Heritage Act 1995.
- Included in the Victorian Aboriginal Heritage Register established under the Aboriginal Heritage Act 2006.
- Flora or a habitat of fauna listed as threatened in accordance with section 10 of the Flora and Fauna Guarantee Act 1988.
- Flora listed in the Threatened Flora List with a conservation status in Victoria of 'endangered' or 'vulnerable' or 'critically endangered'.
- A habitat of fauna which is listed in the Threatened Invertebrate Fauna List.

6.6. Web Links to source information – r.9(4)(h)

Councils cultural sensitive overlay - Pozi

[https://northerngrampians.pozi.com/#/x\[142.78668\]/y\[-37.05274\]/z\[14\]/layers\[culturalsensitivity\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.78668]/y[-37.05274]/z[14]/layers[culturalsensitivity]/tab[layers]/)

Councils planning scheme overlay - Pozi

[https://northerngrampians.pozi.com/#/x\[142.78668\]/y\[-37.05259\]/z\[14\]/feature\[whatshere.MULTIPOINT\(\(142.73208250233435%20-37.05086141398042\)\)\]/layers\[planningoverlays\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.78668]/y[-37.05259]/z[14]/feature[whatshere.MULTIPOINT((142.73208250233435%20-37.05086141398042))]/layers[planningoverlays]/tab[layers]/)

The Victorian Heritage Register

<http://vhd.heritagecouncil.vic.gov.au/>

The Victorian Aboriginal Heritage Register

<https://www.aboriginalvictoria.vic.gov.au/>

Department of the Environment, Land, Water and Planning, Flora and Fauna Guarantee Act 1988, Threatened List

<https://www.environment.vic.gov.au/conserving-threatened-species/threatened-list>

The DEPI Biodiversity Interactive Mapping Website

[Biodiversity 2037 \(environment.vic.gov.au\)](Biodiversity%2037%20(environment.vic.gov.au))

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), List of threatened flora, List of threatened ecological communities, List of threatened fauna

[Environment Protection and Biodiversity Conservation Act 1999 \(EPBC Act\) Home Page | Department of Agriculture, Water and the Environment, Australian Government](Environment%20Protection%20and%20Biodiversity%20Conservation%20Act%201999%20(EPBC%20Act)%20Home%20Page%20|%20Department%20of%20Agriculture,%20Water%20and%20the%20Environment,%20Australian%20Government)

Protected Matters Search Tool website

<http://www.environment.gov.au/webgis-framework/apps/pmst/pmst.jsf>

Council records, including the relevant zoning and overlay controls in the planning scheme.

6.7. Informing ELC Personnel of significant tree information – r.9(4)(g)(i)

All ELC personnel are provided with specific instruction for the relevant cycle of cutting. The cutting list is reviewed by the Parks and Gardens Team Leader and significant or “indigenous” trees that require cutting are highlighted and the cutting of these trees will be restricted to the minimum extent necessary to ensure compliance with the requirements of this Code or to make an unsafe situation safe. Restrict cutting to AS 4373 – 2007 Pruning of Amenity Trees; and cut frequently if required to maintain clearance space.

6.8. Trees of aesthetic significance – r.9(4)(g)(ii)

A number of trees have been identified as being of aesthetic significance to the Council which are within the ELC program.

- Cato Park, Stawell (Aesthetic)
- Seaby Street, Stawell (Aesthetic)
- Skene Street, Stawell (Aesthetic)
- Queen Mary Gardens, St Arnaud (Aesthetic)

For map locations of trees with aesthetic significance refer to Appendix 3 (Stawell) and Appendix 4 (St Arnaud).

7. The management procedure that the responsible person is required to adopt to ensure compliance with the Code, which must include details of the methods proposed to be adopted for – r9(3)(i)(i)

7.1. Managing Trees

- Two inspections and pruning (where required) of all trees within the declared areas of Northern Grampians Shire. (refer to web link 7.2).
- Cycle one Inspection and clearance - Inspection conducted in April Clearance pruning conducted in May.
- Cycle two Inspection and clearance - Inspection conducted in October clearance pruning conducted in November.
- Council managed trees that are within the Hazardous Bushfire Risk Areas (HBRA) declared area only are inspected and pruned during cycle one and two.
- Council appointed Contractor and or Council staff will carry out the inspections and pruning works.
- Coordinator Parks & Facilities will manage and monitor the inspection and pruning works performed by Council staff or the contractor.
- The use of appropriate plant selection for new and replacement plantings as per the Council's *Urban Tree and Nature Strip Management Plan*.
- Work with power supply authority to achieve better outcomes.
- Maps showing the pruning maintenance zones are shown in Appendix 5 & 6.
- Trees that may need to be cut or removed to ensure compliance with the code can be located on Councils mapping system Pozi.

7.2. Web link to trees located under powerlines in the declared areas of Stawell & St Arnaud

[https://northerngrampians.pozi.com/#/x\[142.78257\]/y\[-37.05841\]/z\[15\]/feature\[streettrees,TRE001465\]/layers\[powercorlinescables\]/layers\[streettrees\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.78257]/y[-37.05841]/z[15]/feature[streettrees,TRE001465]/layers[powercorlinescables]/layers[streettrees]/tab[layers]/)

7.3. Maintaining the minimum clearance space required by the code, between electrical lines trees – Pruning Works – R9(3)(i)(i)

All powerline pruning works are conducted in accordance with AS 4373-2007 “Amenity Tree Pruning” and clearance distances are determined as referenced in the code of practice for electric line clearance, (Schedule 2).

See Appendix 7 – Minimum Clearance Spaces.

All staff engaged in powerline clearance activities are appropriately trained and qualified.

Council has a well-established and open dialogue in place with Powercor’s Council Liaison Officer to ensure both parties have a clear understanding of each organisation’s priorities.

Pruning results are recorded manually identifying the tree’s location and other attributes as per pro-forma. Refer to Appendix 8- ELC Veg Cutting & Inspection Sheet.

Trees are pruned to ensure foliage will remain free of the prescribed Clearance space until the next pruning cycle, trees that staff consider cannot be successfully pruned as outlined above will be brought to the attention of the Council’s Coordinator Parks and Facilities.

The Coordinator Parks and Facilities will then inspect the tree and if it is determined that the tree cannot be pruned to comply with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic), Council will investigate and implement an alternative method to ensure compliance.

Reports of non-compliance from Powercor, residents or other sources will be investigated by Council’s nominated responsible person and works will be carried out to rectify any non-conformances where required.

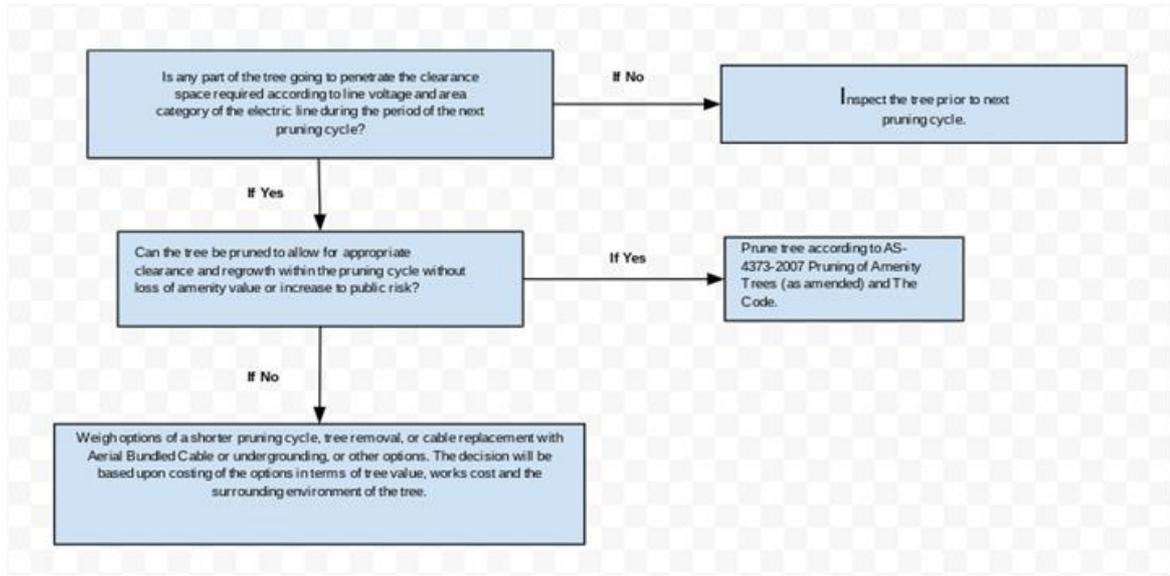
The degree of tree pruning will be adjusted in light of observed growth rates, depending on the significance of the tree, to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.

The formula used to calculate the amount of vegetation to be removed is:

- Clearance (m) = regrowth (m/year) X cycle (1 year) in line with schedule.
- The species of any new trees or other vegetation planted in the vicinity of overhead powerlines will be specifically selected to mature well below the powerlines.

Council is also in regular contact with Powercor through Leo Hourigan, mobile 0408 304 984, email: lhourigan@powercor.com.au.

The following diagram broadly outlines the decision-making process with regard to maintaining line Clearance.



7.4. Safety Concerns – S.1(21)

In situations where Council has concerns around safety relating to the cutting or removal of a tree in the declared areas for which Council has responsibility Council will consult with the local distribution company.

8. Allowance for Cable Sag and Sway – r.(9)(3)(ii)13

Unexpected conductor movement may occur under moderate wind, network faults or changes in conductor heating or cooling factors.

The code includes minimum clearance space detail for line spans up to 100m within LBRA and those up to 45m in HBRA. For spans exceeding 100m in LBRA or 45m in HBRA, the minimum clearance space must include an additional allowance for sag and sway.

Appropriate allowance for sway and sag changes must be applied in accordance with advice sought from the electrical asset owner.

Under Council's ELCMP it is the authorized officer's duty to ensure trees are pruned to maintain the Clearance Space free of vegetation for the period of the program.

Previous performance indicates that clearances within the declared areas of Stawell & St Arnaud are able to be maintained without an additional allowance for sag and sway.

If required, Council will determine an additional distance for sag and sway in consultation with Powercor as the relevant Distribution Business in the declared area. There is no electric rail or tramway supply within the area.

Distribution Business:	Powercor
Name of Contact:	Leo Hourigan
Position: Council Liaison Officer:	Powercor
Address:	740 Ballarat Road, Ardeer 3022
Office Telephone No:	(03) 9683 4851
Email:	LHourigan@powercor.com.au

Should an allowance for sag and sway be determined as necessary under the above process, this will be documented on the inspection records proforma refer to Appendix 8 - ELC Veg Cutting & Inspection Sheet.

At completion of the works specific to lines requiring additional pruning to compensate for sag and sway the actual additional pruning distance will also be recorded on the Daily Works Report (Appendix 8) and kept on file for a minimum of 7 years.

9. Procedures – If impractical to Comply – r.9(4)(j)

This section addresses the procedures to be adopted if it is not practicable to comply with the requirements of AS4373 while cutting a tree in accordance with the Code.

In situations where trees cannot be effectively pruned in accordance with AS4373 the Coordinator Parks and Facilities will be notified, the coordinator will then inspect the tree and if it is determined that the tree cannot be pruned to comply with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic), Council will investigate and implement an alternative method to ensure compliance.

9.1. Alternate Compliance Mechanisms – r.9(4)(k-l)

At no stage in the past has a situation as described above in Item 9 been encountered and there is no reason to expect this will occur in the short-term future, as such, Council does not propose to request alternative compliance mechanisms.

10. Performance Measures – r.9(4)(m)

The following sets out the key performance indicators and the relevant measure for each item: The records that inform the performance measures of the ELCMP are stored in Councils electronic inspections management system “ElementOrg” ‘Electrical Line Vegetation Clearance’.

Item	KPI	Measure
1	Review of the ELCMP	Must be completed by 31 March each year
2	Completion of inspection cycles according to schedule	Inspections to be completed within the nominated month for that cycle
3	Completion of all pruning according to schedule	All pruning to be completed within the nominated month for that cycle
4	The number of trees in breach of the code between pruning cycles	No trees should be in breach
5	Quality of work (pruning techniques)	All work must be in line with AS4373
6	The number of customer complaints/ requests for pruning	No more than 3 customer requests annually(excluding Powercor non-compliance report)
7	Emergency Clearances	Nil annually

11. Audit Process – RP Compliance – r.9(4)(n)

The Coordinator of Parks & Facilities will ensure random audits are conducted of the contractor and or Council staff performance and pruning works for both cycles of clearance works.

The audit assesses if the pruning works are compliant with Council and Australian Standards and the Electric Line Clearing Code of Practice. The audit results are regularly discussed with the contractor and or Council staff and the records are stored in Council's electronic audits management system "ElementOrg" Any non-compliance issues are discussed with the contractor or Council staff and the contractor or Council staff are required to provide information on remedial measures to rectify the noncompliance.

The Council shall ensure that all trees are pruned according to AS 4373-2007 - Pruning of Amenity Trees as a minimum standard. They further shall ensure that all contractors and employees hold appropriate certificates for both themselves and their equipment that legally entitles them to undertake the work.

11.1. Appendix 13 – ELC Worksite Audit – Example:

11.2. Action in the event of non compliance

Where remedial action can be satisfactorily carried out by Council Staff or Council's contractor this work shall be put in hand at the earliest possible date.

Where assistance is required by others such as the Distribution Company, then the consultation with the necessary authorities shall be used to assist in attending to the non-compliance as soon as possible.

Following investigation of the non-compliance and the establishment of the cause, the importance of compliance with the Management Plan and the Code will be drawn to the attention of the persons concerned.

- On the first occasion they will be given verbal instruction, and the incident recorded on file.
- If a second occasion occurs the notification shall be in writing, and incident recorded on file.
- After a third occasion, the training program will be reviewed, and more serious action considered if it is the same offender.

11.3. Audit Roles & Responsibilities

Responsibility for internal auditing of compliance lies primarily with the Council's Coordinator of Parks & Facilities and is Council's primary liaison officer with Powercor. The Manager of Operations has more than 5 years of involvement with ELVC program and will review the audits to ensure compliance and also if any non - conformance is recorded that they are actioned as per Item 11.2 - Action in event of non-compliance.

Performance measures for the implementation of the Electrical Line Clearance Management Plan are:

- Number of pruning requests from the distribution company. They are recorded on the Merit electronic system.
- Number of pruning requests from the community. They are recorded on the Merit electronic system.
- Two annual clearance inspections completed by the responsible person. The records are stored in Council's electronic audits management system "ElementOrg".
- Number of vegetation clearance breaches to the code being kept to a minimum. The records are stored in Council's electronic audits management system "ElementOrg".
- An audit is completed on the works carried out. The records are stored in Council's electronic audits management system "ElementOrg".
- All pruning and clearing programs are carried out per schedules. The records are stored in Council's electronic audits management system "ElementOrg".
- All emergency clearances carried out by Council are recorded on the Merit electronic system.

12. Qualifications and Experience – r.9(4)(o)

This section details the qualifications and experience that the responsible person must require of the persons who are to carry out the inspection cutting or removal of trees.

Only **qualified persons** can prune or clear the whole or any part of a tree within 2 metres of a low voltage wire or 6 metres of a high voltage wire.

All persons inspecting and pruning trees under this plan must have qualifications, experience, training and assessment to ensure competency in the performance of vegetation management work and have:

- Completed a training course approved by ESV.
- Technical knowledge or sufficient experience to perform the duty concerned.
- Been endorsed in writing by the organisation (e.g. the employer) to perform the work.
- Undertaken formal training.

As well as appropriate knowledge of, and where applicable training in:

- Electricity Safety Act 1998.
- Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic).
- Electrical Safety (General) Regulations 2019.
- Code of Practice on Electrical Safety for the Distribution Business in Victoria Electricity.
- Supply Industry (The Blue Book 2017).

A **qualified person** is defined as a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria.

ELC staff have the same training competencies as roles within the team and are not role specific.

The Council shall ensure that suitably trained workers conduct the work on trees with Council authorisation and maintain specified body clearances.

The following certificates appropriate for the individual tasks carried out will be a minimum standard for any workers onsite.

Description	Unit Code	Refresher
Certificate II ESI Vegetation Control	UET20319	Refresher not required
Apply Occupational Health Safety regulations, codes and practices in the workplace	UEENEEE101A	Refresher not required
Comply with sustainability, environmental and incidental response policies and procedures	UETTDREL13A	Refresher not required
Working safely near live electrical apparatus as a non-electrical worker	UETTDREL14A	Refresher not required
Operate and maintain chainsaws	AHCARB205A	Refresher not required
Use elevated platform to cut vegetation above ground level near live electrical apparatus	UETTDRCV25A	Refresher not required
Operate mobile chipper	FWPHAR2206	Refresher not required
Licence to operate boom type EWP	LF WP (High Risk Work) Worksafe	Refresher not required
Perform EWP rescue	UETTDRRF03	Annual
Safe approach distances - vegetation work	UETTDREL14	Refresher not required
Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus	UETTDRCV23A	Refresher not required
Monitor safety compliance of vegetation control work in an ESI environment	UETTDRCV27A	Refresher not required
Perform EWP controlled descent escape	UETTDRRF08B	Annual
Apply pruning techniques to vegetation control near live electrical apparatus	UETTDRCV33A	Refresher not required
Control traffic with stop-slow bat	RIIWS205D	Refresher every 5 years
Implement traffic management plan	RIIWS302D	Refresher every 5 years
Provide first aid in an ESI Environment	UETTDRRF10	Annual
Provide cardiopulmonary resuscitation	HLTAID001	Annual

12.1. Monitoring Qualifications and Experience

The following training and authorisation requirements and actions will be applied to ensure acceptable levels of competence required to demonstrate skills, knowledge and experience both upon appointment and ongoing:

- Both initial and refresher training are to be provided
- Skills and competence shall be maintained through regular refresher training
- All training to be provided by a Registered Training Organisation
- A record of the sighting of required certificates and associated documents shall be kept by the Operations Department and shall be updated annually.

Council maintains a training register for all employees including staff engaged in the ELC program to ensure all certifications are up to date. This is an automated system (Elumina) that flags the requirement for any refresher training.

Should any employee be found actively engaged in ELCM work without the appropriate qualification and/or training, they will immediately be removed from the site. Councils disciplinary procedure will be applied, and this can result in termination of employment should the breach be of sufficient magnitude.

12.2. Qualifications for assessment of 'hazard trees' – s.(1)(9)

If a person identifies a tree as likely to fall onto or otherwise come in to contact with an electric line the tree may be cut or removed 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. This assessment must take into consideration local conditions Including:

- significant vegetation
- protected flora and fauna
- habitat
- local knowledge
- visual assessment
- environmental conditions
- vegetation regrowth patterns

A 'suitably qualified arborist' must have a National Certificate Level III in Horticulture (Arboriculture) including the "Assess Trees" module, or an equivalent qualification; and at least 3 years of field experience in assessing trees.

13. Notification and Consultation – r.9(4)(p) s.1(16)18

As a minimum resident/owner consultation is required prior to the annual line clearance program and if trees are to be cut or removed or if there is a change of pruning practice.

Resident/owner consultation will be in the form of notification on Northern Grampians Shire Council's website and social media with a minimum of 14 days prior to commencing works with all works being completed within 60 days of the end of the 14 days notification period. (See Appendix 9 - Standard Notice Commencement).

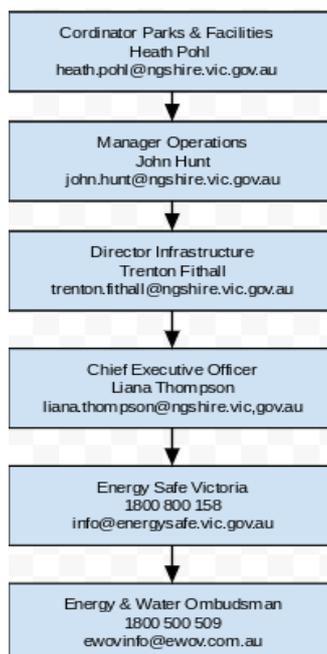
In extenuating circumstances where clearing does not occur within the 60 days period, renotification will occur through Council's social media network and be posted on Council's website.

If a tree is to be removed a letter will be sent to the nearest property address of the street tree and to a minimum of 5 neighbouring properties on either side of the street (i.e. minimum of 10 properties). A copy of notification letter proforma is included in Appendix 11- Vegetation Removal.

13.1. Dispute Resolution – r.9(4)(q)

All enquiries received by Council are recorded on Council's customer enquiry management system (Merit). Each enquiry has a unique identification number that is monitored electronically until the enquiry is resolved. If initially a customer is not satisfied, a clear, hierarchical process is followed.

Dispute resolution workflow.



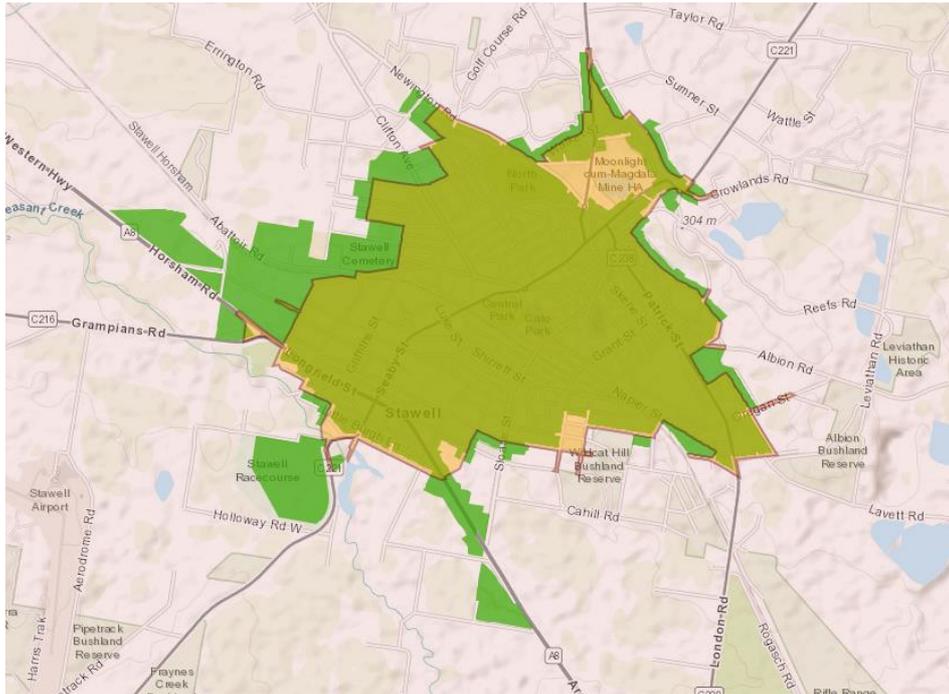
14. Exceptions – s.1(4,5,6)

Northern Grampians Shire will **not** be seeking exceptions in relation to minimum clearance spaces for:

- structural branches around insulated low voltage electric lines.
- small branches around insulated low voltage electric lines.
- structural branches around uninsulated low voltage electric lines in low bushfire risk areas.

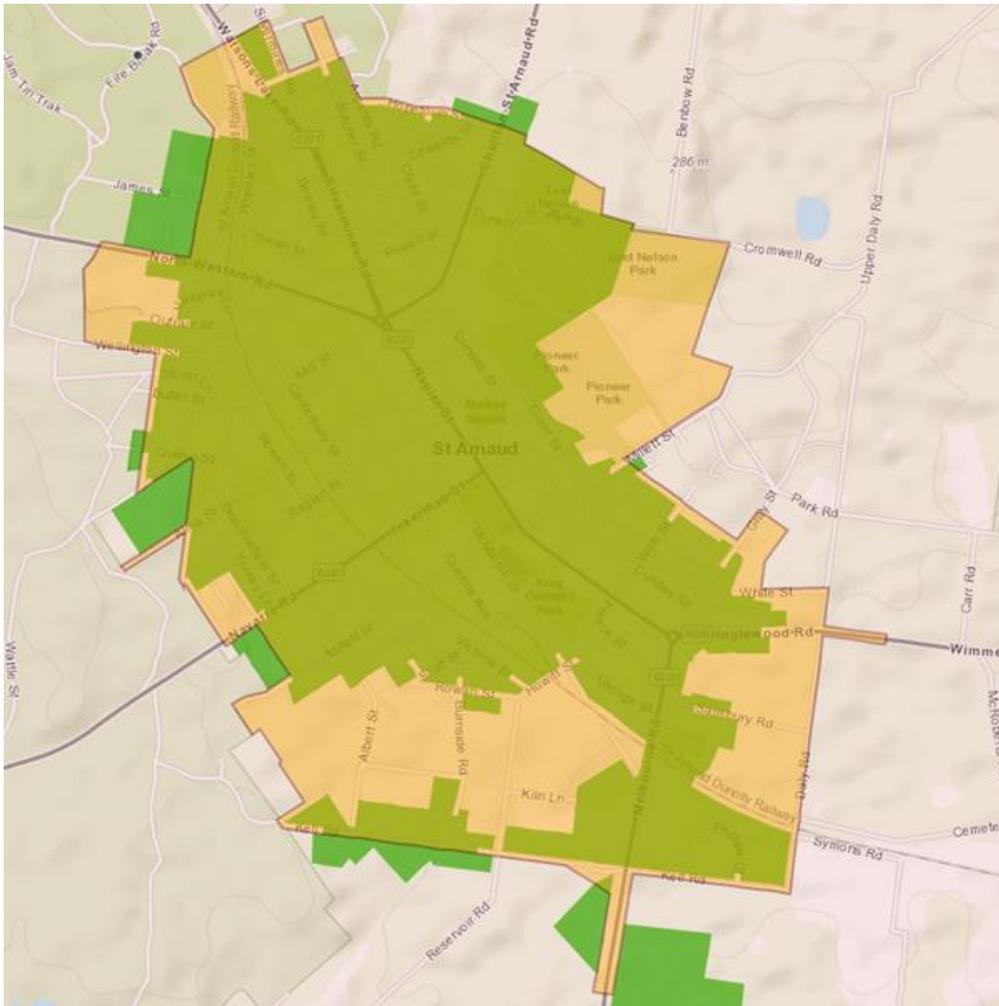
15. Appendix

Appendix 1 – Maps of Declared Areas – Stawell Declared Area



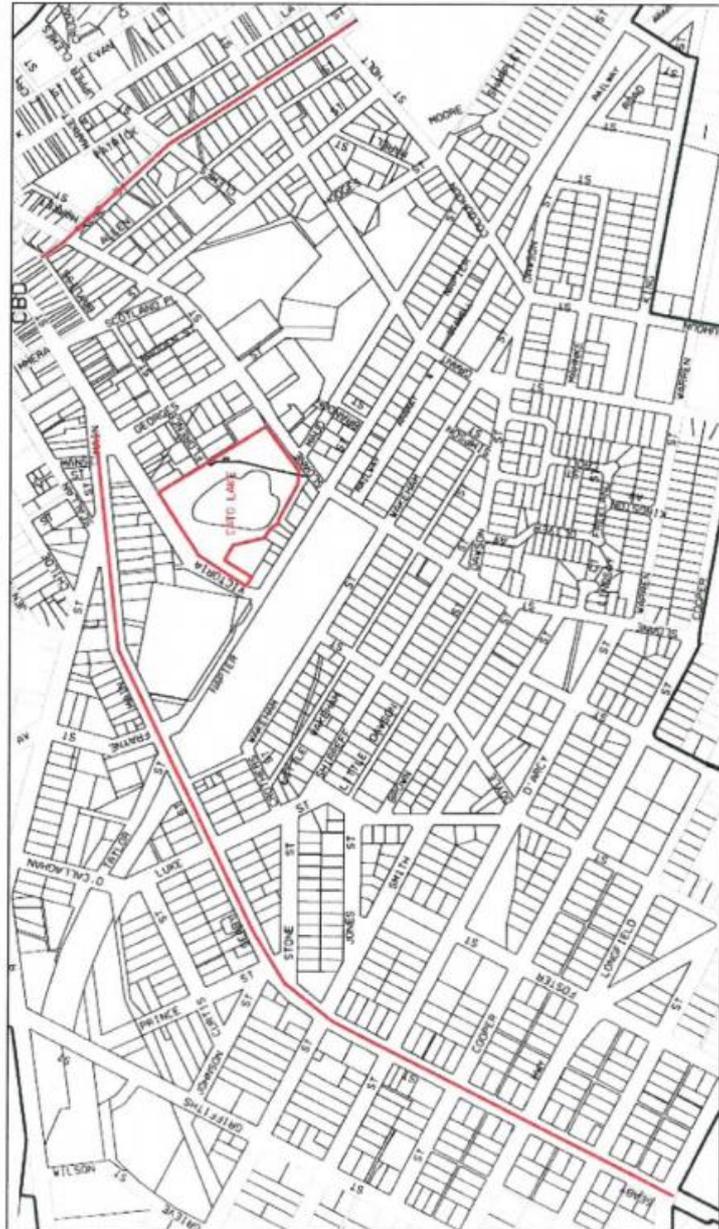
	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA

Appendix 2 – Maps of Declared Areas – St Arnaud Declared Areas

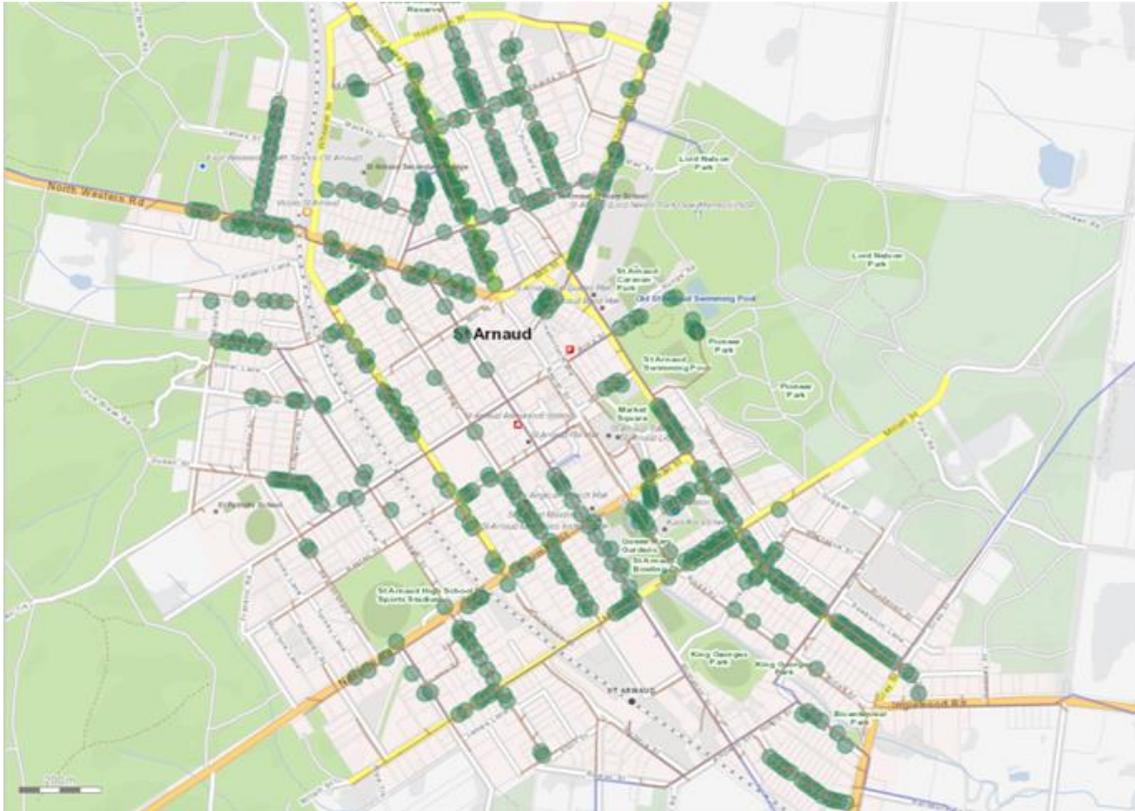


	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA

Appendix 3 – Stawell Aesthetic Significant Trees Locations



Appendix 5 – St Arnaud - Tree Locations Affected By The Plan



Total – 525

Appendix 6 – Stawell – Tree Locations Affected By The Plan

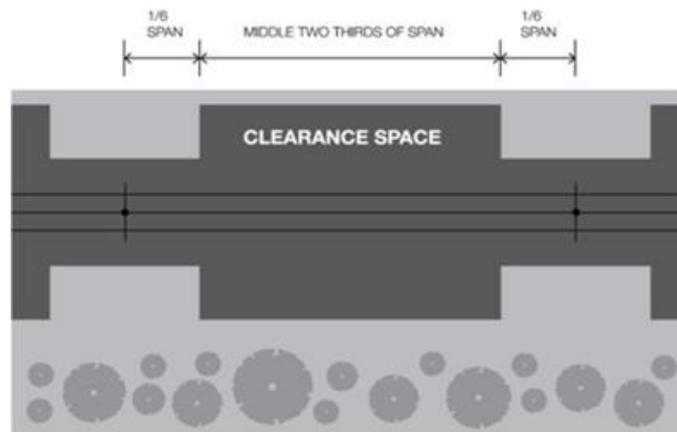


Total – 1155

Appendix 7 – Minimum Clearance Spaces

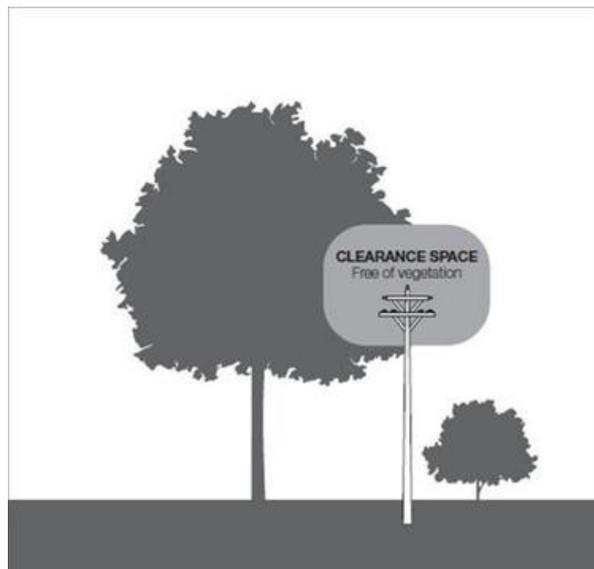
Source – Electrical Safety (Electrical Line Clearance) Regulations 2020

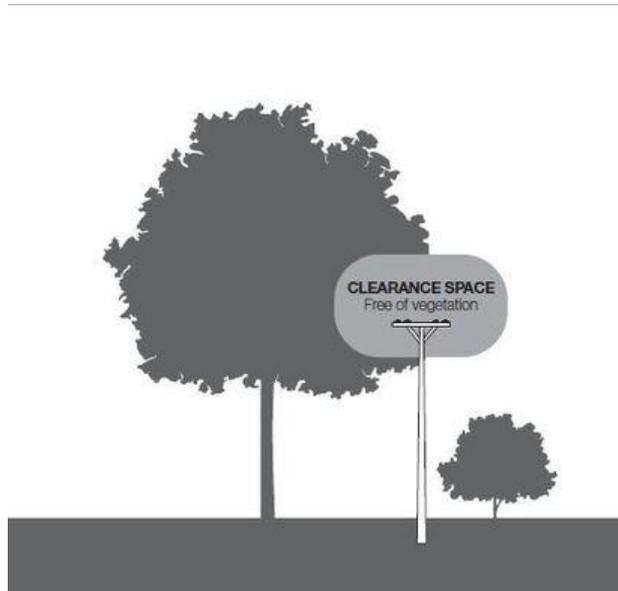
PLAN VIEW OF ELECTRIC LINES IN ALL AREAS



INSULATED ELECTRIC LINES IN ALL AREAS AND UNINSULATED HIGH VOLTAGE ELECTRIC LINES (OTHER THAN 66 000 VOLT ELECTRIC LINES) IN LOW BUSHFIRE RISK AREAS

Clauses 24 & 26 – Graphs 1 & 3

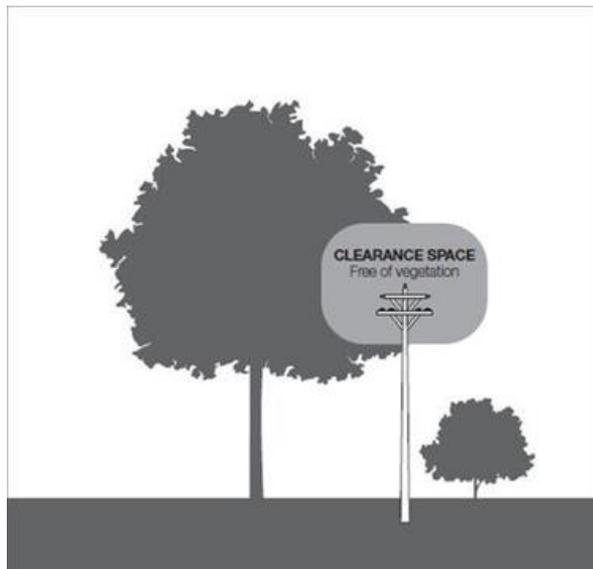




NOT TO SCALE

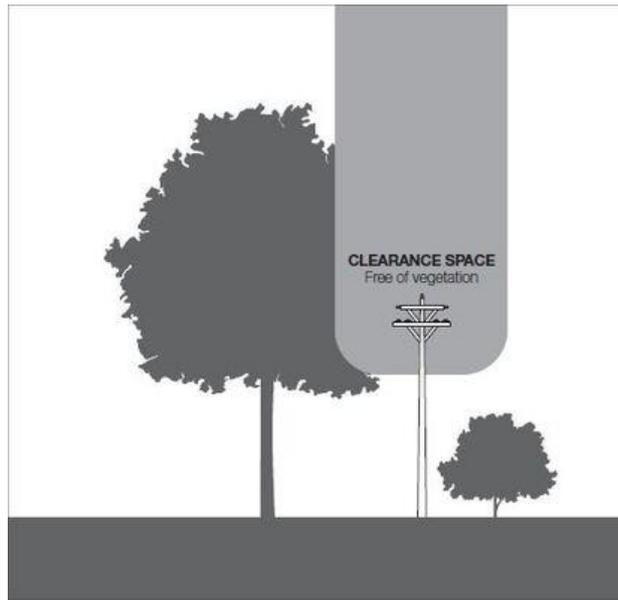
UNINSULATED LOW VOLTAGE ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA

Clause 25 – Graph 2



UNINSULATED 66,000 VOLT ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA & UNINSULATED ELECTRIC LINE IN A HAZARDOUS BUSHFIRE RISK AREA

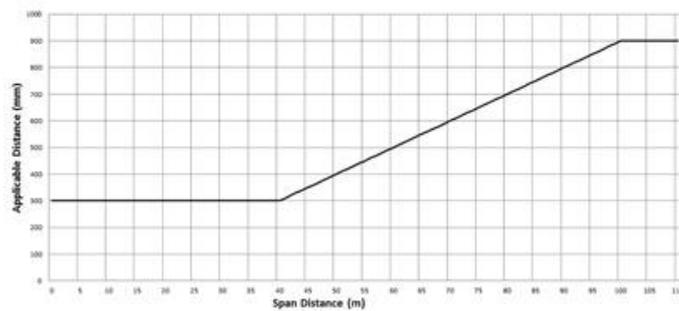
Clauses 27, 28 & 29 – Graphs 4,5 & 6



Note – all graphs represent the applicable distance for the middle two thirds of a span of an electric line.

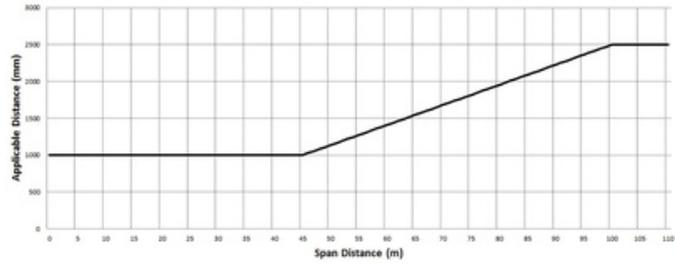
GRAPH 1 – INSULATED ELECTRIC LINES IN ALL AREAS

Clauses 3 & 24



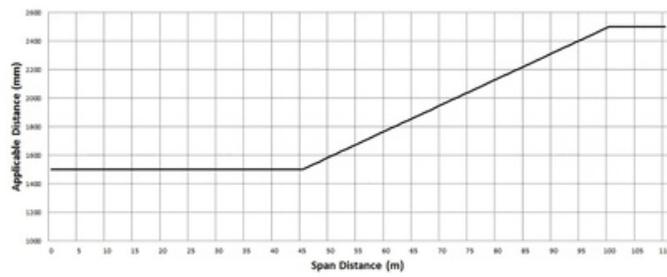
GRAPH 2 – UNINSULATED LOW VOLTAGE ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

Clauses 3 & 25



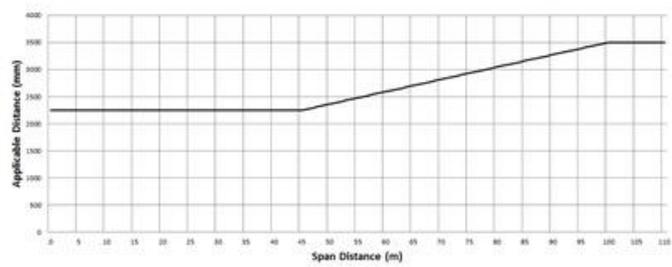
GRAPH 3 – UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA

Clauses 3 & 26



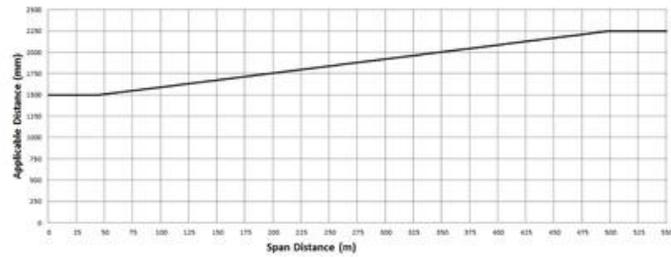
GRAPH 4 – UNINSULATED 66,000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

Clauses 3 & 27



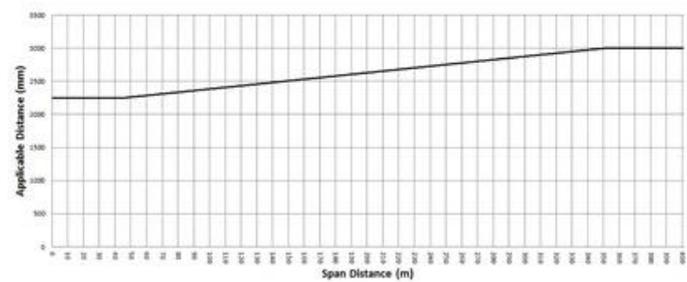
GRAPH 5 – UNINSULATED LOW VOLTAGE AND HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 ELECTRIC LINE) IN HAZARDOUS BUSHFIRE RISK AREA

Clauses 3 & 28



GRAPH 6 – UNINSULATED 66,000 VOLT ELECTRIC LINE IN HAZARDOUS BUSHFIRE RISK AREA

Clauses 3 & 29



Appendix 9 – Standard Notice Commencement

ELECTRICAL LINE VEGETATION CLEARANCE WORKS

Notice is hereby given by Northern Grampians Shire Council of pruning works to trees located on public land managed by Council to meet statutory vegetation clearance space requirements around electricity lines.

Council will be conducting tree pruning works within the declared areas of Stawell and St Arnaud.

The program will commence 14 days from the date of this notice and the program is to be completed within 60 days.

Council's Electrical Line Clearance Management Plan can be accessed via Council's website.

Should you require further information please contact the Coordinator Parks & Facilities on 5358 8700 during business hours 8.00am – 4.00pm, Monday – Friday.

Liana Thompson
CHIEF EXECUTIVE OFFICER

Appendix 10 – Standard Notice Delayed Works

ELECTRICAL LINE VEGETATION CLEARANCE WORKS

Notice is hereby given by Northern Grampians Shire Council of pruning works to trees located on public land managed by Council to meet statutory vegetation clearance space requirements around electricity lines.

Council will be conducting tree pruning works within the declared areas of Stawell and St Arnaud.

The program will commence 14 days from the date of this notice and the program is to be completed within 60 days.

Council's Electrical Line Clearance Management Plan can be accessed via Council's website.

Should you require further information please contact the Coordinator Parks & Facilities on 5358 8700 during business hours 8.00am – 4.00pm, Monday – Friday.

Liana Thompson
CHIEF EXECUTIVE OFFICER

Appendix 11 – Nature Strip Tree Removal Notice



To The Owner/Occupier

Nature Strip Tree Removal Notice

Council wishes to advise that the nature strip tree at XXXX has been scheduled for removal for the following reason:

- WATER MAIN/SEWER DAMAGE
- FOOTPATH/KERB DAMAGE
- IMPACTING ON RESIDENTS PROPERTY
- DANGEROUS TO PUBLIC SAFETY
- UNSUITABLE, POOR PERFORMING, REACHED THE END OF USEFUL LIFE
- INTERFERENCE WITH ELECTRICAL LINES
- INTERFERENCE WITH UNDERGROUND SERVICES
- UNSUITABLE SPECIES FOR THIS LOCATION
- UPGRADE STREET WORKS

The tree scheduled for removal is identified with a dot of pink paint on the trunk.

If you require any further information regarding this matter please contact me on 5358 8700 during office hours within 5 working days from the above date.

Yours faithfully

Kevin Rickard
PARKS AND GARDENS TEAM LEADER STAWELL



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CONTACT US

 ngshire@ngshire.vic.gov.au

 www.ngshire.vic.gov.au

 (03) 5358 8700

 PO Box 580 Stawell VIC 3380

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 [northerngrampianshire](https://www.linkedin.com/company/northern-grampians-shire)

 [@ngshire @neworkinvestvic @stawellvictoria](https://www.instagram.com/ngshire)

Appendix 12 – Plant, Equipment & Task Induction Checklist

PART B - PLANT, EQUIPMENT & TASK INDUCTION CHECKLIST

This Checklist (Part B) is to be used to induct employees on items of plant, equipment and task's.
You can find **who can induct** in the Depot shared drive folder (Plant & Equipment Training register)

Task: Electrical Line Clearance Program

Electrical Line Clearance Management Plan Supplied: Yes

1.	Allow the inductee to read through the current Electrical Line Vegetation Management Plan.	<input type="checkbox"/>
2.	Identify any changes to the plan from the previous year.	<input type="checkbox"/>
4.	Explain the implications of not following the plan.	<input type="checkbox"/>
5.	Explain the safety & environmental requirements of the task with the assistance of the Electrical Line Clearance Management Plan.	<input type="checkbox"/>
6.	Highlight to the inductee any trees of significance, indigenous or habitat importance that are identified on the cutting list.	<input type="checkbox"/>
7.	Has the inductee been inducted onto the high level SWMS for this task?	<input type="checkbox"/>
8.	Has the Inductee been inducted onto all the plant and equipment associated with the task?	<input type="checkbox"/>
9.	Has the inductee read the electrical safety rules for vegetation management work near overhead powerlines by non - electrical workers 2013?	<input type="checkbox"/>
10.	Does the inductee have all current RTO competencies required for the task?	<input type="checkbox"/>
11.	Does all plant and equipment being used for the task have the current testing certificates required to perform the task?	<input type="checkbox"/>
12.	Ask if there are any questions or areas that they would like answered or clarified.	<input type="checkbox"/>

Inductee :
(print name)

I acknowledge that I have received information, instruction and training in respect to a site induction and/or instruction and induction in the safe operation of the listed plant/task. I have been provided with a copy of the safe operating procedure and manufacturer's operating manual if applicable.

Signed: Dated: / /2020

I: find competent to operate this piece of equipment & perform the task.

Disclaimer : The person performing this induction is not responsible for any non compliance and or incidents after this induction has taken place.

Supervisors Name:

Supervisors signature:

Appendix 13 – ELC Worksite Audit

Audit Date	24/06/2020
Audit Location	Victoria Street stawell
Audit Type	Internal - NGSC employee
NGSC Employee	Anthony Holden

Worksite Documentation Audit

Do All Onsite Workers Hold The Appropriate Tickets To Undertake The Works?	Yes
Is There A Current Weight Test Certificate For The EWP?	Yes
Is There A Current Electrical Testing Certificate For The EWP?	Yes
Is There An Appropriate Traffic Management Plan Onsite?	Yes
Is There An Appropriate SWMS Onsite?	Yes

Worksite Operations Audit

Is All The Necessary Signage In Place?	Yes
Is Entry To The Worksite Restricted Appropriately?	Yes
Do All Onsite Workers Have Appropriate PPE?	Yes
Is The Safety Harness Being Used Correctly?	Yes
Is The Site Cleared Of Debris To A Safe Standard?	Yes
Is All Pruning Undertaken To Australian Standards?	Yes
General Worksite Inspection Comments:	Site audit checked appropriate documentation and signage ppe qualified personnel

Step 2: Electric Line Clearance Inspections

Audit List

Road 1	Victoria Street, Stawell
Road 2	Walker st, Stawell
Road 3	Williams street, Stawell
Road 4	Millet Street, St Arnaud
Road 5	Kings Avenue, St Arnaud
Road 6	Butcher Street, St Arnaud

Electric Line Clearance Audit - 6 Of 6

Location	Butcher Street St Arnaud
Date	25/06/2020
Bushfire Risk	LBRA - low bushfire risk area
Line Voltage	Up to 22 KV
Span Length	Up to and including 45 meters
Pole Clearance Compliant	Yes
Span Clearance Compliant	Yes
Span Clearance Photo(S)	



16. Authorisation Page

Authorised by: Liana Thompson

Signed: _____ Date: _____

Chief Executive Officer
Northern Grampians Shire Council

10.4. Improve Organisational Effectiveness

10.4.1. Community Engagement Policy

Author/Position: Charles Holdenby, Manager Government Relations, Engagement & Advocacy

Purpose

The purpose of this report is to recommend Council adopt the (draft) Community Engagement Policy, required by the *Local Government Act 2020* (the Act).

Summary

The Act requires that community engagement principles be applied to the making of Council's local laws, budget and policies and deliberative engagement practices be applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and any other prescribed matters.

The policy outlines how council employees, Councillors, contractors, or any other representative of Northern Grampians Shire Council provide persons and groups of the municipal community of Northern Grampians Shire with opportunities for engagement in Council planning and decision-making.

Recommendation

That Council adopts the Community Engagement Policy.

RESOLUTION

That Council adopts the Community Engagement Policy.

Moved: Cr Tony Driscoll
Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

We make better decisions when we fully understand the needs, priorities and concerns of individuals and groups within our community. As such, the objective of this policy is to increase the participation of community members in Council planning and decision-making. Our community engagement goals and corresponding levels of engagement that we are able to offer the community are documented in the policy and are based on best-practice community engagement frameworks, including that from the International Association for Public Participation (IAP2).

Legislation, Council Plan, Strategy and Policy Implications

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

On matters where the only form of community participation is an invitation to make submissions, and engagement on the matter was formerly governed by sections 189 and 223 of the *Local Government Act 1989*, Council will continue to proceed in a manner modelled on sections 189 and 223 of the *Local Government Act 1989*.

Options

Option 1

Council adopts the Community Engagement Policy. **[recommended]**

Option 2

Council adopts the Community Engagement Policy with amendments. **[not recommended]**

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications.

Procurement

Not required

Community Engagement

The policy was provided to the community for their feedback on Friday 22 December 2020, with feedback closing on Monday 8 February 2021. No submissions were received.

Innovation and Continuous Improvement

Not required

Collaboration

Not required

Officer's Declaration of Interest

All officers providing advice to Council must disclose any interests, including the type of interest.

Charles Holdenby, Manager Government Relations, Engagement & Advocacy
In providing this advice as the author, I have no disclosable interests in this report.

Attachments

1. Community Engagement Policy 1.0 FINAL **[10.4.1.1 - 10 pages]**

Draft Community Engagement Policy



Status: <Draft>

Endorsed by Council: <Month>, <Year>



Northern Grampians Shire Council
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✉ ngshire@ngshire.vic.gov.au
🌐 www.ngshire.vic.gov.au
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✉ PO Box 580 Stawell VIC 3380

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#ngshire #liveworkinvestvisit #wandervictoria

Draft Community Engagement Policy



Council Policy

Responsible officer	Manager Government Relations, Engagement & Advocacy
Functional area	Office of the CEO
Date adopted by Council	
Review date	

Purpose

This Community Engagement policy ('this policy') outlines the principles Council commits to community members to increase their participation in Council planning and decision-making as required under sections 55 and 56 of the *Local Government Act 2020* ('the Act').

Background

Five overarching principles have guided the development of the Act:

1. Community Engagement
2. Strategic Planning
3. Financial Management
4. Public Transparency
5. Service Performance

This policy refers to the overarching principle of Community Engagement.

Application

The Act requires that community engagement principles be applied to the making of Council's local laws, budget and policies and deliberative engagement practices be applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and any other prescribed matters.

Scope

This policy outlines how Council employees, Councillors, contractors or any other representative of Northern Grampians Shire Council ('we') provide persons and groups of the municipal community ('the community') of Northern Grampians Shire with opportunities for engagement in Council planning and decision-making.

Note

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

On matters where the only form of community participation is an invitation to make submissions, and engagement on the matter was formerly governed by sections 189 and 223 of the *Local Government Act 1989*, Council will continue to proceed in a manner modelled on sections 189 and 223 of the *Local Government Act 1989*.

Policy Objective

The objective of this policy is to increase the participation of community members in Council planning and decision-making. To achieve this Council commits to the application of the following as required:

Community Engagement Principles

Section 56 of the Act requires community engagement principles are applied to the making of Council's local laws, budget and policies.

We commit to the following community engagement principles:

Principle 1 – Engagement Planning

- a) Allocating appropriate funding, time and resourcing to community engagement planning and implementation;
- b) Developing community engagement plans in accordance with this policy;
- c) Ensuring a community engagement process has a clearly defined objective and scope.

Principle 2 – Information Access

- a) Providing the community with access to objective, relevant and timely information to inform their participation;
- b) Providing this information with sufficient notice for the community to consider how they may be affected by proposed decisions or plans and to make subsequent arrangements to be involved in engagement processes;
- c) Providing opportunities, as appropriate, for the community members to come together to learn and share information and deliberate plans or required decisions in a meaningful and informed way.

Principle 3 – Representative Participation

- a) Identifying the different members of the community at the commencement of all relevant planning or decision-making processes and determining the level to which they may be affected by the decisions or plans;
- b) Ensuring the community members identified are representative of the persons and groups affected by the matter that is the subject of the community engagement, being mindful how characteristics like gender, ethnicity/cultural background, socio-economic status, ability, sexual orientation, religion, age and geographic location can:
 - i. Interact on multiple levels to compound impact
 - ii. Create overlapping forms of discrimination and prejudice
 - iii. Increase service barriers and social and economic disadvantage;
- c) Using communication methods and other initiatives that are appropriate and accessible to the community members identified to encourage representative participation.

Principle 4 – Reasonable Support

- a) Identifying the barriers that may exist to community members' participation in engagement processes, including accessibility needs, information formats, communication channels, languages or other barriers that may limit participation;
- b) Providing reasonable support to enable community members to participate in meaningful and informed engagement, which may include developing specific plans that respond to identified barriers and needs or other support initiatives;

- c) Encouraging broad participation, active listening and due consideration of the views of participants in the community engagement process.

Principle 5 – Level of Engagement

- a) Using the International Association of Public Participation (IAP2) Framework as a basis, inform community members of the level of engagement they can expect to play in each community engagement process as relevant to the significance and complexity of the matter requiring planning or decision-making;
- b) Articulating how community perspectives will be incorporated into planning or decision-making and the nature of decisions to be made where legislation permits negotiable elements;
- c) Sharing with the community what has been learned and what actions or decisions have resulted from the engagement process.

Deliberative Engagement Practices

Section 55 of the Act requires deliberative engagement practices be applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and any other matters prescribed by the regulations.

The Act does not specify what constitutes deliberative engagement practices.

We consider deliberative engagement to refer to engagement processes that enable representative persons and groups affected by the matter to participate to reach conclusions based on in-depth consideration of relevant facts from multiple points of view, conversations with others and critical thinking about alternative perspectives, opinions, understandings and trade-offs.

We commit to providing for the following additional provisions to application of the Community Engagement Principles to enable the best opportunity for deliberative engagement with the community:

Principle 1 – Engagement Planning

- i. Additional funding, time and resourcing to identify, plan and deliver deliberative engagement practices.

Principle 2 – Information Access

- i. Increasing communication frequency with the community to provide ample opportunity to access information and deliberate their participation;
- ii. Additional time for participants to deliberate complex information, weigh up options and discuss ideas;
- iii. Additional opportunities for participants to have in-depth conversation and understand the issues involved.

Principle 3 – Representative Participation

- i. Additional funding to provide for subject matter expertise (where required) to assist in identifying persons or groups affected by the matter;
- ii. Additional funding to inform communications (as appropriate) to the persons or groups affected by the matter to facilitate understanding and encourage representative participation.

Principle 4 – Reasonable Support

- i. Additional support to enable community members' participation in engagement processes.

Principle 5 – Level of Engagement

- i. Additional levels of engagement with the community to increase their deliberative remit as far as practicable.

Community Engagement

Council understands that we make better decisions when we fully understand the needs, priorities and concerns of individuals and groups within our community, and that some of our decisions affect the entire community, but may affect some people more than others.

Our community engagement goals and corresponding levels of engagement that we are able to offer the community are based on best-practice community engagement frameworks, including that from the International Association for Public Participation (IAP2).

Three guides accompany this policy to help Council staff understand more about how to identify stakeholders, manage communications and manage community engagement. These are also found in the 'Managing Stakeholders' activity of Council's Project Management Framework.

Community Engagement Goals & Engagement Activities

We will identify engagement goals with the community relevant to each stage of each project Council undertakes that is informed by the scope and potential impact the community can have on a decision.

Table 1: Community Engagement Goals & Engagement Activities

 INFORM	 CONSULT	 INVOLVE	 COLLABORATE	 EMPOWER
To provide balanced and objective information to make our community aware of something that has happened or will happen.	To listen to our community and other key stakeholders feedback on options or a potential decision and take their input into account.	To seek input to identify issues, concerns and aspirations to inform planning and decision-making and show how that input has informed the plan or decision.	To work with our community and other key stakeholders to develop a detailed understanding of all the issues and opportunities and identify agreed solutions at every step of the process.	To partner with our community and other key stakeholders to identify solutions and/or lead change, and place final decision making in their hands.
<ul style="list-style-type: none"> ● Information sessions ● Social media posts ● On-site signage ● Direct mail ● Project updates ● Public meetings 	Survey Focus groups Drop-in sessions Opinion poll Submission processes	Working groups Reference groups Advisory groups Workshops Deliberative polling	Citizen's advisory committees Participatory decision making Community ownership Deliberative processes	Citizens juries Deliberative processes Ballots

Levels of Engagement

We will provide the community with a level of engagement to meet or exceed our engagement goals, that is informed by the scope and potential impact of a decision and the type of influence the community can have on a decision.

Table 2: Levels of Engagement

INFORM 	CONSULT 	INVOLVE 	COLLABORATE 	EMPOWER 
		<p>The Local Government Act requires deliberative engagement practices for the:</p> <ul style="list-style-type: none"> • Community Vision • Council Plan • Financial Plan • Asset Plan <p>On long term and significant impact projects like these, we will provide this level of engagement to partner with the community.</p>		
		<p>High impact and complex projects, for example, major park upgrades, precinct master planning or annual budget planning require extra levels of interaction and often happen over several stages.</p>		
	<p>Decisions carrying a lower impact still require community input but less time and resource-intensive methods.</p>			
	<p>Sometimes options are limited for practical reasons for example work must be carried out but we will ask you how and when it should happen.</p>			
<p>Sometimes, we may need to inform you of a decision where there is no opportunity for community input. For example where there are public safety issues that need to be addressed, we are not the decision-making authority, or there are no real options available.</p>				

In these cases, we will keep you informed.				
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Informing the Community

Council will utilise a variety of methods to inform the community of the outcome of engagement processes. These will be outlined in specific community engagement plans and will include, but not be limited to:

- Publication on Council’s website
- Posts on Council’s social media sites
- Print media
- Direct communication with individuals or groups that have participated in the process or requested to be notified of the outcomes (e.g. phone, email or post)
- Formal in-person announcements (e.g. community meeting).

References

Relevant Legislation

- [Local Government Act 2020](#)
- [Local Government Act 1989](#)

Related Policies

- [Northern Grampians Shire Public Transparency Policy August 2020](#)
- Media & Communications Policy 2020

Related Guides

- [PMF Activity – Managing Stakeholders: Stakeholder Management Plan - GUIDE](#)
- [PMF Activity – Managing Stakeholders: Communication Management Plan – GUIDE](#)
- [PMF Activity – Managing Stakeholders: Community Engagement Plan – GUIDE](#)

Other references

- [International Association for Public Participation](#)
- [Diverse Communities and Intersectionality Working Group](#)
- [Rural Councils Victoria: Community Engagement Toolkit](#)
- [Engage Vic: Community Engagement Workshop](#)

Compliance

[Select the checkboxes that this policy requires relevant State Government legislative compliance with.]

- Local Government Act 2020*
- Gender Equality Act 2020*
- Child Safety Act 2015*
- Privacy and Data Protection Act 2014*
- Equal Opportunity Act 2010*
- Fair Work Act 2009*
- Charter of Human Rights and Responsibilities Act 2006*
- Health Records Act 2001*
- Local Government Act 1989*
- Freedom of Information Act 1982*
- Other

Appendix A: Engagement Principles

Principle 1 – Engagement Planning

- i. Funding, time and resourcing to identify, plan and deliver required engagement.

Principle 2 – Information Access

- i. Increasing communication frequency with the community to provide ample opportunity to access information and deliberate their participation;
- ii. Additional time for participants to deliberate complex information, weigh up options and discuss ideas;
- iii. Additional opportunities for participants to have in-depth conversation and understand the issues involved.

Principle 3 – Representative Participation

- i. Additional funding to provide for subject matter expertise (where required) to assist in identifying persons or groups affected by the matter;
- ii. Additional funding to inform communications (as appropriate) to the persons or groups affected by the matter to facilitate understanding and encourage representative participation.

Principle 4 – Reasonable Support

- i. Additional support to enable community members' participation in engagement processes.

Principle 5 – Level of Engagement

- i. A level of engagement with the community relevant to community perspective and project context perspective.

Appendix B: Engagement Principles in the context of deliberate engagement practice requirements

Principle 1 – Engagement Planning

- i. Additional funding, time and resourcing to identify, plan and deliver deliberative engagement practices.

Principle 2 – Information Access

- i. Increasing communication frequency with the community to provide ample opportunity to access information and deliberate their participation;
- ii. Additional time for participants to deliberate complex information, weigh up options and discuss ideas;
- iii. Additional opportunities for participants to have in-depth conversation and understand the issues involved.

Principle 3 – Representative Participation

- i. Additional funding to provide for subject matter expertise (where required) to assist in identifying persons or groups affected by the matter;
- ii. Additional funding to inform communications (as appropriate) to the persons or groups affected by the matter to facilitate understanding and encourage representative participation.

Principle 4 – Reasonable Support

- i. Additional support to enable community members' participation in engagement processes.

Principle 5 – Level of Engagement

- i. Additional levels of engagement with the community to increase their deliberative remit as far as practicable.

Appendix C: Community Engagement Principles checklist

Principle 1 – Engagement Planning

- Allocating appropriate funding, time and resourcing to community engagement planning and implementation;
- Developing community engagement plans in accordance with this policy;
- Ensuring a community engagement process has a clearly defined objective and scope.

Principle 2 – Information Access

- Providing the community with access to objective, relevant and timely information to inform their participation;
- Providing this information with sufficient notice for the community to consider how they may be affected by proposed decisions or plans and to make subsequent arrangements to be involved in engagement processes;
- Providing opportunities, as appropriate, for the community members to come together to learn and share information, and deliberate plans or required decisions in a meaningful and informed way.

Principle 3 – Representative Participation

- Identifying the different members of the community at the commencement of all relevant planning or decision-making processes and determining the level to which they may be affected by the decisions or plans;
- Ensuring the community members identified are representative of the persons and groups affected by the matter that is the subject of the community engagement
- Using communication methods and other initiatives that are appropriate and accessible to the community members identified to encourage representative participation.

Principle 4 – Reasonable Support

- Identifying the barriers that may exist to community members' participation in engagement processes, including accessibility needs, information formats, communication channels, languages or other barriers that may limit participation;
- Providing reasonable support to enable community members to participate in meaningful and informed engagement, which may include developing specific plans that respond to identified barriers and needs or other support initiatives;
- Encouraging broad participation, active listening and due consideration of the views of participants in the community engagement process.

Principle 5 – Level of Engagement

- Using the International Association of Public Participation (IAP2) Framework as a basis, inform community members of the level of engagement they can expect to play in each community engagement process as relevant to the significance and complexity of the matter requiring planning or decision-making;
- Articulating how community perspectives will be incorporated into planning or decision-making and the nature of decisions to be made where legislation permits negotiable elements;
- Sharing with the community what has been learned and what actions or decisions have resulted from the engagement process.

Review history

Date	Version	Status
11/10/20	0.1	Initial draft
20/10/20	0.2	Approved by ELT, subject to provision of s.223 clarification
09/11/20	0.3	Updates to include prescribed processes (s.223)
2/12/20	0.4	Updates to include engagement activities and outcome communication
16/02/21	1.0	Final approval by ELT after community consultation

10.4.2. Place Naming - Maud Street Dams

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

Purpose

To formally name the reserve formerly known as the Maud Street Dams.

Summary

Council is asked to consider the formal naming of the reserve located at the rear of the Stawell Hospital, 9-29 Maud Street Stawell as Norman Castle Reserve.

Recommendation

That Council formally names the reserve located at 9-29 Maud Street, Stawell as Norman Castle Reserve.

RESOLUTION

That Council formally names the reserve located at 9-29 Maud Street, Stawell as Norman Castle Reserve.

Moved: Cr Kevin Erwin

Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

Council is in the process of developing the former Maud Street Dams site into a community space. As part of this process Council can submit a naming proposal to the Registrar of Geographic Place Names for a feature that is considered to be of public interest. Any place naming must be in accordance with Geographic Place Names legislation.

At its meeting held on 1 February, Council resolved to commence the formal naming process and to invite comment on the suggested name of Norman Castle Reserve in recognition of the contribution that the late Dr Norman Castle provided to the Stawell and district community which are worthy of commemoration.

Legislation, Council Plan, Strategy and Policy Implications

Council is empowered under the *Geographic Place Names Act 1998* (the Act) to develop naming proposals for places within its jurisdiction. Any place naming must be in accordance with the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016*. Which are the guidelines provided for under the Act.

Options

Option 1

That Council formally names the reserve located at 9-29 Maud Street, Stawell as Norman Castle Reserve.
[recommended]

Option 2

To not proceed with the naming process. **[not recommended]**

Implications

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications have been addressed in this report.

Procurement

Not applicable.

Community Engagement

Community consultation is an important part of a place naming process and public notice was given in the Stawell Times News and on Council's website, inviting consideration of the proposal and to provide interested persons an opportunity to comment prior to the park being formally named. Comment was also sought via Council's Facebook page. Comments were invited and one formal submission and five comments from social media were received and circulated to the Councillors prior to the meeting.

Council officers also sought and received the support of Dr Castle prior to his passing and the Castle family for the proposal.

Innovation and Continuous Improvement

Nil

Collaboration

Nil

Officer's Declaration of Interest

All 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

Nil

10.4.3. Delegation Update

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

Purpose

That Council resolves to adopt the updated S5 and S6 Instruments of Delegation.

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 s 11(1)(b) of the *Local Government Act 2020* (the Act) Council resolves that:

1. There be delegated to the person holding the position or 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 upon this resolution being made and is to be signed by the Council's Chief Executive Officer and Mayor.
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.

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

In the exercise of the powers conferred by the 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.
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 instrument 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 s 11(1)(b) of the *Local Government Act 2020* (the Act) Council resolves that:

1. There be delegated to the person holding the position or 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 upon this resolution being made and is to be signed by the Council's Chief Executive Officer and Mayor.

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.

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

In the exercise of the powers conferred by the 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.
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 instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Moved: Cr Tony Driscoll
Seconded: Cr Kevin Erwin

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 minor changes to the existing delegation from Council to Members of Council staff have 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 to the Chief Executive Officer 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

The amendments are noted in red in the S6 Instrument which is an attachment to the report.

- s 36A, 36B, 38G(1), 38G(2) and 40F of the *Food Act 1984* have been included. Pursuant to the *Food Amendment Act 2020*, these provisions will commence on 1 July 2021 unless proclaimed earlier.
- s 181H of the *Local Government Act 1989* (LGA 1989) has been removed. With the repeal of s 181H(2) of the LGA 1989, the CEO may now sub-delegate the power to enter into an environmental upgrade agreement and declare and levy an environmental upgrade charge to a member of Council staff pursuant to s 181H of the LGA 1989 and s 47 of the *Local Government Act 2020*.
- updated the commencement date of the new provisions of the *Residential Tenancies Act 1997* to 27 April 2021 unless proclaimed earlier.
- s 42A of the *Road Management Act 2004* has been updated with any reference to VicRoads replaced with Head, Transport of Victoria.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2021

Council Plan 2017-21 – Improve Organizational Effectiveness

Options

Option 1

That Council agrees to the delegation of powers as set out in the Instruments and authorises the Mayor and Chief Executive Officer to sign the Instruments. **[recommended]**

Option 2

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

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications.

Procurement

Not applicable

Community Engagement

Nil

Innovation and Continuous Improvement

Nil

Collaboration

Nil

Officer's Declaration of Interest

All 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. S5 Instrument of Delegation Council to CEO January 2021 [**10.4.3.1** - 4 pages]
2. S6 Instrument of Delegation Council to Members of Staff January 2021 [**10.4.3.2** - 72 pages]

S5 Instrument of Delegation to Chief Executive Officer

Northern Grampians Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Northern Grampians Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 1 March 2021;
2. the delegation
- 2.1 comes into force immediately the Instrument of Delegation is signed;
- 2.2 is subject to any conditions and limitations set out in the Schedule;
- 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 2.4 remains in force until Council resolves to vary or revoke it.

Dated:

..... Mayor/Councillor

..... Senior Officer

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:

1. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 1.1 entering into a contract exceeding the value of \$150,000 (excl GST);
 - 1.2 making any expenditure that exceeds \$150,000 (excl GST) (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$200,000);
 - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4 electing a Mayor or Deputy Mayor;
 - 1.5 granting of a reasonable request for leave under section 35 of the Act;
 - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7 approving or amending the Council Plan;
 - 1.8 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9 adopting or amending the Governance Rules;
 - 1.10 appointing the chair or the members to a delegated committee;
 - 1.11 making, amending or revoking a local law;
 - 1.12 approving the budget or revised budget;
 - 1.13 borrowing money;
 - 1.14 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
2. if the issue, action, act or thing is an issue, act or thing which is required by law to be done by Council resolution;

3. 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;
4. 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
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. 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 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. 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 Chief Executive Officer is empowered to delegate his or her powers, duties or functions to other Council officers and in the event the Chief Executive Officer is unable to perform the duties or functions that the delegation is cascading to other members of the Council's Executive Management Team.

Northern Grampians Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

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

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

"BI" means	: Building Inspector
"EHO" means	: Environmental Health Officer
"DI" means	: Director Infrastructure
"GE" means	: Graduate Engineer
"HPD" means	: Head of Planning & Development
"MBS" means	: Municipal Building Surveyor
"MRS" means	: Manager Regulatory Services
"MG&CS" means	: Manager Governance & Civic Support
"MI" means	: Manager Infrastructure
"MO" means	: Manager Operations
"P" means	: Strategic Planner and Statutory Planning Officer
"TLPS" means	: Team Leader Permit Support
"TLCS" means	: Team Leader Community Safety
"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 **1 March 2021**; and
- 3.2 the delegation:
- 3.2.1 comes into force immediately after Mayor and Chief Executive Officer signatures are applied;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council;
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

.....

Mayor/Councillor

.....

Chief Executive Officer/Senior Officer

.....

Date

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CEMETERIES AND CREMATORIA ACT 2003

[##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	MRS/DI	
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	MRS/DI	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	MRS/DI	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	MRS/DI	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	MRS/DI	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	MRS/DI	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	MRS/DI	
s 15(1)&(2)	Power to delegate powers or functions other than those listed	MRS/DI	
s 15(4)	Duty to keep records of delegations	MRS/DI	
s 17(1)	Power to employ any persons necessary	MRS/DI	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	MRS/DI	

s 17(3)	Power to determine the terms and conditions of employment or engagement	MRS/DI	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	MRS/DI	
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	MRS/DI	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	MRS/DI	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	MRS/DI	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	MRS/DI	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	MRS/DI	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.	MRS/DI	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>	MRS/DI	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	MRS/DI	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	MRS/DI	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	MRS/DI	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))	MRS/DI	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	MRS/DI	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)	MRS/DI	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	MRS/DI	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	MRS/DI	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	MRS/DI	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	MRS/DI	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	MRS/DI	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	MRS/DI	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.	MRS/DI	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	MRS/DI	
s 20(1)	Duty to set aside areas for the interment of human remains	MRS/DI	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	MRS/DI	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	MRS/DI	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	MRS/DI	
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	MRS/DI	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	MRS/DI	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	MRS/DI	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	MRS/DI	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	MRS/DI	Report must contain the particulars listed in s.57(2)

s 59	Duty to keep records for each public cemetery	MRS/DI	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	MRS/DI	
s 60(2)	Power to charge fees for providing information	MRS/DI	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	MRS/DI	
s 64B(d)	Power to permit interments at a reopened cemetery	MRS/DI	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	MRS/DI	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	MRS/DI	
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	MRS/DI	
s 70(2)	Duty to make plans of existing place of interment available to the public	MRS/DI	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	MRS/DI	
s 71(2)	Power to dispose of any memorial or other structure removed	MRS/DI	
s 72(2)	Duty to comply with request received under s72	MRS/DI	
s 73(1)	Power to grant a right of interment	MRS/DI	
s 73(2)	Power to impose conditions on the right of interment	MRS/DI	
s 75	Power to grant the rights of interment set out in s 75 (a) and (b)	MRS/DI	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	MRS/DI	

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	MRS/DI	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	MRS/DI	
s 80(2)	Function of recording transfer of right of interment	MRS/DI	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	MRS/DI	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	MRS/DI	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	MRS/DI	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	MRS/DI	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	MRS/DI	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	MRS/DI	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	MRS/DI	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	MRS/DI	

s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	MRS/DI	
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	MRS/DI	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	MRS/DI	
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	MRS/DI	
s 86(5)	Duty to provide notification before taking action under s 86(4)	MRS/DI	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	MRS/DI	
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	MRS/DI	
s 88	Function to receive applications to carry out a lift and reposition procedure at a place of interment	MRS/DI	
s 91(1)	Power to cancel a right of interment in accordance with this section	MRS/DI	
s 91(3)	Duty to publish notice of intention to cancel right of interment	MRS/DI	
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	MRS/DI	
s 98(1)	Function of receiving application to establish or alter a memorial or place of interment	MRS/DI	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	MRS/DI	

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	MRS/DI	
s 100(1)	Power to require a person to remove memorials or places of interment	MRS/DI	
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)	MRS/DI	
s 100(3)	Power to recover costs of taking action under s 100(2)	MRS/DI	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	MRS/DI	
s 102(1)	Power to approve or refuse (if satisfied of the matters in (b) and (c) an application under s 101	MRS/DI	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	MRS/DI	
s 103(1)	Power to require a person to remove a building for ceremonies	MRS/DI	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	MRS/DI	
s 103(3)	Power to recover costs of taking action under s 103(2)	MRS/DI	
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	MRS/DI	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	MRS/DI	

s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	MRS/DI	
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	MRS/DI	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	MRS/DI	
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	MRS/DI	
s 108	Power to recover costs and expenses	MRS/DI	
s 109(1)(a)	Power to open, examine and repair a place of interment	MRS/DI	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	MRS/DI	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	MRS/DI	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	MRS/DI	
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	MRS/DI	
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	MRS/DI	

s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	MRS/DI	
s 112	Power to sell and supply memorials	MRS/DI	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	MRS/DI	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	MRS/DI	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	MRS/DI	
s 119	Power to set terms and conditions for interment authorisations	MRS/DI	
s 131	Function of receiving an application for cremation authorisation	MRS/DI	
s 133 (1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	MRS/DI	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	MRS/DI	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	MRS/DI	
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	MRS/DI	
s 151	Function of receiving an application to inter or cremate body parts	MRS/DI	

s 152 (2)	Power to impose terms and conditions on authorisation granted under s150	MRS/DI	
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	MRS/DI	
sch 1 cl 8(8)	Power to regulate own proceedings	MRS/DI	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	MRS/DI	Where council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	MRS/DI	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	MRS, CE&CS, TLCS	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	Where 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°	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 36A	Power to accept an application for registration or notification using online portal	CDS & EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 36B	Duty to pay the charge for use of online portal	CDS & EHO	Where Council is the registration authority

			Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt°	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 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CDS & EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier

s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CDS & EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
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 40F	Power to cancel registration of food premises	CDS & EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
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 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.
S6 Instrument of Delegation – Members of Staff

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	MRS	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 Power to specify the manner in which the payment is to be made	P, HPD	Where Council is the collecting agency
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 2020</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 component	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	P, HPD	Where Council is the collecting agency under an approved infrastructure contributions plan

	infrastructure contributions plan to that development agency		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 2020</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 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 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)	P, HPD	Where Council is the relevant planning authority
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 decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	P, HPD	

	Power in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	P, HPD	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	P, HPD	
-	Power to give written authorisation in accordance with a provision of a planning scheme	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	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	MRS, CDS & EHO	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZC(1)	Power to give renter a notice to vacate rented premises	MRS, CDS & EHO	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZE(1)	Power to give renter a notice to vacate rented premises	MRS, CDS & EHO	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZE(3)	Power to publish Council's for eligibility for the provision of housing	MRS, CDS & EHO	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 142D	Function of receiving notice regarding an unregistered rooming house	MRS, CDS & EHO	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	MRS, CDS & EHO	
s 142G(2)	Power to enter certain information in the Rooming House Register	MRS, 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	MRS, CDS & EHO	
s 206AZA(2)	Function of receiving written notification	MRS, CDS & EHO	Note: this function is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 207ZE(2)	Function of receiving written notification	MRS, CDS & EHO	Note: this function is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	MRS, CDS & EHO	
s 317ZDA(2)	Function of receiving written notification	MRS, CDS & EHO	
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	MRS, CDS & EHO	
s 522(1)	Power to give a compliance notice to a person	MRS, CDS & EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	MRS	
s 525(4)	Duty to issue identity card to authorised officers	MRS, CDS & EHO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MRS, CDS & EHO	
s 526A(3)	Function of receiving report of inspection	MRS, CDS & EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	DI, MRS	

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/DI	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/DI	
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/DI	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/DI	where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	DI	where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	MI/DI	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 coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	DI	Function of coordinating road authority where it is the discontinuing body Unless s 12 (11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	DI	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/DI	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/DI	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	DI	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	MI/DI	
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/DI	
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/DI	
s 15(2)	Duty to include details of arrangement in public roads register	MI/DI	
s 16(7)	Power to enter into an arrangement under s15	MI/DI	
s 16(8)	Duty to enter details of determination in public roads register	MI/DI	
s 17(2)	Duty to register public road in public roads register	MI/DI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	MI/DI	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/DI	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/DI	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/DI	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	MI/DI	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/DI	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/DI	
s 19(4)	Duty to specify details of discontinuance in public roads register	MI/DI	
s 19(5)	Duty to ensure public roads register is available for public inspection	MI/DI	
s 21	Function of replying to request for information or advice	MI/DI	Obtain consent in circumstances specified in s11(2)
s 22(2)	Function of commenting on proposed direction	MI/DI	
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/DI	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/MO/DI	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	MI/MO/DI	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	MI/MO/DI	
s 42(1)	Power to declare a public road as a controlled access road	MI/DI	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/DI	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	MI/DI	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/DI	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/MO/DI	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/DI	
s 49	Power to develop and publish a road management plan	MI/DI	
s 51	Power to determine standards by incorporating the standards in a road management plan	MI/DI	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	MI/DI	
s 54(2)	Duty to give notice of proposal to make a road management plan	MI/DI	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	MI/DI	
s 54(6)	Power to amend road management plan	MI/DI	
s 54(7)	Duty to incorporate the amendments into the road management plan	MI/DI	

s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	MI/DI	
s 63(1)	Power to consent to conduct of works on road	DI/MI/MO/CES/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	MO/DI	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch7	MO/DI	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DI/MI/MO/CES/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/DI	Where Council is the coordinating road authority
s 67(3)	Power to request information	DI/MI/MO/CES/GE	Where Council is the coordinating road authority
s 68(2)	Power to request information	DI/MI/MO/CES/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	DI	
s 85	Function of receiving report from authorised officer	MI/MO/DI	
s 86	Duty to keep register re s85 matters	MI/MO/DI	
s 87(1)	Function of receiving complaints	MI/MO/DI	
s 87(2)	Power to investigate complaint and provide report	MI/MO/DI	
s 112(2)	Power to recover damages in court	MI/MO/DI	
s 116	Power to cause or carry out inspection	MI/MO/DI	
s 119(2)	Function of consulting with the Head, Transport for Victoria	MI/MO/DI	

s 120(1)	Power to exercise road management functions on an arterial road (with the consent of Head, Transport for Victoria)	MO/DI	
s 120(2)	Duty to seek consent of Head, Transport for Victoria to exercise road management functions before exercising power in s120(1)	MO/DI	
s 121(1)	Power to enter into an agreement in respect of works	MO/DI	
s122(1)	Power to charge and recover fees	MO/DI	
s 123(1)	Power to charge for any service	MO/DI	
sch 2 cl 2(1)	Duty to make a decision in respect of controlled access roads	MI/DI	
sch 2 cl 3(1)	Power to make policy about controlled access roads	MI/DI	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	MI/DI	
sch 2 cl 4	Function of receiving details of proposal from Head, Transport for Victoria	MI/DI	
sch 2 cl 5	Duty to publish notice of declaration	MI/DI	
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/MO/DI	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/MO/DI	Where Council is the infrastructure manager or works manager

sch 7, cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	MI/MO/DI	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7, cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	MI/MO/DI	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/MO/DI	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DI	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DI/MI/MO/CES/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	DI/MI/MO/CES/GE	Where Council is the coordinating road authority
sch 7 cl12(5)	Power to recover costs	MO/DI	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)	MO/DI	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	MO/DI	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)	MO/DI	Where Council is the infrastructure manager

sch 7 cl 16(1)	Power to consent to proposed works	DI/MI/MO/CES/GE	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DI/MI/MO/CES/GE	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DI/MI/MO/CES/GE	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DI/MI/MO/CES/GE	Where Council is the coordinating road authority
sch7 cl 16(8)	Power to include consents and conditions	DI/MI/MO/CES/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	MI/MO/DI	Where Council is the coordinating road authority
sch7 cl 18(1)	Power to enter into an agreement	MI/MO/DI	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	MI/MO/DI	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DI/MI//MOCES/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/MO/DI	Where Council is the coordinating road authority
sch7A cl 2	Power to cause street lights to be installed on roads	MI/MO/DI	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	MO/DI	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	MO/DI	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	MO/DI	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)
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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	MRS/DI	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	MRS/DI	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	MRS/DI	
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	MRS/DI	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	MRS/DI	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	MRS/DI	
r 30(2)	Power to release cremated human remains to certain persons	MRS/DI	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	MRS/DI	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	MRS/DI	

r.31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	MRS/DI	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	MRS/DI	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	MRS/DI	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	MRS/DI	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	MRS/DI	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	MRS/DI	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	MRS/DI	
r 40	Power to approve a person to play sport within a public cemetery	MRS/DI	
r 41(1)	Power to approve fishing and bathing within a public cemetery	MRS/DI	
r 42(1)	Power to approve hunting within a public cemetery	MRS/DI	
r 43	Power to approve camping within a public cemetery	MRS/DI	
r 45(1)	Power to approve the removal of plants within a public cemetery	MRS/DI	

r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	MRS/DI	
r 47(3)	Power to approve the use of fire in a public cemetery	MRS/DI	
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	MRS/DI	
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	DI/MRS	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	DI/MRS	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	DI/MRS	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	DI/MRS	See note above regarding model rules
sch2, cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	DI/MRS	See note above regarding model rules
sch 2, cl 11(1)	Power to remove objects from a memorial or place of interment	DI/MRS	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	DI/MRS	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	DI/MRS	See note above regarding model rules

sch 2, cl 14	Power to approve an animal to enter into or remain in a cemetery	DI/MRS	See note above regarding model rules
sch2, cl 16(1)	Power to approve construction and building within a cemetery	DI/MRS	See note above regarding model rules
sch 2, cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	DI/MRS	See note above regarding model rules
sch 2, cl 18(1)	Power to approve digging or planting within a cemetery	DI/MRS	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, HPD	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, HPD	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	P, HPD	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, HPD	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, 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

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, HPD	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	P, HPD	
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, HPD	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Function of entering into a written agreement with a caravan park owner	MRS, CDS & EHO	
r 11	Function of receiving applications for registration	MRS, CDS & EHO	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	MRS, CDS & EHO	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	MRS, CDS & EHO	
r 13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MRS, CDS & EHO	
r 13(4) & (5)	Duty to issue certificate of registration	MRS, CDS & EHO	
r 15(1)	Function of receiving notice of transfer of ownership	MRS, CDS & EHO	
r 15(3)	Power to determine whether notice of transfer is displayed	MRS, CDS & EHO	
r 16(1)	Duty to transfer registration to new caravan park owner	MRS, CDS & EHO	
r 16(2)	Duty to issue certificate of transfer of registration	MRS, CDS & EHO	

r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	MRS, CDS & EHO	
r 18	Duty to keep register of caravan parks	MRS, CDS & EHO	
r 19(4)	Power to determine where the emergency contact person's details are displayed	MRS, CDS & EHO	
r 19(6)	Power to determine where certain information is displayed	MRS, 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	MRS, CDS & EHO	
r 22A(2)	Duty to consult with relevant emergency services agencies	MRS, CDS & EHO	
r 23(2)	Power to determine places in which caravan park owner must display a copy of emergency procedures	MRS, CDS & EHO	
r 24(1)	Power to determine places in which caravan park owner must display copy of public emergency warnings	MRS, CDS & EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	MRS, CDS & EHO	
r 26	Duty to have regard to any report of the relevant fire authority	MRS, CDS & EHO	
r 28(C)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MRS, CDS & EHO	
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MRS, CDS & EHO	

r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MRS, CDS & EHO	
r 40(4)	Function of receiving installation certificate	MRS, CDS & EHO	
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MRS, CDS,& EHO & BI	
sch 3, cl4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	MRS, 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/DI/MO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	MI/DI/MO	
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/DI/MO	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/DI/MO/MRS	
r 13(1)	Duty to publish notice of amendments to road management plan	MI/DI/MO/MRS	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/DI/MO	

r 16(3)	Power to issue permit	MI/DI/MO/MRS	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	MI/DI/MO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	MI/DI/MO/MRS	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/DI/MO/MRS	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/DI/MO/MRS	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/DI/MO/MRS	Where Council is the coordinating road authority
r 25(5)	Power to recover in the Magistrates' Court expenses from person responsible	MI/DI/MO/MRS	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	DI/MI/CES/GE/MO	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	DI/MI/CES/GE/MO/ MRS	Where council is the coordinating road authority

10.4.4. Council Meeting Schedule 2021

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

Purpose

The purpose of this report is to set the schedule of Council meeting dates for the remainder of 2021.

Summary

Council must fix the date, time and place of upcoming Council meetings. This can be done as a schedule of meetings or at various times during the year.

Council meetings are currently held on the first Monday of the month and commence at 12.30pm. Due to the Coronavirus Pandemic, the majority of the meetings last year had to be held either in the Stawell Entertainment Centre or online to meet with COVID-19 restrictions. It is usually Council's practice to hold Council meetings alternating between Stawell and St Arnaud.

Recommendation

That Council adopts the proposed meeting schedule for 2021, as listed in the report.

RESOLUTION

That Council adopts the proposed meeting schedule for 2021, as listed in the report.

Moved: Cr Lauren Dempsey

Seconded: Cr Kevin Erwin

Carried

Background/Rationale

Traditionally, Council adopts a schedule of Council meetings for the following year in December. However, at the December Council meeting, Council resolved to set the Council meeting schedule for February and March due to the by-election which was in progress for the Kara Kara Ward. It was agreed that the remainder of the 2021 Council meeting schedule would be deferred to the March Council meeting providing all Councillors a chance to provide input into the yearly meeting cycle.

This report allows Council the opportunity to consider the location and starting time of its meetings. If Council agrees to continue its practice of meeting on the first Monday of the month at 12.30pm, alternating between Stawell and St Arnaud, a proposed meeting timetable is provided for consideration.

Date	Meeting	Location	Time
Monday 12 April (due to Easter Monday)	Council	Stawell	12.30pm
Monday 3 May	Council	St Arnaud	12.30pm
Monday 7 June	Council	Stawell	12.30pm
Monday 21 June (budget adoption)	Council	St Arnaud	12.30pm
Monday 5 July	Council	Stawell	12.30pm
Monday 2 August	Council	St Arnaud	12.30pm
Monday 6 September	Council	Stawell	12.30pm
Monday 4 October	Council	St Arnaud	12.30pm
Monday 8 November (due to Melbourne Cup)	Council	Stawell	12.30pm
Monday 6 December	Council	St Arnaud	12.30pm

Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2017-21 - Improve Organisational Effectiveness

Option

Option 1

That Council adopts the proposed meeting schedule as listed. **[recommended]**

Option 2

That Council amends the proposed meeting schedule. **[not recommended]**

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/privacy, risk management, budgetary and asset management implications.

Procurement

Not applicable.

Community Engagement

Not applicable.

Innovation and Continuous Improvement

Not applicable.

Collaboration

Not applicable.

Officer's Declaration of Interest

All 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

Nil

11. Notices of Motion or Rescission

Nil

12. Reports from Councillors/Committees

Councillors provided brief reports on their activities on behalf of Council since the last Council meeting.

Cr Erwin reported on his attendance at the Waste Forum to see how the transitioning to a waste authority was progressing. He said there are still a few unknowns and they are working closely with the St Arnaud community to try and get green waste happening. He said there is quite a bit of money around to support community infrastructure and we do need to get this right for future generations. He said we have a container deposit scheme coming by 2023, food waste reduction by 80% by 2030 and glass by 2025 so there is a lot happening to utilise recycling materials. He added that some of the non-recyclable products will be removed out of the system from Australia which is a good move as well.

Cr Driscoll reported on his attendance at the opening of Gilmac by the Hon Mary-Anne Thomas, Minister for Regional Development and Agriculture. He said this is a great story in terms of economic development and investment and acknowledged the contribution of Regional Development Victoria. He also acknowledged from a community perspective the contribution of Gilmac investing many millions of dollars in this plant creating jobs and opportunities for the wider community; it presents itself in terms of farming options, a local processing plant and farming tool. He commended Gilmac for investing in our community and said Council has worked long and hard taking four years to achieve this outcome. He said the challenging issue for Council and the community in terms of the ongoing success of this operation is the labour force and housing. Cr Emerson endorsed Cr Driscoll's remarks.

Cr Dempsey reported on the Shire Vision 2041 launch and a series of roadshows held in towns across the shire to give the community an opportunity to say what they wanted for their towns for the next 20 years. She said comments received will be collated and a draft released to the community soon for further comment. She said some great work has been done and it sits under our Community Engagement Policy so it is really important to hear what the community is saying.

Cr Gready reported on his attendance at the Great Western Futures Committee meeting at which the Bike Trail was discussed.

The Mayor reported on his attendance at a number of the meetings he has attended in the last month including the North Park Recreation Advisory Group that have now received the keys to the new \$4M North Park development in Stawell and the Stawell Gift Management Board now looking forward to running the 2021 Stawell Gift with 5000 people allowed into the park each day. He said he has been working closely with Cr Erwin on the Wimmera Development Association Housing Plan which we hope will help drive housing throughout our region.

RESOLUTION

That the reports be received.

Moved: Cr Kevin Erwin
Seconded: Cr Tony Driscoll

Carried

13. Urgent Business

Cr Erwin asked that the redirection of funds for surrounds at North Park be considered as Urgent Business.

RESOLUTION

That the item as listed be considered as Urgent Business.

Moved: Cr Kevin Erwin
Seconded: Cr Tony Driscoll Carried

RESOLUTION

That Council withdraws the proposed Clematis Drive footpath upgrade from the Federally Funded Local Roads and Infrastructure Program and allocates the funds to the North Park multi purpose facility surrounds.

Moved: Cr Kevin Erwin
Seconded: Cr Tony Driscoll Carried

14. Public Question Time

Nil

15. Closure of Meeting Pursuant to Section 66(2)(a) of the Local Government Act 2020

A Council or delegated committee may resolve that the meeting be closed to members of the public if it considers it necessary because a circumstance specified below apply:

The circumstances are-

- (a) the meeting is to consider confidential information; or
- (b) security reasons; or
- (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

If the circumstances specified in subsection (b) or (c) apply, the meeting can only be closed to the public if the Council has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.

15.1. C8 2019/20 - Provision of Quarry Products and Concrete Supplies

15.2. C8 2020/21 - Housing Demand OPAN

15.3. C9 2020/21 - Workforce Planning OPAN

15.4. Planning Application Request

15.5. Request for Financial Assistance

15.6. Request for Financial Assistance - Event Funding

RESOLUTION

That items 15.1, 15.2, 15.3, 15.4, 15.5 and 15.6 be considered in Closed Council as they deal with confidential information as detailed in section 3(1) of the *Local Government Act 2020*.

Moved: Cr Kevin Erwin
Seconded: Cr Tony Driscoll Carried

RESOLUTION

That the meeting be closed to consider the item listed pursuant to section 66 of the *Local Government Act 2020*.

Moved: Cr Kevin Erwin

Seconded: Cr Tony Driscoll

Carried

OPEN COUNCIL

The Chief Executive Officer reported on the items discussed in Closed Council.

15.1 That Council takes up the first one year option to extend Contract C8 2019/20 - Provision of Quarry Projects and Concrete Supplies.

15.2 That Council awards Contract C8 2020/21 - Housing Demand OPAN to Compelling Economics Pty Ltd trading as REMPLAN.

15.3 That Council awards Contract C9 2020/21 - Workforce Planning OPAN to Compelling Economics Pty Ltd trading as REMPLAN.

15.4 Council made a determination on the request for the waiver of planning permit fees.

15.5 Council made a determination on the request for financial support.

15.6 Council deferred a request for financial support for event funding to a future meeting.

16. Close

There being no further business the Mayor declared the meeting closed at 1.25pm.

Confirmed



CR MURRAY EMERSON
MAYOR

Date: 12 April 2021

