



Minutes

Council Meeting held at 12.30 PM on Monday 4 April 2022 in the Council Chamber, Pleasant Creek Historic Precinct.

Present

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

Ms Liana Thompson, Chief Executive Officer
Mr Vaughan Williams, Director Corporate and Community Services
Mr Trenton Fithall, Director Infrastructure and Amenity

Affirmation

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

Confirmed at the meeting of Council on Monday 2 May 2022.

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1. Apologies

Nil

2. Confirmation of Minutes

Council Meeting held on Monday, 7 March 2022

RESOLUTION

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

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

3. Matters Arising from the Minutes

Nil

4. Presentations/Awards

Nil

5. Presentation of Petitions and Joint Letters

Nil

6. 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.

Cr Kevin Erwin declared a general interest in Item 14.2 and said that because of the confidential nature of the interest he has declared it to the Chief Executive Officer as outlined in the Council's Governance Rules.

7. 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.

Meeting Description	⚡ Matters Considered At The Informal Meeting:	Conflict Of Interest Disclosures		
Sustainable Infrastructure Briefing	8.1 St Arnaud Tourism Action Plan - Draft	Councillor/Officer Item	Left	
	8.2 Building Asset Management and Asset Plan Update	Number	Meeting?	
	8.3 Laptop Handout	Nil	Nil	Nil
Lifestyles and Community Briefing	7.1 Stawell Sports and Aquatic Centre Feasibility and Master Plan	Councillor/Officer Item	Left	
	7.2 Great Western Future Committee Action Plan and MoU	Number	Meeting?	
	7.3 Livestream Meeting Training	Nil	Nil	Nil
Organisational Effectiveness Briefing	8.1 Swimming Pool Ratios	Councillor/Officer Item	Left	
	8.2 Quarterly Finance Report	Number	Meeting?	
	8.3 2022-23 Budget Process Update	Nil	Nil	Nil
	8.4 Library Development			
	8.5 Rating Engagement Plan			
	8.6 Electrical Line Clearance Management Plan 2022-23			
	9.1 C8 2019/20 - Provision of Quarry Products and Concrete Supplies			

RESOLUTION

That the report on Informal Meetings of Councillors be approved.

Moved: Cr Kevin Erwin

Seconded: Cr Murray Emerson

Carried

8. Items Brought Forward

Nil

9. Consideration of Reports of Officers

9.1. Enhance Lifestyle and Community

Nil

9.2. Boost Economic Growth

9.2.1. St Arnaud Tourism Action Plan - Draft

Author/Position: David Hwang, Coordinator Community Futures

Purpose

To provide Council with an update on the progress of the St Arnaud Tourism Action Plan 2022-32 and request that the Council approve the draft Action Plan to be released to the broader community for feedback and consultation.

Summary

The draft St Arnaud Tourism Action Plan 2022-32 details the context, approach and specific actions needed to grow the tourism capacity and profile of St Arnaud. These actions focus on:

- Tourism Strategy
- Storytelling and Place Brand
- Community Buy-in
- Amenities and Services
- Compelling Experiences
- Capable Tourism Operators
- Visitor Servicing
- Events
- Destination Marketing

Several game changers were also identified that demonstrate how to take advantage of the inherent opportunities within St Arnaud. An example gamechanger suggests that council leverage the historic heritage value of the streetscape and Queen Mary Gardens into a Historic Art Precinct.

The contents of the Action Plan were tested with the community and reflect Stage One of community engagement, which included surveys and stakeholder workshops. The draft Action Plan is intended to undergo another stage of engagement to test and validate the actions, themes, and game changers.

The first stage of engagement focused on key partners and stakeholders in the tourism industry. The next stage of community engagement will focus on bring the action plan to a broader range of the community and stakeholders across St Arnaud.

Recommendation

That Council endorses the draft St Arnaud Tourism Action Plan 2022-32 for public consultation over a four week period.

RESOLUTION

That Council endorses the draft St Arnaud Tourism Action Plan 2022-32 for public consultation over a four week period.

Moved: Cr Eddy Ostarcevic
Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

The strategic background and justification of this work comes from a specific action in the Council Plan 2021-25 - Develop a St Arnaud Tourism Action Plan (EDSAP).

This action supports the broader strategy to “Ensure Quality Tourism Experience” which ultimately supports the outcome to ‘Boost Economic Growth’.

St Arnaud has a great opportunity to take advantage of the range of economic and social benefits that can come from the Tourism Action Plan. Positive economic impacts will flow from Tourism related businesses into the wider community through increased retail outputs, attraction of higher quality dining and accommodation and better amenity and connections to local tourism destinations. The attraction of tourists may also lead to an attraction of residents as the growth in economy and profile of the town will build awareness of St Arnaud and make it an attractive place to call home.

The Tourism Action Plan will create a roadmap of work to increase the quality of the tourism experience in St Arnaud and all the positive economic and social benefits that will flow from this. It will also provide a structured approach and workplan for the Visitor Information Centre and Tourism Officer role.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2021-25 - Boost Economic Growth

Options

Option 1

That Council endorses the draft St Arnaud Tourism Action Plan 2022-32 for public consultation. **[recommended]**

Option 2

That Council endorses the draft St Arnaud Tourism Action Plan 2022-32 with amendments. **[not recommended]**

Option 3

That Council does not endorse the draft St Arnaud Tourism Action Plan. **[not recommended]**

Implications

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

Procurement

Council engaged DTM Tourism to develop the St Arnaud Tourism Action Plan.

Community Engagement

The community was engaged through surveys and a stakeholder workshops. Several key stakeholders such as hoteliers and hospitality business owners had one on one engagement with the Tourism Consultant, DTM.

- 17 x stakeholder interviews
- 3 x site visits to St Arnaud tourism attractions
- 2 x online community surveys (45 responses)
- 4 x Project Control Group (PCG) meetings
- 1 x St Arnaud community workshop (15 attendees)

Innovation and Continuous Improvement

Innovation and continuous improvement forms part of the catalyst for the project.

Collaboration

Not applicable

Officer's Declaration of Interest

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

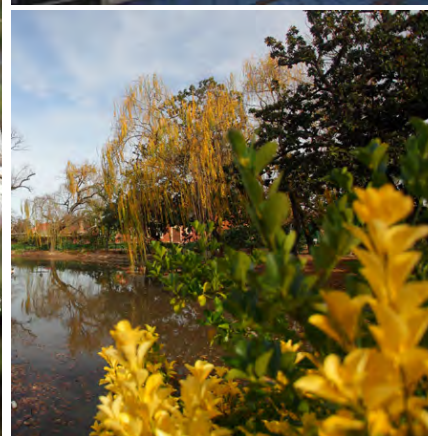
David Hwang, Coordinator Community Futures

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

Attachments

1. DRAFT - ST Arnaud Tourism Action Plan V 3 [9.2.1.1 - 39 pages]
2. St Arnaud TAP Online Survey Results [9.2.1.2 - 8 pages]
3. SATAP One Page Summary [9.2.1.3 - 1 page]

ST ARNAUD TOURISM ACTION PLAN 2022-2032



DRAFT



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Report prepared by DTM Tourism, reviewed by Northern Grampians Shire Council and adopted following public exhibition, comment and subsequent review. **DATE TBA**

DTM Tourism, 459 Albany Hwy, Victoria Park, WA 6100

www.dtmtravel.com.au

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Disclaimer

The information contained in this Tourism Action Plan is provided for general guidance and assistance only and is not intended as advice. You should make your own inquiries as to the appropriateness and suitability of the information provided. While every effort has been made to ensure the currency, accuracy or completeness of the content, we endeavour to keep the content relevant and up to date and reserve the right to make changes as required. The Northern Grampians Shire Council, authors and presenters do not accept any liability to any person for the information (or the use of the information) which is provided or referred to in the St Arnaud Tourism Action Plan.

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ACKNOWLEDGEMENT



SPECIAL THANKS

We would like to thank and acknowledge the following organisations, volunteers and participants who contributed their time and valued opinions to forming this Tourism Action Plan for the community of St Arnaud.

St Arnaud Community Action Network (SCAN)
St Arnaud Historical Society
St Arnaud Visitor Centre
Grampians Tourism
St Arnaud Arts Council
St Arnaud Raillery Hub
St Arnaud Tourism Operators
Central Victorian Goldfields World Heritage Bid
Survey respondents and Community Workshop Participants
Northern Grampians Shire Council Staff.

Images Provided by Northern Grampians Shire Council

INTRODUCTION



ABOUT THIS PROJECT

ST ARNAUD, a township of approximately 2,200 people, located in Victoria's Wimmera – Southern Mallee region and administered by the Northern Grampians Shire Council (NGSC). Originally settled in the mid 1850's during Victoria's Goldrush, the town has a deep connection with heritage and is one of the best examples of Victorian and Federation architecture in the Grampians region. St Arnaud is a service centre for the agricultural community in the region and tourism has not previously been considered a priority industry. From a tourism perspective, St Arnaud has been considered a 'break in journey' town due to its proximity connecting Melbourne with Horsham enroute to Adelaide.

In the past 5 years, the Wimmera region has attracted a new visitor segment as a result of the Silo Art Trail; Australia's largest outdoor gallery, spanning an area of over 200kms through small rural communities. St Arnaud is ideally located as a hub for visitors to explore the region, owing to its supply of accommodation and visitor amenities. In addition, local artist Kyle Torney has painted multiple outdoor murals throughout St Arnaud, including the St Arnaud Silos. This beautiful work complements the visitor experience of the Silo Art Trail and serves to fulfill the expectations of visitors embarking on this trail.



Figure 1: Northern Grampians Shire



Figure 2: St Arnaud Assessment Area

PURPOSE OF THIS REPORT

The St Arnaud Tourism Resilience Action Plan (SATAP) is required to set out the vision and aspirations for the visitor economy of St Arnaud and surrounds over the next four years. Preparation of the action plan is an essential step to ultimately growing the visitor offering and building resilience in the Northern Grampians economy. Importantly, the SATAP will contribute to informing an overall tourism strategic direction for the NGSC, identifying commonality in experience themes in the Northern Grampians, areas of competitive advantage and opportunities to leverage major tourism projects in the wider Grampians region.

The NGSC objectives for this project are:

- To diversify Northern Grampians visitor offering to reduce impact of National Park closures following fire events.
- To establish a shared vision of St Arnaud and surrounds visitor economy and enable the coordinated delivering of key actions.
- To increase the competitiveness of St Arnaud as a visitor destination and enable strong promotion by leveraging off existing opportunities.
- To grow jobs and visitor spend in Northern Grampians
- To unlock and facilitate opportunities for private sector investment in the tourism offering

METHODOLOGY

The NGSC appointed external consultants DTM Tourism to work collaboratively with the St Arnaud and surrounding communities to identify priority needs and opportunities. Engagement included:

- 17 x Stakeholder Interviews
- 3 x Site visits to ST ARNAUD tourism attractions
- 2 x Online community surveys (45 responses)
- 4 x Project Control Group (PCG) meetings
- 1 x ST ARNAUD community workshop

STRATEGIC CONTEXT

The development of a four-year Tourism Action Plan will provide a road map to guide NGSC and the St Arnaud community in valuing its visitor economy as the community transitions to consider tourism as an economic driver. The plan is underpinned by a reimagined approach to enabling engagement with St Arnaud's heritage, whilst establishing foundations for the emergence of creative enterprises.

Throughout the process of assessing the tourism opportunity for St Arnaud and surrounding communities, project consultants DTM Tourism, have maintained a clear focus to identifying projects which will be ACHIEVABLE and AFFORDABLE tourism priorities over the next 10 years.

In this context, it has been determined that establishing a clearly defined visitor-focused plan for St Arnaud will provide the best opportunity for flow-on visitor dispersal in surrounding communities. Recommendations made in this STAP strategically align to 3 **priority focus areas identified in the St Arnaud Community Plan 2020** being:



PLACE

- Preservation of existing green spaces
- Preservation of heritage (built & narrative)
- Fostering opportunities for the creative community



ECONOMY

- Branding, wayfinding and communications



ENVIRONMENT

- Nature and outdoors activities contributing to wellness

Specifically, the recommendations of the SATAP, align to the direction identified in the **Northern Grampians Economic Development Strategy**.

2. SUSTAINED ECONOMIC GROWTH

a. Iconic Destinations

- Ensure our visitor economy offers diverse, unique, high quality and enriching experiences and dispersal across the Northern Grampians
- Protect, enhance and celebrate our natural and heritage assets

In addition, the development of visitor experiences have been considered to meet the demands of visitors to the wider Grampians region. **'Lifestyle Leaders' are the priority visitor segment for Grampians Tourism**, accounting for 29% of Australia's population. Importantly, this group buy into regional short breaks, with a focus on nature, food and wine, providing an opportunity to:



- ✓ Position St Arnaud within the consideration set of this priority audience segment
- ✓ Build a sense of intrigue around St Arnaud's authentic visitor experience and capitalise on St Arnaud's competitive advantage
- ✓ Leverage region-wide strategic focus, including Grampians Cycle Tourism, Wine and Culinary tourism in the Grampians-Pyrenees, Arts and Events
- ✓ Positively influence current perceptions of the visitor experience in St Arnaud
- ✓ Build awareness of St Arnaud through quality communication and the development of a unique tourism brand

It is recommended that outcomes of the SATAP be captured through the measurement of key performance indicators and reported to Council and community in annual reports. An annual review will ensure the SATAP is up-to-date and relevant with the changing environment in the Shire, broader region and the tourism industry.

A FUTURE-FOCUSED TOURISM VISION



The future for St Arnaud's visitor economy will capitalise on the town's rich heritage both built and told; 'one and only' visitor attractions, and unexpected, artisan experiences. We aim to connect visitors, inspired by adventure in the Grampians and the culinary delights of the Pyrenees Wine Region, to make St Arnaud a central base to explore and experience life in an agricultural town with a difference.

Over the next 10 years, visitors will be attracted to St Arnaud through inspiring imagery, intriguing stories and new visitor experiences. Visitor servicing commitments will ensure that St Arnaud is open for business and visitors are welcome. Young families, with an increased interest in rural and regional areas as an alternative to metropolitan living, will recognize that St Arnaud is a vibrant, colourful community which offers a safe and friendly place to stay and play.

WE WILL

- Value our HERITAGE and its preservation
- Create a community where ARTISANS can thrive
- Immerse ourselves in NATURE and wellbeing
- Embrace new opportunities to establish an AGRITOURISM future

TOURISM SNAPSHOT



VISITOR SUMMARY

VISITOR NUMBERS

Tourism Research Australia (TRA) is the federal government authority which collates tourism statistics as a division of Austrade. The last LGA profile report for the Northern Grampians was produced in 2019 and is an unreliable indicator of visitor numbers for St Arnaud specifically. Accommodation operators in St Arnaud are not sizeable enough for room nights to be captured under Australian Bureau of Statistics (ABS) reporting. However, a product audit of St Arnaud's accommodation operators indicates capacity for approx. 200 visitors per night – 70,000 overnight visitors per year. Anecdotal, most operators report that approximately 60-70% of occupants during the week are business travellers.

ST ARNAUD VISITOR CENTRE

The St Arnaud Visitor Centre is open daily from 10am to 4pm and whilst it is currently managed by Grampians Tourism under contract to the NGSC, the Shire will take back visitor servicing in August 2022. The visitor centre will be overseen by a new Tourism Manager role in the Shire.

Visitor servicing is currently undertaken by volunteers and whilst this model capitalises on authentic, passionate local ambassadors, it is a challenge to maintain consistency and sustainability in an aging community such as St Arnaud.

The most successful visitor centres exist where they are co-located with a major attraction and are intrinsically connected to their LGA or RTB to support destination marketing.

In line with the NGSC's aspirations for St Arnaud's role as a regional hub, Shire management of the VC is likely to achieve positive outcomes in establishing activation within the VC precinct. Accreditation will contribute to quality assurance and implementing visitor data tracking will assist in decision making for visitor amenities.

Anecdotal, the SVC reports that leisure visitors are motivated by the Silo Mural and are discovering the street art on arrival

GRAMPIANS VISITOR STATISTICS

TRA statistics for the wider Grampians region indicates that although day trip and overnight visitors are down approximately 35% compared to pre Covid-19 arrivals in September 2019, the average length of stay has grown and domestic overnight spend is up by 16%, indicating that a new customer is finding the Grampians for a short break. This is an important consideration for the SATAP as it demonstrates the opportunity to grow the value of tourism when visitors have an understanding of the destination, which encourages them to plan to stay overnight.

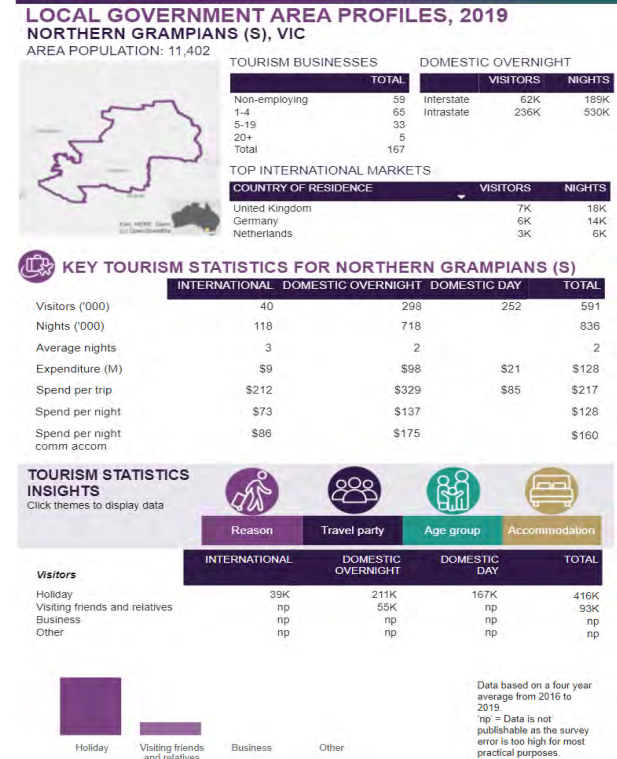


Figure 3: NVS LGA Profile Northern Grampians
Source = <https://www.tra.gov.au/Regional/local-government-area-profiles>

VISITOR ECONOMY PROFILE

Growth in tourism has a significantly positive economic and social effect across a region like the Northern Grampians. Tourism supports industry and employment across a number of sectors from agriculture and manufacturing through to healthcare, retail, and education. Businesses gain from tourism spend, ultimately increasing economic returns, and subsequently resourcing community infrastructure and enterprises.

In the short term, the supply of tourism services is sufficient to meet visitor demand. However, the intent of the St Arnaud Structure Plan (currently under development) is to grow St Arnaud as a regional hub. Accordingly, tourism services will need to be assessed to meet growth aspirations. Currently, tourism in St Arnaud delivers:



86 Jobs



\$16.9m in Annual Revenue



\$7.9m in Added Spend



5 Motels



1 Caravan Park



3 AirBnB's



2 Pubs

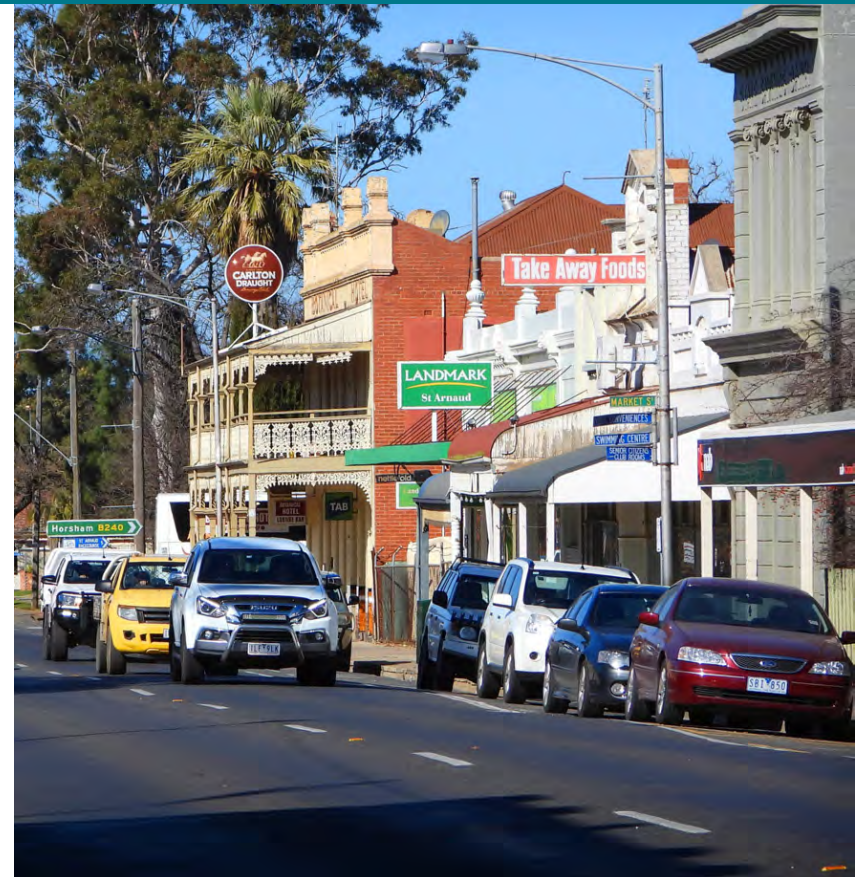


16 Cafe/Dining



2 Tour Operators

Source = Remplan Economy Jobs and Business Insights St Arnaud



MAJOR STRENGTHS

ACCESS

St Arnaud is positioned on two highway routes connecting major regional centres in Central Victoria. Its proximity to the Pyrenees Wine Region in addition to Rupanyup, where Victoria's Silo Art Trail begins, indicates that St Arnaud has a primary opportunity to be considered a hub from which to explore these two regions. It is the opportunity to leverage market awareness of these 2 profile regions.

HERITAGE ARCHITECTURE

According to project managers for the Central Victorian Goldfields World Heritage Bid, St Arnaud represents the best example of a complete, gold heritage town in the Grampians region. There are currently approximately 500 records of significance listed on the Victorian Heritage Database for St Arnaud. Investing in heritage preservation will be vitally important to establishing a place brand.

- The Crown Land office, St Arnaud, is of historical and architectural significance to the State of Victoria.
- Toddington Shearing Shed & Homestead is of architectural, historical, social and scientific significance to the State of Victoria
- St Peter's Church at Carapooee is of architectural and historical significance to the State of Victoria.
- St. Arnaud Railway Station is historically and architecturally significant to the State of Victoria.

COMPETITIVE ADVANTAGES – 'Only in St Arnaud' attractions can be drivers of visitation

- The oldest fire station in Victoria
- The only known public garden designed by revered landscape designer, Edna Walling
- Largest township collection of Silo and Street Mural Art in Australia
- Locally crafted ornate wrought-iron lacework
- St Arnaud Railway Station the most intact example of the largest standard station building designs, erected during the 'light lines' era (c.1869 - c.1884).



CHALLENGES TO ADDRESS

There is significant tourism value in St Arnaud that when harnessed effectively, will have a positive impact for livability in the community and the visitor economy. To achieve tourism growth, priority attention is need in 4 focus areas.



LEADERSHIP

- There is a perceived gap in coordination of project information at NGSC with plans for visitor servicing, tourism suppliers and community groups.
- The tourism community in St Arnaud needs an endorsed leadership role connecting SCAN and the NGSC.
- A committee of council including tourism representation can achieve consideration of the visitor economy in Shire planning.
- Built heritage preservation has been undervalued at NGSC and a heritage overlay is needed in the St Arnaud Structure Plan.

DESTINATION AWARENESS

- Quality online content is difficult to find, leading to an undervaluing of the tourism experience in St Arnaud and community group websites are not optimised for search.
- There is a need to tell St Arnaud's stories more effectively online.
- Community group brochures are of low quality and not representative of rich story-telling.
- Establishing a Visit St Arnaud page on the NGSC website is a minimum requirement, with investment in quality images to be shared with Grampians Tourism.

ACCOMMODATION

- Accommodation is consumed by workers leading to gaps in supply and upgrade investment for leisure tourists.
- Accommodation supply study is required to project future needs, aligned to town growth aspirations
- Land at current caravan park restricts growth and a new site should be considered where chalets can be added.

AMENITIES & SERVICES

- Wayfinding is unanimously recognised as a major gap and current interpretive signage is in disrepair
- Signage is urgently needed for the Silo Art and Mural Trail as a major attraction
- Upgrades to walking and cycling paths, public amenities upgrades for all abilities, is needed in public parks to encourage visitors to plan to stop in St Arnaud

DESTINATION MARKETING



DOMESTIC OUTLOOK

In 2020, domestic tourism in Australia was impacted by a seismic shift in demand as a result of a 'once in a 100 year' bushfire season and the Covid-19 global pandemic. Over \$10 billion of travel spend was cancelled as borders closed to international travel and across domestic boundaries.

HOW COVID HAS RE-SHAPED THE DOMESTIC MARKET

Like most small regional towns around Australia, St Arnaud is reliant on domestic visitors, mostly VFR holiday makers and regional travellers from within a relatively short proximity. Border restrictions and rising Covid-19 cases in all states of Australia has resulted in Melbourne consumers taking to short roadtrips and exploring regional areas that have not traditionally been in their consideration set. The caravan and camping market has seen significant growth in the last 2 years, particularly for active families. 'Lifestyle Leaders' who would have traditionally travelled overseas are now seeking equivalent quality experiences domestically.

WHAT DOES THIS MEAN FOR ST ARNAUD?

As 'Lifestyle Leaders' are seeking new experiences closer to home, the opportunity for St Arnaud is to take immediate action to create awareness for existing, quality experiences and rich storytelling. In a recent report released by Urban List, the challenge for domestic destinations like St Arnaud, has been identified as being one of perception:

"We have a job to do to overcome our decades-old cultural cringe, to unpack a pretty deeply entrenched second-best psyche, and undo this preconceived notion that what's going on "over there" (ie. Internationally) is more culturally enriching and worthy of our most precious resources: money and time. We need to convince Australians that our destinations aren't just places — they are cultural experiences every bit as worthy of their investment; experiences that are at their very best in this moment — uncrowded, safe, restorative"

Urban Insights: Wanderlust or Wanderbust; Travel Marketing In Australia 2021

LOOKING FORWARD

Since April 2020, Tourism Australia has been tracking 'Travel Sentiment' for Australian travel consumers, measuring confidence, attitudes to travel and booking intent. As at 25 January 2022, the outlook for Australians to travel domestically indicates:



- The Omicron variant has had a significant impact on consumer confidence
- Fear of contracting COVID is now the biggest barrier to domestic travel and at a higher level than anytime since this sentiment tracking series commenced; however



- 53% of travel intenders cite the need for a holiday is the biggest driver to take a holiday. VFR remains the 2nd biggest driver of intent

In Victoria:



- 34% of consumers are thinking about their next holiday
- 33% are cautious about travelling within Australia for a while
- 46% have an intention to travel domestically in the next 2 years
- 67% are considering to travel domestically in the next 4 years

Overall confidence in flying domestically has declined as a result of the Omicron variant. International travel intent within the next 1-2 years has trended down, with 31% of consumers now not sure/will not travel internationally.

As a drive destination, **St Arnaud has a primary opportunity to attract domestic travellers who are curious** to seek new destinations within the duration of this plan.

<https://www.tourism.australia.com/content/dam/digital/corporate/documents/tourism-australias-travel-sentiment-tracker-australia-19-25-january-2022.pdf>

THE CUSTOMERS WE WANT



ARE TARGET AUDIENCES ARE ADVENTURERS @ HEART!

A renewed tourism direction for St Arnaud will seek to make connections with target audiences across multiple demographics. They will have an appreciation of nature and wellness in the outdoors; a desire to seek out good food, heritage and artisan experiences. Within the 'Lifestyle Leaders' psychographic segment, St Arnaud's primary demographic audiences are:

- Active Couples
- Active Families

Aligned to visitor source markets for the wider Grampians region, visitors will primarily be regional from within a 2-3 hour drive. The target source market for St Arnaud is Melbourne.

Grampians Tourism describe the mindset of 'Lifestyle Leaders' as:

"Lifestyle Leaders come in all shapes and sizes, across varying socio-economic groups and market segments. They have the means and propensity to travel and purchase at local businesses. They are progressive, curious, socially and technologically active, adhere to and seek status, follow trends and love to advocate.

They are socially active with friends and family and are always looking for something better. They view experiences as life enriching and value the great outdoors, adventure and feeling free."

CREATING A TOURISM BRAND

A brand is the collection of associations that people have about a product, business or place. Assumptions are made about people by the way they dress, the behavior they exhibit and their personalities. It is the same process which helps consumers to associate with place brands. A place brand helps determine how visitors feel about a destination, and how they would describe it to others. A brand is more than just a logo.

WHY IS IT NEEDED?

Your brand is uniquely yours. It defines your competitive advantage and speaks your truth. Your brand should be consistent wherever customers interact with your destination. This includes its physical location and its online presence, including your website, social channels, signage and all printed marketing materials. Each point at which the customer engages with the brand is a 'touchpoint' where the brand and its promise is reinforced, and the visitor experience and value perception starts to be built. A consistent brand will help visitors recognise St Arnaud and its visitor experience promise, no matter where they interact or connect with it.

WHAT DOES THIS MEAN FOR ST ARNAUD?

With the transitional approach to economic diversification being a priority for St Arnaud, tourism is now coming into sharp focus. Investment in tourism infrastructure and experience development is needed and the expectation of tourism outcomes will be high. However, simply building the infrastructure will not ensure visitors will engage with it. To position itself as a destination of choice, St Arnaud now requires a clear and succinct place brand which it can uniquely own. A place brand for St Arnaud is about the experience promise that St Arnaud can take to market, which defines its competitive advantage.

The development of a place brand for ST ARNAUD will include:

- A memorable tagline
- An inspiring positioning statement
- A compelling story

COMMUNITY PARTICIPATION

Imagine St Arnaud in 50 years' time. How do you hope it will be described?

- Flourishing, Great place to stay and live, has maintained its value in heritage

Stylistically, a place brand for St Arnaud should be complimentary to the visitor experience but designed to appeal to the target audiences of the region developed through a robust process.



EXPERIENCE THEMES



EXPERIENCE AGRICULTURE

We are a farming town. We love our way of life and we're willing to share the fruits of our labour with others

EMBRACE NATURE

National Parks on our doorstep. We are a community that understands wellness in the outdoors

CELEBRATE HERITAGE

Gold is part of our story. We value our history and are committed to preserving our built environment and our shared origins

DISCOVER ARTISANS

We nurture creativity in our community to create a vibrancy for our residents and visitors

Of course, there's much more to life in St Arnaud that will be of interest to visitors. A thorough audit of visitor experiences has revealed 4 priority themes, which will be used to guide tourism development and destination marketing recommendations for St Arnaud over the life of this tourism action plan.

ENGAGING WITH THEMES

There are multiple experiences which align to these themes, however St Arnaud suffers from a distinct lack of online content to allow potential visitors to plan their visit and ideally, stay for a few days. A clear understanding of the visitor experiences within core themes determines the imagery and videography that is needed to promote St Arnaud. The list, whilst not exhaustive, provides topics which can shape a social media plan and highlights gaps where inspiring content needs to be created that includes relevance for priority target audiences in destination marketing.

HERITAGE

- Walking Tours
- Photography Tourism
- Interpretive Signage
- Driving Tours
- Gardens (Eg Pioneer Park)
- Built Heritage
- Natural History
- Pebble Church
- Love's Cottage
- Gold Mining Trail
- Historic Flour Mill
- Gold Prospecting

ARTISAN

- Raillery Hub
- Silo Art
- Cast Iron Lace
- Murals
- Mosaic Wall
- Artists of Note
- Art Show in September
- Orchid Show
- Musicians – Brass band and Pipe band, buskers
- Country Music events and festival

NATURE

- Mountain Bikes Trails
- Kara Kara NP
- Wax Gardens
- Lookouts
- Wildflowers
- Public Gardens
- Geocaching
- Walkers Lake
- Teddington Reservoir

AGRITOURISM

- Redbank Alpacas
- Kara Kara Winery
- Canola Blooms
- Events – Young Farmers
- Agricultural Show
- Farmstay – to be developed
- Harvest Festival
- Uncle Bob's Producers Market
- Olive Groves
- Farmgate Producers

ESTABLISH A CLEAR DIGITAL PRESENCE

SOCIAL MEDIA APPROACH

Social media channels are now a major part of the entire customer journey, delivering content at all stages from Dreaming through to Sharing. As the NGSC plans to take back Visitor Centre operations across the Shire in 2022, inspired social media management is a core capability to effective visitor servicing operations and requires dedicated resources, coordination and a content plan.

To establish a tourism voice online for St Arnaud, it is essential that the NGSC increases both the frequency (volume) and relevance (inspiration) of tourism-related social media content, moving to a coordinated and unified approach. Visual assets are needed as a priority, depicting target audiences engaging with St Arnaud's tourism experience.

Establishing memorable #hashtags and @handles for use by all tourism associations and operators in St Arnaud, will build the point of difference that St Arnaud needs as a unique destination with the known Grampians region. Once established, this can be amplified through planning and leveraging digital marketing budgets.

IMPROVE WEBSITE AND BOOKING CAPABILITY

Website capability is a major gap for St Arnaud's volunteer community groups. Limited time and skill results in a poor online experience for visitors. Online bookings at accommodation properties are in place, but the quality of information loaded into portals is relatively limited. Most are not adequately connected with major distribution partners. There is an immediate need to assist tourism stakeholders with business support to improve the online presence of St Arnaud's tourism experience.

When searching St Arnaud online, very few accommodation properties or attractions generate a 1st page search return on Google. The Silo and mural art does not appear and neither does the NGSC website, indicating that the Shire's site is poorly indexed for Search.

At a minimum, tourism information is needed on the NGSC site. Quality information and storytelling will achieve positive impact in attracting residents and investment. It is not sufficient to include a link to Grampians Tourism as a sole source of information. Linking to GT should be a component of a link strategy that adds value to a visitor experience online.

MOBILE FRIENDLY

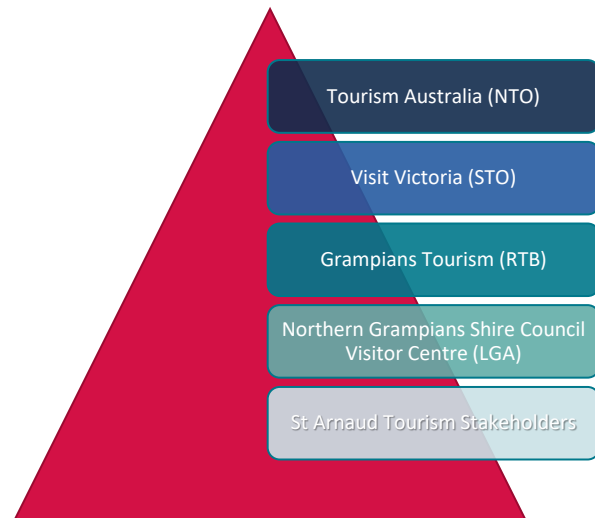
Over 70% of travellers have done travel research on their mobile. It is essential that all visitor servicing touch points and information are mobile friendly and functionable. Creating visitor servicing content that includes itineraries, trip planners, booking functionality and location activated prompts ensures a seamless experience for a visitor. Mobile devices also hold a range of intelligence that will enable a deeper understanding of customer flow, their customer profile and track engagement and spend. Accessing this data can provide the quantified information that the NGSC requires for planning.

MANAGING CUSTOMER DATA

Customer data is a key region asset, which needs investment across the NGSC. Being able to continue conversations and build relationships with customers, beyond a single 'transaction', is the key to success. By capturing customer data and insights, then sharing these back with industry bodies and operators to use, new opportunities can be revealed and leveraged to increase repeat visitation, drive experience development and become more efficient in region marketing.

DESTINATION MARKETING ALIGNMENT

Whilst Covid-19 is impacting tourism beyond any destination's control, the reality is that markets will rebound. Australia will be viewed as a 'safe' destination; a country of amazing natural wonders and unique attractions. Attracting sustainable visitor growth means that new markets will need to be explored. Accordingly, the SATAP needs to consider how it aligns to the tourism messages that Destination Marketing Organisations (DMO's) take to market.



TOURISM AUSTRALIA is the National Tourism Organisation (TO) and a division of Austrade in the Australian Government. Their role is to influence travel to and within Australia through marketing inspiring content, targeted to High Value Travellers.

VISIT VICTORIA is the State Tourism Organisation (STO). When Australia is in a consideration set for international consumers, V V's role is to position Victoria as an exciting destination with plenty to do. They partner in market with travel agents to enable bookings.

GRAMPIANS TOURISM is the Regional Tourism Board (RTB) in which St Arnaud resides. Primarily, GT's role is to partner with tourism operators and stakeholders to promote inspiring, region-wide itineraries; mostly for a domestic market. Their campaigns channel bookings directly to their members and they provide rich content to support V V's in-market promotions.

NGSC is the Local Government Authority (LGA) responsible for promoting tourism to St Arnaud and 6

other LGA's. Their role is to promote very localized experiences and demonstrate how a visitor can move through the region, aiming to increase length of stay. Their primary market is Melbourne and regional Victoria.

St Arnaud's destination marketing role aims to share authentic storytelling and local knowledge with all DMO partners to raise awareness for St Arnaud and to leverage their significant social audiences.

Quality destination marketing is the responsibility of every service business in St Arnaud which can have a positive impact on visitors. The aim is to reach, inspire and assist visitors early in their planning, making it a seamless experience to choose to visit St Arnaud.

GAME CHANGER OPPORTUNITIES



CREATING INSPIRED SPACES

Creating new experiences for St Arnaud over the next 4 years resides in a simple proposition. The overarching strategy is to encourage regular visitors passing through St Arnaud to stop and spend. For new visitors to the Grampians, it is about demonstrating a fresh and contemporary visitor experience, that understands visitor needs, and encourages them to return and stay. Four (4) priority locations have been identified as GAME CHANGERS, that when developed, will create inspired spaces that will benefit the local community as a priority and appeal to visitors.

1. NAPIER STREET RETAIL FACADES
2. QUEEN MARY BOTANIC GARDENS HERITAGE PRECINCT
3. RAILWAY STATION / SILO ART
4. TEDDINGTON RESERVOIR



NAPIER STREET FACADES AND RETAIL

CELEBRATE HERITAGE

Gold is part of our story.
We value our history and are
committed to preserving our
built environment and our
shared origins

DESCRIPTION

One of the highlights of St Arnaud is the unique architecture in Napier Street, however, facades, balconies and verandahs have fallen into disrepair. A program of repair creates a first and lasting impression.

COMMUNITY FEEDBACK

- Restoration of signage for buildings at entry points would lessen the impression that the buildings are rundown
- Illuminated signage would create vibrancy at night – e.g. Farmers Arms
- Hard to implement. Buildings are privately owned. Time is of the essence.

PROJECT PRIORITY: HIGH

Project Managers for the Central Victorian Goldfields World Heritage Bid, have advised that there is a competitive advantage for St Arnaud as a historic town compared to other regions in the Central Goldfields and the Grampians. They regard ~~St Arnaud to be the best example of a complete heritage town in the Grampians.~~ Whilst the town may not have locations that would meet World Heritage assessment criteria, it would be well positioned to fulfill visitor expectations of a heritage town and therefore draw high visitation from the promotion of a World Heritage trail.

A programme of restoration is recommended. The NGSC is encouraged to take a lead role in developing a heritage architectural masterplan, required to source grant funding and private investment. It is recommended that the NGSC leads a visioning workshop to understand the will of current owners to participate in the restoration programme, demonstrating the benefit of façade restoration, contributing to higher quality retail and rents.

St Arnaud Structure Plan - Emerging Themes

Enhance the lifestyle, character and heritage features that make St Arnaud special.

CASE STUDY – HERITAGE FACADES

THROSSSELL ST REVITALISATION, COLLIE, W.A.

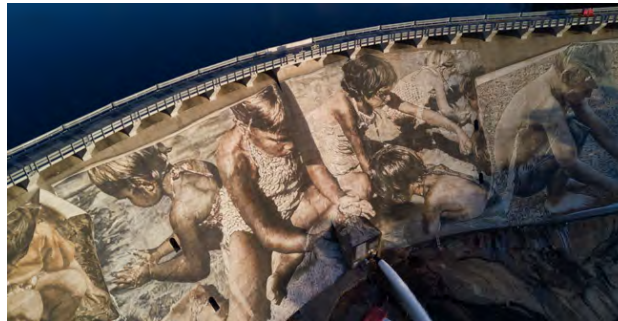
Collie has been undertaking a transformative approach to industry diversification through investment in tourism experiences and infrastructure projects. In 2020-21, The Shire of Collie, in partnership with the WA State Government and local property owners, undertook a streetscape revitalisation project to repair and upgrade historic building façades to boost first impressions for tourists. Heritage architects, H&H Architects, were appointed to design streetscape renders and manage the project delivery to repair and upgrade the façades of 11 buildings. The project involved revitalisation works featuring nostalgic elements including bullnose verandas, ornate detailing and hand-painted signwriting.

BUDGET:

1.1 Million in state funding was contributed to this project, with matched funding from business owners.

OUTCOMES:

The contract for revitalization was awarded to local builders, creating construction and trade jobs for the life of the project. In addition to investments in Mural Art (Collie is home to the largest dam wall mural in the world) and trails infrastructure, Collie is experiencing significant growth in visitors. The facades project has encouraged visitors to stop and wander the revitalized street. In the short to medium term, it is hoped that investors will consider new retail opportunities in response to increased footfall.



QUEEN MARY BOTANIC GARDENS HERITAGE PRECINCT

CELEBRATE HERITAGE

Our story begins in Gold. We value our heritage and are committed to preserving our built environment and our shared origins

DESCRIPTION

The southern end of Napier Street is St Arnaud's opportunity to create a first impression of an attractive heritage town for visitors. Creating a heritage precinct that connects the Queen Mary Botanic Gardens to the Visitor Centre in the Crown Land Office, Courthouse, Shire Hall, Fire Station and Botanical Hotel will create a linger zone for visitors to stop and explore. Activation at night could include projections and food truck events.

COMMUNITY FEEDBACK

- Landscaping is a priority
- Seating and covered picnic areas are needed
- Story telling interpretive signage is needed throughout the park and adjacent to heritage buildings
- Restoration of the Botanical Hotel façade is needed

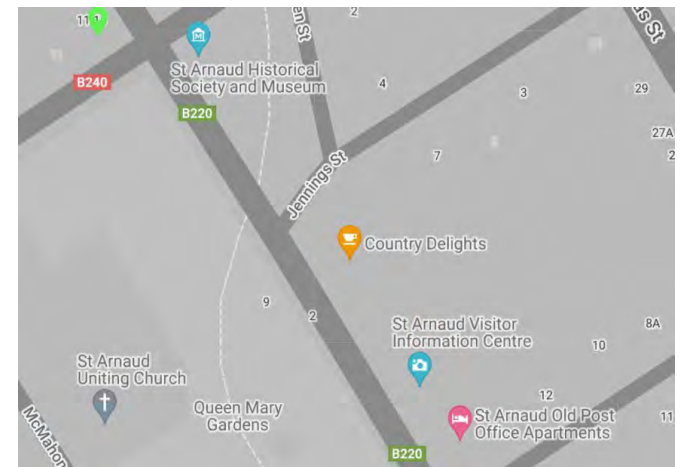
PROJECT PRIORITY-MEDIUM

It is recommended that the NGSC undertakes a beautification and activation plan for the precinct to include additional alfresco seating, landscaping, public art and wayfinding at the primary entry point from Melbourne via Sunraysia Hwy creates a welcoming, first impression to St Arnaud. Visitor Centres are most successful when co-located with an attraction and/or on a primary access route. This area could be an active zone for community as well as visitors. Improving public amenities in the Queen Mary Botanic Gardens is recommended to delineate a heritage zone of interpretive walkways, starting at the Visitor Centre and ending at the Historical Society, encouraging visitors to stop, linger and spend, rather than moving on.

The NGSC is encourage to develop a wayfinding trail which will communicate St Arnaud's rich heritage story and drive a high visitor perception and value when linked to the Rallery Gallery and Silo Art in addition to the heritage precinct circuit.

St Arnaud Structure Plan - Emerging Themes

Create the opportunities to expand the network of high quality public spaces.



RAILWAY STATION / SILO ART

DISCOVER ARTISANS

We nurture creativity in our community to create a vibrancy for our residents and visitors

DESCRIPTION

The St Arnaud Railway Station and Raillery Hub has been developed as a gallery for artists to showcase their art and also provides a retail outlet for local produce and handicraft. It is in close proximity to two Silo Art and Street Mural locations, but is currently disconnected as a visitor experience.

COMMUNITY FEEDBACK

- Landscaping is a priority
- Supportive of precinct development
- Signage is important for all murals in St Arnaud

PROJECT PRIORITY-HIGH

Creating a precinct starting point for the St Arnaud Mural Trail at the Raillery Hub will drive visitors to a key attraction and a linger zone which **defines a core competitive advantage for St Arnaud**, contributing to positive consumer perception and valuing of the creative community.

A wayfinding Mural Trail, creates dispersal through town leading to increased footfall and support for local businesses. As a priority experience for St Arnaud, it is recommended that the NGSC invests in quality images and collateral for distribution at the St Arnaud Visitor Centre immediately.

Collaborating with St Arnaud's artistic community groups to develop a proposal for interpretive wayfinding is recommended as a priority for the NGSC's Tourism Officer. QR coded content for additional storytelling would appeal to target audiences.

St Arnaud Structure Plan - Emerging Themes

Explore opportunities to enhance the 'Gateway Experience' into town



KARA KARA NATIONAL PARK

EMBRACE NATURE

National Parks on our doorstep.
We are a community that
understands wellness in the
outdoors

DESCRIPTION

Water and nature-based tourism activity has been identified by the community as being of high value to enhance livability in St Arnaud and surrounds. Teddington Reservoir is currently being investigated as an opportunity to develop tourism infrastructure, including recognition of its cultural significance.

COMMUNITY FEEDBACK

- Additional recreational water locations and supporting infrastructure / facilities to cater for the surrounding communities and increased tourism. Walkers Lake is not adequate.
- We need a lake with proper amenities and powered sites- this will provide accommodation and a reason for travelers to hang around.
- Mountain bike track with accomodation more natural bush guiding and camping
- Refill Teddington reservoir

PROJECT PRIORITY-MEDIUM

Parks Victoria have advised an update on the progress on this project. Joint management assessment is underway, however a time-frame is undetermined. The project will include upgrades to camp sites and facilities. Cultural Heritage opportunities exist in the park. 4WD and walking trails are of good quality.

The recommendation is that the NGSC work with Parks Victoria to facilitate water management to the top dam. Improved experience will create an attraction for St Arnaud and Stuart Mill, which will align to core tourism markets for the Grampians region, specifically active families and visitors motivated by Grampians trails awareness.

The management of the National Park is done in conjunction with the Dja Dja Wurrung Clans as part of a land use agreement. This provides the opportunity to introduce indigenous tourism product to the park and to the Region in General. The NGSC is currently progressing the RAP and this could be the vehicle to introduce the indigenous tourism opportunities across the region which are an important pillar in driving visitation and understanding.

St Arnaud Structure Plan - Emerging Themes

Enhance St Arnaud's unique landscape setting connection to the State Parks.

ACTION PLANS



TOURISM ASSESSMENT

The St Arnaud Tourism Resilience Action Plan (SATAP) is designed to guide the NGSC in the process from strategy to implementation over a 4 year period. It recognizes that strategic direction in tourism development projects will originate with this document and marketing actions will be guided by the development of a Tourism Marketing Strategy (TMS).



TOURISM ASSESSMENT MODEL

DTM has developed this model which recognizes 9 key components to drive growth in a tourism destination, within which there are equivalent focus areas which guide activation plans.

Ultimately, activity in each of the focus areas will provide the destination with the best opportunity to implement successful marketing campaigns, which are targeted, visitor centric and can be measured. Inattention in one focus area will have a direct impact on its corresponding plan. i.e without Compelling Experience enacted through a focus on Product Development, Destination Marketing is diluted through lack of destination appeal.

The 2022-26 SATAP provides the rationale for action in each component, with the intent that over subsequent years, action plans will be reviewed, analyzed and updated budgets applied.

1. TOURISM STRATEGY

The inaugural SATAP for 2022-32 is intended to guide destination development considerations for the NGSC. It is intended that this will be a living document where budgets, responsibilities and delivery are considered nimble, to respond to market changes. The actions in this stage are designed to establish a strategic overview for all further actionable tasks.

Implementing the NGSC's tourism strategic direction requires the establishment of **Local Leaders**, which is equally about resourcing clearly defined tourism roles within the NGSC as it is about identifying community leadership. The most effective tourism outcomes in local government are achieved where a **LGA Tourism Officer** is included in decision making across the LGA, to assess impact of council decisions on the visitor economy.

Facilitating economic development and tourism:

- Identifying capability gaps in community leadership to provide operational support
- Working with stakeholders to increase local employment, and support small business development, startups and innovation
- Supporting the development of tourism hubs

REF	TASK	ASSIGNED	SHORT TERM 2022-25	MID TERM 2026-27	LONG TERM 2028-2032
1.1	Establish a defined role for a Tourism Officer in the NGSC and establish a tourism mentoring programme to assist the officer with the execution of the SATAP	NGSC			
1.2	Foster collaboration between community local leadership (SCAN), Grampians Tourism (GT) and the NGSC through the establishment of a Tourism Advisory Committee (TAC) as a function of Council	NGSC			
1.3	'Develop a Visitor Intercept Survey to map the visitor 'information' journey, including their preferred method of visitor information consumption, so that we can reach more visitors that come to NGS/				
1.4	Establish a quantified tourism growth target for the 10 year strategy based on projected accommodation capacity				
1.5	Engage with Yarriambiack Shire to leverage opportunities between St Arnaud's Street Mural Trail, Accommodation Supply and visitor demand for the Silo Art Trail	NGSC			
1.6	Engage with the Pyrenees Grape Growers & Winemakers (PGW) to leverage opportunities between St Arnaud's Street Mural Trail and Visitor Amenities with visitor supply gaps to experience the Pyrenees Wine Region	NGSC			

2. STORYTELLING & PLACE BRAND

Storytelling is the compelling experience that stays with visitors long after they have left a destination. It's also a driver of curiosity which encourages visitors to seek out a destination in the 'dreaming' and 'planning' phase of the purchase cycle. St Arnaud has a rich story to tell, however, currently it's difficult for consumers to engage with online and not adequately told when a visitor finds themselves in town.

Storytelling is owned by the community at a granular level, where authentic content needs to be developed. Currently, the quality of content is a major gap for St Arnaud's community and inadequate to share with Destination Marketing Organisations (DMO). Establishing a

programme of support for St Arnaud's tourism stakeholders and community groups to understand St Arnaud's Destination Story, whilst providing guidance on how to engage with the narrative in their own communications, will create a critical mass of awareness for St Arnaud's visitor experience promise.

REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
2.1	Develop a place brand strategy, including the development of new brand elements & assets	NGSC			
2.2	Develop a Tourism Marketing & Communication Plan	NGSC			
2.3	Develop a local business support program – Visitor Inspiration Partner (VIP) that enables tourism businesses to implement quality storytelling content outcomes in support of St Arnaud's place brand and destination story	NGSC			
2.4	Implement 'St Arnaud's Destination Story' across all channels and share with DMO partners and tourism stakeholders	NGSC/GT			

3. COMMUNITY BUY-IN

The success of the STAP relies on the local tourism community and residents alike to understand that tourism is an economic driver which will either directly or indirectly affect their prosperity. The message needs to be relatable for residents. Ultimately, visitors want to experience a destination 'like a local'. We want all St Arnaud residents to value their town and welcome visitors with open arms.

The SATAP should therefore align with the NGSC's Communication Strategy which promotes local advocacy. This is the opportunity for NGSC to work closely with SCAN, the St Arnaud Community Resource Centre and the St Arnaud Visitor Centre to co-ordinate the messaging of St Arnaud's community groups, who often work in isolation from each other.

Advocacy needs to be co-ordinated through the Tourism Officer role at NGSC and communicated through all channels including:

- Shire website
- Local Group Social Media Pages
- E-newsletters

AMBASSADORS & VOLUNTEERS

Reliance on volunteers in St Arnaud is challenging due to the availability of time for volunteers still in the workforce and the ageing population of St Arnaud. However, visitors rate the social engagement with roving ambassadors and volunteers as making a valuable contribution to their enjoyment of a destination.

St Arnaud is a highly connected community within niche interest groups and the intent of the SATAP is to harness the knowledge of the community, enable positive ways for the community to share their stories and establish a process of recognition for the vital role that Ambassadors and Volunteers contribute to a vibrant community.

The first step in building strong advocates for St Arnaud is to establish a network of Ambassadors, who positively share St Arnaud's tourism value. Their involvement in engaging with visitors may be adhoc, but they are recognized for their influence in growing St Arnaud's visitor experience. Valuing ambassadors leads to volunteering and commitment of time, which contributes to community wellbeing and positive visitor engagement.

REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
3.1	Release St Arnaud's new tourism direction with community briefings and PR releases.	NGSC			
3.2	Develop a 'Local Legends' Ambassador programme for community members who can add value to visitor experience at key locations eg: the Raillery Hub and Historical Society Museum	NGSC / SCAN			
3.3	Grow the network of NGSC volunteers to experience tourism as a new volunteering opportunity at the St Arnaud VC.	NGSC / SCAN			

4. AMENITIES & SERVICES

The tourism supply eco-system for St Arnaud is aged and in need of revitalization to meet the needs of visitors travelling through the region currently and to pre-empt the needs of an emerging visitor, motivated by the Silo Art Trail and the Pyrenees Wine Region. The priority in the first year, is to attend to WAYFINDING and interpretive signage. This is the low-hanging fruit opportunity to improve the visitor experience in the short term.

REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
4.1	Undertake a wayfinding audit to include directional and interpretive signage.	NGSC			
4.2	Family-friendly accommodation is a major gap in St Arnaud. An audit of accommodation supply and visitor projections is needed to support new accommodation development prospectus.	NGSC			
4.3	Investigate a location for a 2nd caravan park with intent to include chalet accommodation, meeting the needs of regional workers.	NGSC			
4.4	Develop an annual visitor survey to identify retail, dining and hire services gaps in preparation for a business start up prospectus to attract new business investment in St Arnaud.	NGSC			
4.5	Investigate Community wellness public amenity upgrades to include restoration of walk paths, accessible toilets in public parks, water re-fill stations near major attractions.	NGSC			
4.6	Investigate a pet-friendly exercise park & coffee station in upgrades to Pioneer Park to encourage visitors with pets to stop.	NGSC			
4.7	Establish defined entry statements on major highway approaches to St Arnaud with place branding and sustainable landscaping. Visitors should understand they are entering a heritage town.	NGSC			

5. COMPELLING EXPERIENCES

Developing compelling visitor experiences in St Arnaud starts with understanding the core themes of experience identified in the place brand strategy, assessing the needs of target audiences and identifying gaps.

This section specifically relates to the four (4) identified GAME CHANGERS for St Arnaud, endorsed by community consultation. In addition, St Arnaud has a competitive advantage to drive visitation from niche interest groups:

- Garden Enthusiasts
- Rail Heritage Enthusiasts

For this reason, restoration of the Edna Walling Garden in Pioneer Park is considered a priority opportunity. Followers of architectural garden design would specifically travel to see a restored Edna Walling design – the only known public park example of her work in Australia.

Rail journeys and heritage is also an emerging experience trend globally. St Arnaud's heritage rail station is of STATE significance to Victoria. There is an opportunity to tell the story of the station and leverage it for rail themed events.

<https://foodandwine.events/event/14727346-a/f-o-o-d-train>

REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
5.1	Develop a Masterplan for the activation of the Botanical Gardens Heritage Precinct	NGSC			
5.2	Engage heritage architects to develop renders for Napier St Façade restoration	NGSC / SCAN			
5.3	Facilitate digital storytelling experience development, collateral and image assets for the St Arnaud Mural Trail in partnership with Artspace	NGSC / Artspace			
5.4	Partner with the St Arnaud Historical Society to develop a restoration plan for the Edna Walling Garden in Pioneer Park	St Arnaud Historical Society			
5.5	Support the Raillery Hub to develop an annual rail-themed event for St Arnaud	Raillery Hub Committee			

6. CAPABLE TOURISM OPERATORS

Tourism stakeholders in St Arnaud are relatively misrepresented on major platforms because they need better understanding of consumer behaviour, general marketing skills, and education to establish partnerships in the wider industry. Most accommodation suppliers have online booking systems which allow them to be instantly bookable. However they are not connected to major OTAs. The compounding risk for St Arnaud as a destination is that it is perceived that there is nothing to do.

The top five St Arnaud experiences on Tripadvisor are:

1. Queen Mary Botanic Gardens
2. Pioneer Park
3. The Bible Museum
4. Wax Garden Conservation Reserve
5. St Arnaud Heritage Trail

HOW TO BUILD CAPABILITY AND INCREASE DISTRIBUTION

Capability Building is about taking a tailored approach to tourism industry training to guide businesses to develop refreshed visitor experiences, aligned to the STAP. The most effective way to build capability is to undertake one-on-one business mentoring to enhance tourism operations and marketing skills which will establish strong foundations to encourage entrepreneurship and grow reach through new partnerships in the wider tourism sector.

Key Objectives of Capability Building are:

- support new and established businesses in product and service development, trade market-readiness, and business diversification and expansion;
- develop the skills and expertise of tourism operators to enhance business productivity;
- encourage and support business collaboration; and
- prepare businesses to aim for 'best in class' quality assurance to achieve tourism accreditation.

WHY DOES ST ARNAUD NEED IT?

Demonstrating that there is plenty to do through distributing purchasable product online, directly increases visitor volume, creating jobs, increasing regional gross product and driving economic transformation by encouraging visitors to stay longer and do more.

REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
6.1	Support Grampians Tourism to introduce a capability building program to mentor tourism operators in the improvement of their online visibility and distribution partnerships	NGSC / GT			
6.2	Establish internal protocols which can assist new tourism startups in the NGSC to navigate LGA and State approvals, and connect with priority tourism support services including Grampians Tourism and VTIC	NGSC / GT			
6.3	Establish a library of visual assets that St Arnaud tourism stakeholders can access for the purpose of sharing quality content for St Arnaud's priority tourism attractions	NGSC			

7. VISITOR SERVICING

A foundation of visitor servicing is to be where customers are. This requires the development of new customer engagement points at key nodes throughout the NGSC region. Visitors don't see boundaries in the way that residents or local governments do. A positive approach to visitor servicing would be to collaborate with all VC teams in the NGSC to knowledge share, creating opportunities for visitor dispersal and increased economic prosperity for all.

A common misconception is that visitors disengage with traditional visitor servicing in preference to seeking visitor information online. The reality is that visitors require quality visitor servicing both online and in-centre. Engaging with authentic locals is a priority need for visitors in new destinations. They seek reinforcement to confirm their online planning from a trusted source. Visitor Centres equally play an important role in welcoming potential new residents to a community.

REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
7.1	Establish processes to manage visitor data tracking. Door counts and simple post code data collection will provide a starting point in year 1 which can be easily managed by volunteers	NGSC			
7.2	Work with local media and community groups to share positive experiences which encourage new volunteers to join the St Arnaud Visitor Centre	NGSC / SCAN			
7.3	Establish a static visitor servicing co- location at the Raillery Hub in partnership with Artspace, engaging local ambassadors to interact with visitors	NGSC / Artspace			
7.4	Evaluate visitor journey data to establish priority distribution locations for visitor information collateral and static displays	NGSC			
7.5	Source merchandise from across the Northern Grampians; specifically art, curios and local produce to generate additional retail revenue for St Arnaud VC				

8. EVENTS

Covid has impacted the ability for regional events to operate since 2020, however, as protocols for event management in respect of Covid are now well defined, preparation for the reintroduction of events, which have the potential to drive visitation, should be considered as part of St Arnaud's marketing strategy.

Events serve the purpose of showcasing a destination experience and spiking visitation at a given moment in time, but with the intent to encourage repeat visitation. Development of tourism events need to align with destination experience themes. Timing should be considered to encourage visitation where accommodation capacity is achievable and/or to leverage awareness of events in neighbouring areas.

Festival of St Arnaud
<http://www.starnaudfestival.com.au/>

St Arnaud Young Farmers – Harvest Event

<https://www.starnaudshow.com/>
 Victoria's only two day horse event. Come and watch the marvelous show jumping and ring events.

PARTNERSHIPS:
 Regional Arts Victoria <http://www.rav.net.au/>

REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
8.1	Support event organisers to assess and co-ordinate local events with all Shire departments, with consideration to tourism outcomes	SCAN / NGSC			
8.2	Establish a communication protocol between SCAN and NGSC to share PR and Events Information through NGSC owned channels	NGSC / SCAN			
8.3	Support niche community groups to plan new event concepts in advance, to take advantage of grant funding opportunities	SCAN / NGSC			

9. DESTINATION MARKETING

As NGSC will resume operations of the St Arnaud Visitor Centre in 2022, tourism communications will need to consider where social posts link back to content on the current NGSC website. A short-term solution for developing a microsite on the existing Shire platform should be explored. Quality visitor information allows visitors to plan to stay longer, making a direct and positive impact to St Arnaud's visitor economy.

St Arnaud's visitor experiences have a low digital footprint, leading to a perception that there is nothing to do. A quick, simple and effective solution is to create listings for St Arnaud visitor attractions and locations on the Australian Tourism Data Warehouse (ATDW). This is a content aggregator platform which shares content to state and national tourism partners. <https://atdw.com.au/distributors/current-distributors/>

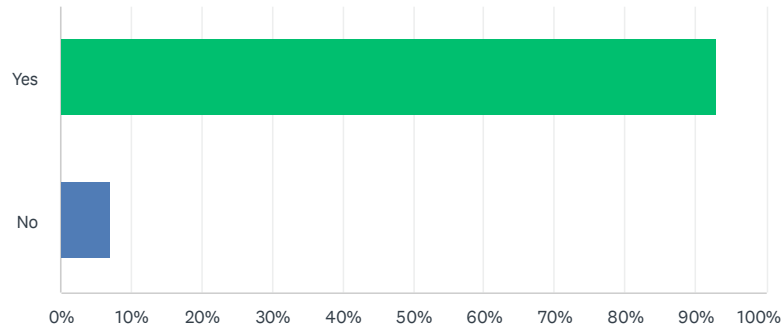
REF	TASK	ASSIGNED	SHORT TERM 2022-24	MID TERM 2025-27	LONG TERM 2028-32
9.1	Establish baseline visitor engagement data in year 1 to evaluate success over the life of the SATAP	NGSC			
9.2	Review collateral needs at St Arnaud visitor centre and reproduce with a new St Arnaud place brand, aligned to NGSC style guide	NGSC / SCAN			
9.3	Develop a content plan and assign budget to procuring visual assets, specifically in videography and imagery to target active families and adult couples, which can be shared with tourism stakeholders and DMO's to promote St Arnaud visitor attractions	NGSC			
9.4	Consolidate all tourism content for St Arnaud and consider a network site structure to point a www.visitstarnaud.com.au domain to a St Arnaud tourism microsite. Establish new social accounts as #visitstarnaud and @visitstarnaud	NGSC			
9.5	Develop a content and social media plan, including PPC strategy to increase website traffic	NGSC			
9.6	Continue to engage with Grampians Tourism to share content on www.visitgrampians.com.au and support tourism industry familiarisations	NGSC/GT			
9.7	Implement training for the NGSC Tourism Officer to load content for all NGSC tourism assets and locations on the Australian Tourism Data Warehouse (ATDW), connecting to Visit Victoria, Visit Grampians and national distribution partners				



St Arnaud Tourism Action Plan

Q1 Do you support the Northern Grampians Shire Council's intent to grow tourism in St Arnaud?

Answered: 28 Skipped: 0

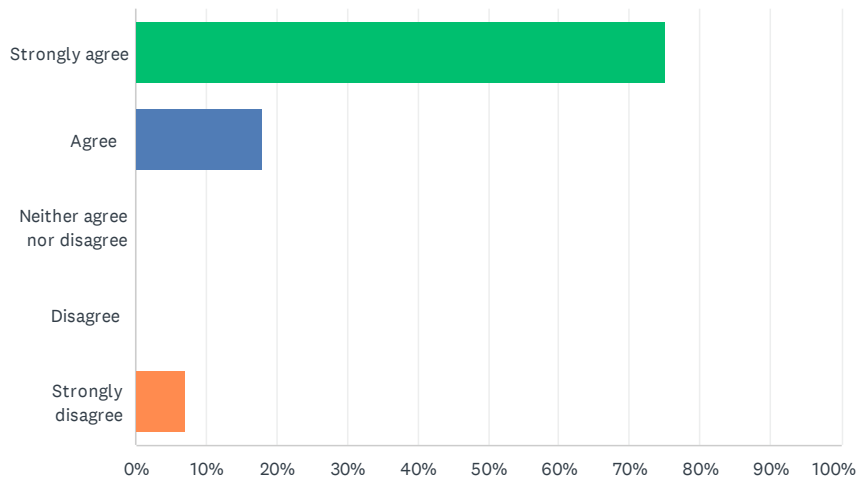


ANSWER CHOICES	RESPONSES	
Yes	92.86%	26
No	7.14%	2
TOTAL		28

St Arnaud Tourism Action Plan

Q2 Do you agree that investment in tourism infrastructure benefits both tourists and our local community?

Answered: 28 Skipped: 0



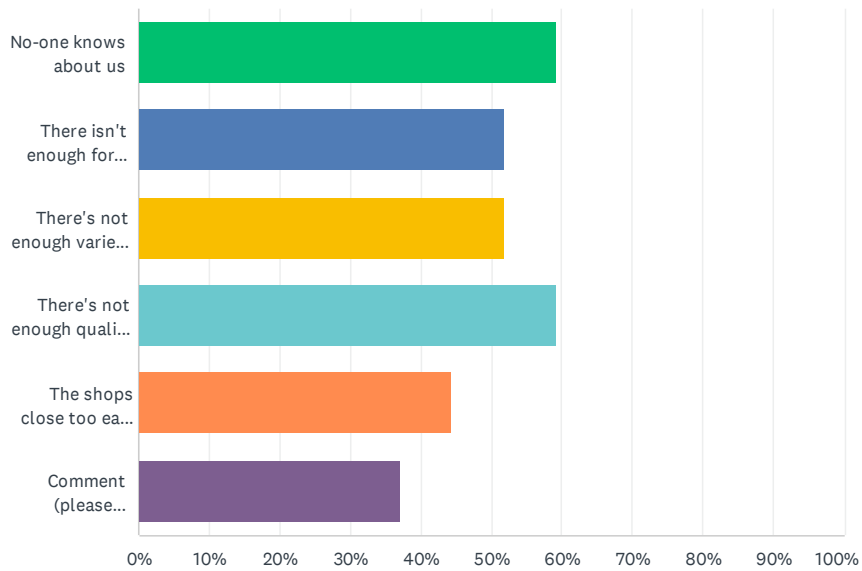
ANSWER CHOICES	RESPONSES
Strongly agree	75.00% 21
Agree	17.86% 5
Neither agree nor disagree	0.00% 0
Disagree	0.00% 0
Strongly disagree	7.14% 2
TOTAL	28

#	COMMENT (PLEASE SPECIFY)	DATE
1	With the increase of local tourism across Australia it is even more important to support the local communities chasing the tourism dollars	12/15/2021 9:34 AM
2	Meaning that if you don't invest, promote and continue to develop the Assets of each town, then why would tourist visit your town. St Arnaud needs to have a tourism asset register which compliments it's people, it's heritage and it's future. This way everyone will have a similar focus and be proud to be part of the process in promoting our town.	12/13/2021 5:41 PM
3	should be encouraged	11/23/2021 2:40 PM

St Arnaud Tourism Action Plan

Q3 What do you think is the challenge in attracting visitors to St Arnaud right now? (Tick all that apply)

Answered: 27 Skipped: 1



ANSWER CHOICES	RESPONSES	
No-one knows about us	59.26%	16
There isn't enough for visitors to do	51.85%	14
There's not enough variety in dining to meet demand	51.85%	14
There's not enough quality accommodation to meet demand	59.26%	16
The shops close too early on weekends	44.44%	12
Comment (please specify)	37.04%	10
Total Respondents: 27		

#	COMMENT (PLEASE SPECIFY)	DATE
1	Our shire seems to concentrate on the Grampians and Halls Gap and the tourist know about there but not about us or even Stawell.	12/15/2021 9:36 AM
2	again it gets back to promoting key items of interest ie. Silo art, Parks & gardens, Wax gardens, Pioneer Park and manufacturing businesses need to be contacted to encourage on site tours.	12/13/2021 5:51 PM
3	Additional recreational water locations and facilities are required to cater for the potential increase in tourists travelling regional Vic.	12/12/2021 8:54 AM
4	We went for a drive there one day, before Covid, nothing was open to buy lunch.	12/11/2021 8:13 AM

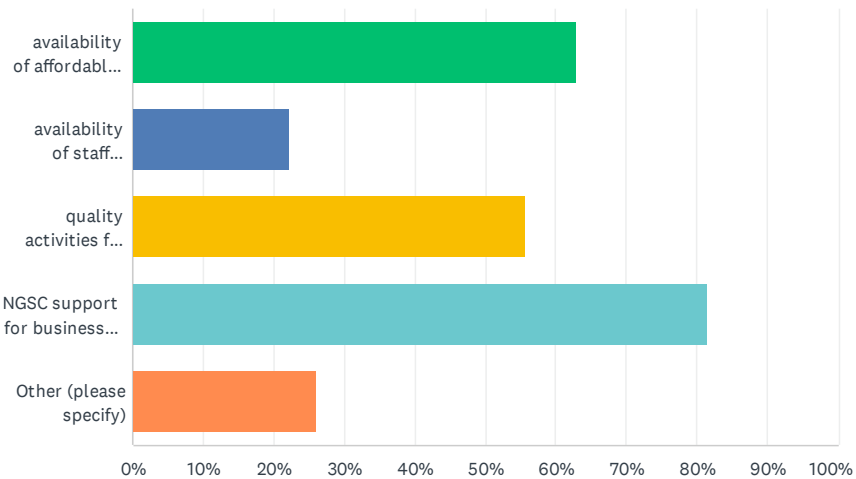
St Arnaud Tourism Action Plan

5	Hap hazzed opening of cafes on weekends being peak times	12/10/2021 7:23 PM
6	Many organisations work hard to promote our town but with the shops closing closing early leaves tourist's with nowhere to interact with locals to get a feel for our town.	12/10/2021 5:59 AM
7	The St Arnaud Township is in a great geographical spot. We are 1.5 hours from the little dessert, the Murray River, the Grampians, 4 major cities. This needs to be capitalised on! we are a great spot to stay for a few days and do day trips from our locations to these destinations as well as all the wineries within a 40 minute drive.	12/10/2021 5:29 AM
8	We need a local lake where locals and visitors can enjoy the lake and forest amenities	12/9/2021 6:27 AM
9	needs to lift	11/23/2021 2:41 PM
10	cc	11/23/2021 1:15 PM

St Arnaud Tourism Action Plan

Q4 What do you think would encourage new businesses to open in St Arnaud? (Tick all that apply)

Answered: 27 Skipped: 1



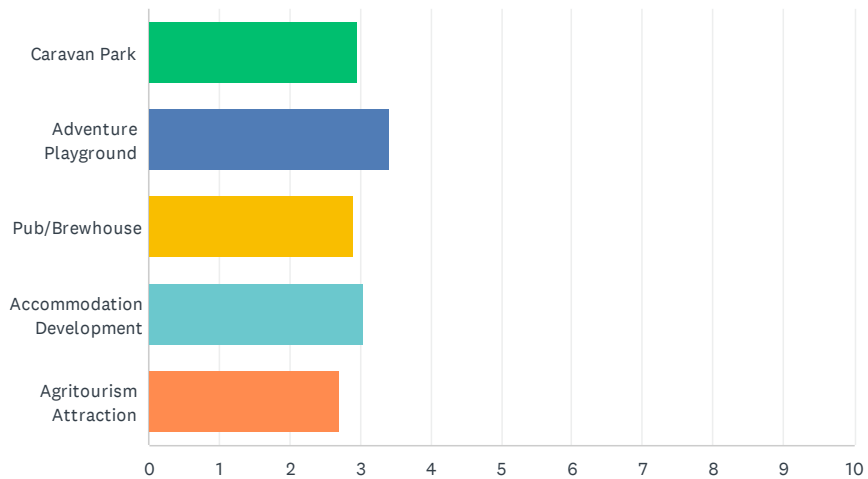
ANSWER CHOICES	RESPONSES	
availability of affordable housing	62.96%	17
availability of staff trained in hospitality	22.22%	6
quality activities for families	55.56%	15
NGSC support for business startups	81.48%	22
Other (please specify)	25.93%	7
Total Respondents: 27		

#	OTHER (PLEASE SPECIFY)	DATE
1	Availability of trained staff in all jobs	1/5/2022 6:21 AM
2	Not rezoning a house into commercial use so dan sale drops through	12/22/2021 11:59 PM
3	Easy processing of permits and positive advertising by the shire. Allowing businesses to be onsold and then not left vacant by people who don't seem to have a reason to fill the building.	12/15/2021 9:36 AM
4	Scan inconjunction with the Council need to look at businesses not already operating in our town and to investigate whether it would be a viable investment in promoting & starting up such a business ie. Bakery	12/13/2021 5:51 PM
5	Ease of permit application and approval process, genuine support of ideas, promotion and advertisement.	12/10/2021 6:25 PM
6	more reliable doctors and a hospital that can cater for more than grazed knees and a few stiches.	12/10/2021 5:29 AM
7	Heated swimming pool	12/9/2021 6:27 AM

St Arnaud Tourism Action Plan

Q5 In order of importance what tourism developments do you think will most benefit St Arnaud?(Rank from 1 = Most Important to 5 = Least Important)

Answered: 27 Skipped: 1



	1	2	3	4	5	TOTAL	SCORE
Caravan Park	18.52% 5	22.22% 6	18.52% 5	18.52% 5	22.22% 6	27	2.96
Adventure Playground	22.22% 6	29.63% 8	29.63% 8	3.70% 1	14.81% 4	27	3.41
Pub/Brewhouse	14.81% 4	25.93% 7	22.22% 6	7.41% 2	29.63% 8	27	2.89
Accommodation Development	22.22% 6	14.81% 4	18.52% 5	33.33% 9	11.11% 3	27	3.04
Agritourism Attraction	22.22% 6	7.41% 2	11.11% 3	37.04% 10	22.22% 6	27	2.70

St Arnaud Tourism Action Plan

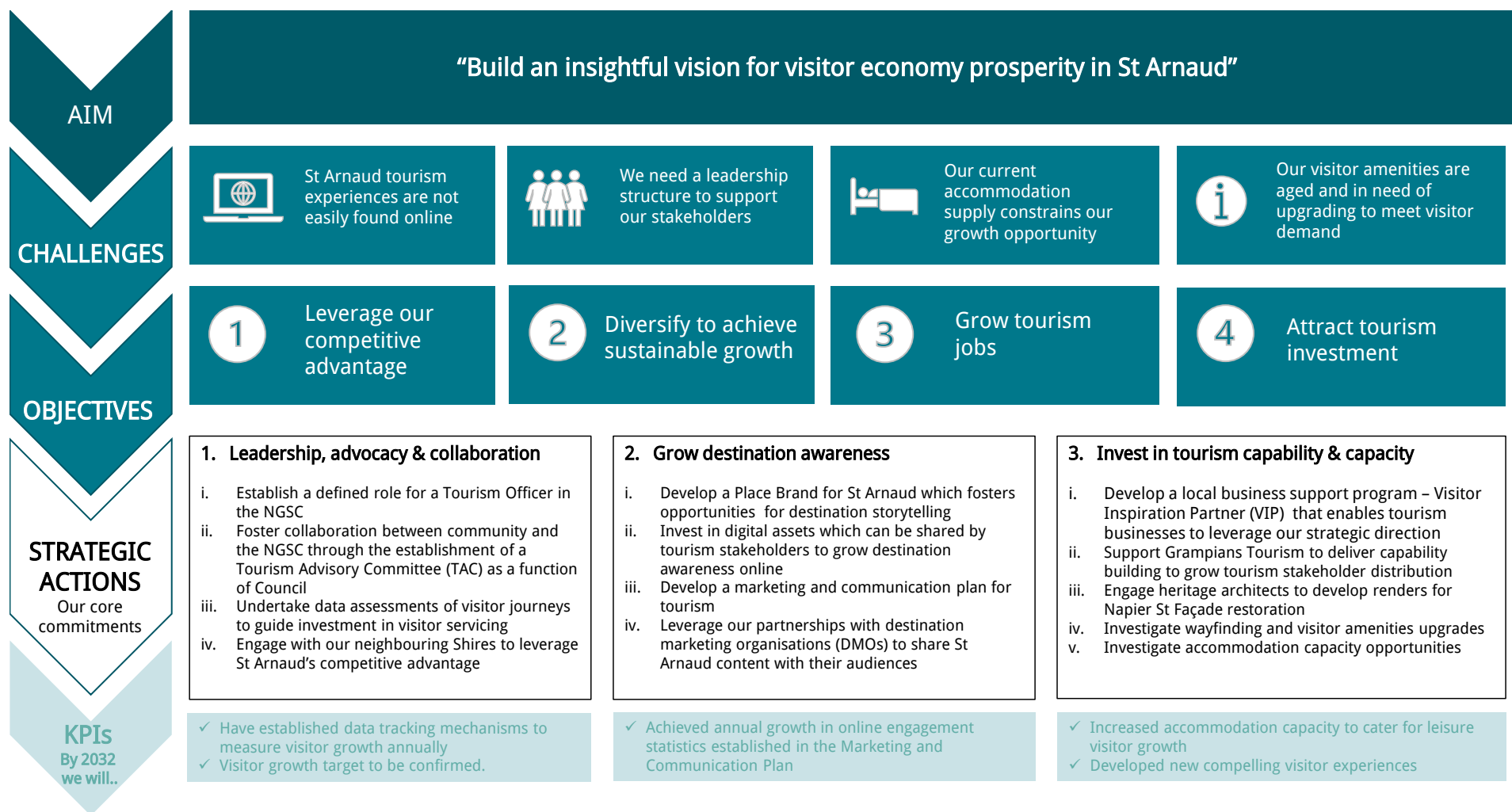
Q6 What's your BIG tourism idea for St Arnaud?

Answered: 21 Skipped: 7

#	RESPONSES	DATE
1	Upgrade of old swimming pool area with recreation park to encourage people in self contained recreation vehicles to stay for two or three days and visit our shops and see our tourist attractions.	1/5/2022 6:30 AM
2	Have a geochasing weekend	12/23/2021 12:02 AM
3	test	12/15/2021 10:55 AM
4	We are a town based on mining so to promote that aspect is definitely a must. Followed by improving the historic buildings and encouraging building owners to improve the up keep of the buildings in the main st particularly. At our service station the old buildings are often commented on. To help with possibly getting the verandahs or similar concepts back would enhance the main st further. The art trail in town is also becoming a massive drawcard and should be encouraged, especially as it is the start of the silo art trail.	12/15/2021 9:43 AM
5	Promote St Arnaud as the ideal stopover en route to exploring attractions further north (Mildura, Murray river) Silo Trail, Wimmera (Little Desert, Sea Lake, Horsham, Adelaide). So attractions that entertain parents and importantly families that not used to travelling long distances. Young families Water park, bike/skateboard/scooter track. Teenagers - learn to ride motorbike facility, access to experience to ride a horse, exercise walking trail. Would love to see more of our very interesting history displayed throughout the town. Clear directions to local points of interest with time required and what makes this worth the trip info. The people and stories depicted in the murals need explanation.	12/15/2021 8:32 AM
6	People are attracted to Water. I believe we have not utilized water from the main drain. The natural water course running beside Salisbury Road needs to be developed in to a water reserve taking in the beautiful gum trees and the lay of the land. At the end of water course you would build a retaining wall/spillway. Once developed, you would build a walking track winding beside the water course, put in parking , seats & tables for the people to admire, take in view of the waterway, encourage birds/ducks/vegetation. It's my dream that could quite easily become a reality and encourage tourists to stop and explore the attractions of what St Arnaud has to offer.	12/13/2021 6:05 PM
7	More advertising on television and radio in the metro areas, better water sport facilities, eg- Batyo Catyo development, Improve the caravan park, longer opening hours on weekends for businesses, investing in the gold heritage of the town and making this a large tourist attraction and advertising of the artwork around town on a larger scale than social media.	12/13/2021 10:06 AM
8	Additional recreational water locations and supporting infrastructure / facilities to cater for the surrounding communities and increased tourism. Walkers Lake is not adequate.	12/12/2021 8:57 AM
9	More activities such as local walks, cafes, emporium type shops. OPEN on Saturday afternoons. Just like Stawell the town is dead after mid day.	12/11/2021 8:16 AM
10	Nothing	12/11/2021 4:04 AM
11	Tidy the town make it look newer. Look old and tired. Parking around silo art	12/11/2021 3:11 AM
12	Kyle Torney's art has been a massive attraction for St Arnaud! We need to build on this to bring more people to our town, then have other things to make them spend more than a few hours here, rather a few days! We need a lake with proper amenities and powered sites- this will provide accommodation and a reason for travelers to hang around.	12/10/2021 8:57 PM
13	Pub Brew House	12/10/2021 7:24 PM
14	Pebble Church Town walk around Kyle Torney's murals	12/10/2021 6:28 PM
15	Out door art gallery's .large scale Music festivals all type	12/10/2021 6:05 AM

St Arnaud Tourism Action Plan

16	Street art, reface the silos, create an art destination. Have areas that are unattractive, revamped. (Areas that need attention are in front of the silo art, playgrounds and adventure parks, more public accommodation and toilet facilities.	12/10/2021 5:33 AM
17	Mountain bike track with accomodation more natural bush guiding and camping	12/10/2021 5:24 AM
18	Giving people a reason to stay the night. Highlight attractions in the area. Clear attraction boards in town giving directions of nearby attractions & activities	12/9/2021 9:50 AM
19	Refill Teddington reservoir	12/9/2021 6:29 AM
20	the main street needs to activated	11/23/2021 2:42 PM
21	x	11/23/2021 1:16 PM



9.3. Providing Sustainable Infrastructure

9.3.1. Providing Sustainable Infrastructure

Nil

9.4. Improve Organisational Effectiveness

9.4.1. Stawell Grampians Gate Caravan Park New Lease Approval

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

Purpose

The purpose of this report is for Council to finalise the approval process to enter into a new formal lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park.

Summary

Braaaauer Management Pty Ltd is the current tenant of the Stawell Grampians Gate Caravan Park with a *Crown Land (Reserves) Act 1978* 17D (Retail) lease expiring 29 February 2032 and has requested approval for a new 21 year lease to ensure their future and continued investment at the caravan park. Public notice was given of Council's intention to enter into a new lease with no submissions received. This report is to approve the new lease and give authorisation to sign lease documents.

Recommendation

That Council:

- 1. enters into a new lease agreement with Braaaauer Management Pty Ltd. for the Stawell Grampians Gate Caravan Park, and**
- 2. authorises the Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

RESOLUTION

That Council:

- 1. enters into a new lease agreement with Braaaauer Management Pty Ltd. for the Stawell Grampians Gate Caravan Park, and**
- 2. authorises the Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

Moved: Cr Kevin Erwin
Seconded: Cr Rob Haswell

Carried

Background/Rationale

At its meeting on 7 February 2022, Council resolved to:

1. agree to commence the process to enter into a new lease with Braaaauer Management Pty Ltd to provide continued investment in the Stawell Grampians Gate Caravan Park,
2. give notice of its intention to enter into a new 21 year s17D Crown Land lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park, and
3. in respect of the above notice, seeks submissions from any person pursuant to section 223 of the *Local Government Act 1989*.

Public notice was given in the Weekly Advertiser on 16 February 2022 and on the council website. No submissions have been received by council as a result of this notice.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 1989 s223

Local Government Act 2020 s115

Crown Land (Reserves) Act 1978 s17D

Options

Option 1

Agree to enter into a lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park and authorise the Chief Executive Officer to sign the relevant lease documents as agreed by all parties.

[recommended]

Option 2

Not enter into a new lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park.

[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

In line with the council Community Engagement Policy, community engagement was undertaken in a manner modelled on section 223 of the *Local Government Act 1989* and public notice was given in local newspapers and the council website. Council is required to consider any submissions received prior to making a formal decision to enter into a lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park.

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.

Kylie Allen, Risk & Lease Management Officer

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

Attachments

Nil

9.4.2. CEO Employment and Remuneration Committee

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

Purpose

To formalise the establishment of the CEO Employment and Remuneration Committee and appoint councillor representatives.

Summary

On 6 December 2021 Council adopted the CEO Employment and Remuneration Policy (the policy) and agreed to the Terms of Reference of the CEO Employment and Remuneration Committee (the Committee).

The policy outlines the mechanism that will support the Council in fulfilling its obligations for the employment, management and remuneration of the Council's Chief Executive Officer and includes the establishment of the Committee.

Council must:

- establish the Committee
- appoint at least three Councillors, one of whom will be the Mayor, to the Committee
- appoint an independent member to the Committee
- appoint the independent member as Chairperson
- determine the rate of remuneration of the Independent Member of the Committee
- consider reports and recommendations from the Committee.

The requirement for Council to adopt a policy and establish a committee are requirements of the *Local Government Act 2020*.

Recommendation

That Council:

1. **formally establish the CEO Employment and Remuneration Committee**
2. **appoint at least three councillors, to be named, one of whom will be the Mayor, to the Committee.**

RESOLUTION

That Council:

1. **formally establish the CEO Employment and Remuneration Committee**
2. **appoint at least three councillors, to be named, one of whom will be the Mayor, to the Committee.**

Moved: Cr Eddy Ostarcevic

Seconded: Cr Kevin Erwin

Carried

Background/Rationale

Under section 45 *Local Government Act 2020* Council must adopt a policy to guide the employment, management and remuneration of the Chief Executive Officer. Council must also establish a committee to ensure Council meets its obligations and appoint at least three Councillors, one of whom will be the Mayor, to the Committee.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

CEO Employment and Remuneration Policy

Council Plan 2021-25 – Improve Organisational Effectiveness

Options

Option 1

That Council formally establish the CEO Employment and Remuneration Committee and appoint councillor representatives. **(Recommended)**

Council has the discretion on which councillors it appoints to the Committee as long as there are at least three councillors, one of whom will be the Mayor.

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/gender equality, 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 and Civic Support

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

Attachments

Nil

9.4.3. Delegations Update

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

Purpose

That Council resolves to adopt the updated S5 and S6 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 the instrument is signed.
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 the instrument is signed.
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 Eddy Ostarcevic

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:

The amendments are noted in red in the S5 and S6 Instruments, which are attached to the report.

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

- ss 74, ss 84F(2)(d), ss 84H(4), ss 84I(5), ss 84I(6)(a) and (b), ss 110(1A) of *Cemeteries and Crematoria Act 2003* have been inserted, and ss 83(2) has been amended,
- ss 19EA(3), ss 19IA(1) and (2), ss 19N(2), ss 38G(2), ss 39(2), ss 39A(6), ss 40(1), ss 40E, ss 43 and ss 45AC of the *Food Act 1984* have been inserted. ss 39A has been amended to reflect the new power to register or renew the registration of a food premises and ss 38G(4) amended to reference the correct provision.
- ss 12A of the *Planning and Environment Act 1987* has been removed as it has been repealed.
- ss 113(2) of the *Planning and Environment Act 1987* has been inserted in accordance to the *Planning and Environment Amendment Act 2021*,
- ss 91ZU, ss 91ZZC, ss 91ZZE, ss 142D, ss 142G, ss 142I, ss 206AZA, ss 207ZE, ss 311A and ss 317ZDA of the *Residential Tenancies Act 1997* have been removed from the S6 and inserted in the S7,
- ss 96 of the *Road Management Act 2004* has been inserted to enable a delegate to authorise a person for the purpose of instituting legal proceedings,
- The *Residential Tenancies Regulations 2021* have been removed.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2021

Council Plan 2021-25 – Improve Organisational 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/gender equality, 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

1. S 5 Instrument of delegation Council to CEO January 2022 Update [9.4.3.1 - 4 pages]
2. S 6 Instrument of Delegation Council to members of staff January 2022 update with comments [9.4.3.2 - 76 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 4 April 2022;
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.

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

.....
Witness

Date:.....

Signed by the Mayor in the presence of:

.....
Witness

Date:.....

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 approving the borrowing of 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.

S6 Instrument of Delegation – Members of Staff

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
"CECS" means	: Coordinator Environment and Community Safety
"CEO" means	: Chief Executive Officer
"CES" means	: Coordinator Engineering Services
"CSD" means	: Coordinator Sustainable Development
"EHO" means	: Environmental Health Officer
"DIA" means	: Director Infrastructure and Amenity
"GE" means	: Graduate Engineer
"IE" means	: Infrastructure Engineer
"MBS" means	: Municipal Building Surveyor
"MCSA" means	: Manager Community Safety and Amenity
"MGCS" means	: Manager Governance and Civic Support
"MI" means	: Manager Infrastructure
"MO" means	: Manager Operations
"SPO" means	: Senior Planning Officer
"P" means	: Strategic Planner and Statutory Planning Officer
"TLPS" means	: Team Leader Permit Support
"TLCS" means	: Team Leader Community Safety

3. declares that:

- 3.1 this Instrument of Delegation is authorised by "**a resolution**" of Council passed on **4 April 2022**; 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	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	CEO, DIA, MCSA	
s 15(4)	Duty to keep records of delegations	CEO, DIA, MCSA	
s 17(1)	Power to employ any persons necessary	CEO, DIA, MCSA	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO, DIA, MCSA	

s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO, DIA, MCSA	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	CEO, DIA, MCSA	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	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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>	CEO, DIA, MCSA	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	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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))	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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)	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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.	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	CEO, DIA, MCSA	
s 20(1)	Duty to set aside areas for the interment of human remains	CEO, DIA, MCSA	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO, DIA, MCSA	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	CEO, DIA, MCSA	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO, DIA, MCSA	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CEO, DIA, MCSA	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CEO, DIA, MCSA	Subject to the Minister approving the purpose

s 40	Duty to notify Secretary of fees and charges fixed under s 39	CEO, DIA, MCSA	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	CEO, DIA, MCSA	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	CEO, DIA, MCSA	Report must contain the particulars listed in s.57(2)
s 59	Duty to keep records for each public cemetery	CEO, DIA, MCSA	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	CEO, DIA, MCSA	
s 60(2)	Power to charge fees for providing information	CEO, DIA, MCSA	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CEO, DIA, MCSA	
s 64B(d)	Power to permit interments at a reopened cemetery	CEO, DIA, MCSA	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO, DIA, MCSA	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	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 70(2)	Duty to make plans of existing place of interment available to the public	CEO, DIA, MCSA	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CEO, DIA, MCSA	
s 71(2)	Power to dispose of any memorial or other structure removed	CEO, DIA, MCSA	

s 72(2)	Duty to comply with request received under s72	CEO, DIA, MCSA	
s 73(1)	Power to grant a right of interment	CEO, DIA, MCSA	
s 73(2)	Power to impose conditions on the right of interment	CEO, DIA, MCSA	
s 74	Duty to offer a perpetual right of interment	CEO, DIA, MCSA	Provision commences on 1 March 2022 unless proclaimed earlier
s 75	Power to grant the rights of interment set out in s 75 (a) and (b)	CEO, DIA, MCSA	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CEO, DIA, MCSA	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	CEO, DIA, MCSA	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CEO, DIA, MCSA	
s 80(2)	Function of recording transfer of right of interment	CEO, DIA, MCSA	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO, DIA, MCSA	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	CEO, DIA, MCSA	Reference to 'sole holder' will no longer apply from 1 March 2022
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO, DIA, MCSA	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CEO, DIA, MCSA	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	CEO, DIA, MCSA	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	CEO, DIA, MCSA	

s 84(5)	Duty to pay refund to the previous holder or holders of the right of interment	CEO, DIA, MCSA	
s 84(6)(a)	Power to remove any memorial on the place of interment	CEO, DIA, MCSA	
s 84(6)(b)	Power to grant right of interment under s 73	CEO, DIA, MCSA	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO, DIA, MCSA	
s 86(4)	Power to take action under s 86(4) relating to removing and re-intering cremated human remains	CEO, DIA, MCSA	
s 86(5)	Duty to provide notification before taking action under s 86(4)	CEO, DIA, MCSA	

s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 88	Function to receive applications to carry out a lift and reposition procedure at a place of interment	CEO, DIA, MCSA	
s 91(1)	Power to cancel a right of interment in accordance with this section	CEO, DIA, MCSA	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 98(1)	Function of receiving application to establish or alter a memorial or place of interment	CEO, DIA, MCSA	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 100(1)	Power to require a person to remove memorials or places of interment	CEO, DIA, MCSA	
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)	CEO, DIA, MCSA	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO, DIA, MCSA	

s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CEO, DIA, MCSA	
s 102(1)	Power to approve or refuse (if satisfied of the matters in (b) and (c) an application under s 101	CEO, DIA, MCSA	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO, DIA, MCSA	
s 103(1)	Power to require a person to remove a building for ceremonies	CEO, DIA, MCSA	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO, DIA, MCSA	
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CEO, DIA, MCSA	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 108	Power to recover costs and expenses	CEO, DIA, MCSA	

s 109(1)(a)	Power to open, examine and repair a place of interment	CEO, DIA, MCSA	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO, DIA, MCSA	
s 112	Power to sell and supply memorials	CEO, DIA, MCSA	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CEO, DIA, MCSA	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CEO, DIA, MCSA	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CEO, DIA, MCSA	

s 119	Power to set terms and conditions for interment authorisations	CEO, DIA, MCSA	
s 131	Function of receiving an application for cremation authorisation	CEO, DIA, MCSA	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CEO, DIA, MCSA	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	CEO, DIA, MCSA	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
s 151	Function of receiving an application to inter or cremate body parts	CEO, DIA, MCSA	
s 152 (2)	Power to impose terms and conditions on authorisation granted under s150	CEO, DIA, MCSA	
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	CEO, DIA, MCSA	
sch 1 cl 8(8)	Power to regulate own proceedings	CEO, DIA, MCSA	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	CEO, DIA, MCSA	Where council is a Class A cemetery trust

sch 1A cl 8(8)	Power to regulate own proceedings	CEO, DIA, MCSA	Where council is a Class A cemetery trust subject to clause 8
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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	CEO, MCSA, CECS, TLCS	Council may delegate this power to a Council authorised officer

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEO, MCSA, CSD, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, 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, MCSA, CSD, 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, MCSA, CSD, 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, MCSA, CSD, 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, MCSA, CSD, 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, MCSA, CSD, 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, MCSA, CSD, EHO	Where Council is the registration authority

s 19CB(4)(b)	Power to request copy of records	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt ^o	CEO, MCSA, CSD, 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)	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEO, MCSA, CSD, EHO	Where Council is the registration authority

s 38D(3)	Power to request copies of any audit reports	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	CEO, MCSA, CSD, EHO	Where Council is the registration authority Only if satisfied of matters in s 39A (2)(a)-(c)
s 39A(6)	Duty to comply with a direction of the Secretary	CEO, MCSA, CSD, EHO	
S 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CEO, MCSA, CSD, EHO	

s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CEO, MCSA, CSD, EHO	
s 40F	Power to cancel registration of food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, MCSA, CSD, EHO	<u>Where Council is the registration authority</u>
s 43(1)	Duty to maintain records of the prescribed particulars	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 45AC	Power to bring proceedings	CEO, MCSA, CSD, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, SPO, P	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	CEO, MCSA, CSD, SPO, P	
s 4H	Duty to make amendment to the Victorian Planning Provisions available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P	
s 4I	Duty to keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	CEO, MCSA, CSD, SPO, P	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, MCSA, CSD, SPO, P	
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, MCSA, CSD, SPO, P	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO, MCSA, CSD, SPO, P	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO, MCSA, CSD, SPO, P	

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	CEO, MCSA, CSD, SPO, P	
	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)	CEO, MCSA, CSD, SPO, P	
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>	CEO, MCSA, CSD, SPO, P	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, MCSA, CSD, SPO, P	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO, MCSA, CSD, SPO, P	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, MCSA, CSD, SPO, P	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, MCSA, CSD, SPO, P	
s 17(2)	Duty of giving copy s 173 agreement	CEO, MCSA, CSD, SPO, P	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, MCSA, CSD, SPO, P	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, 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	CEO, MCSA, CSD, SPO, P	

s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, MCSA, CSD, SPO, P	Where council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, MCSA, CSD, SPO, P	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 21A(4)	Duty to publish notice in accordance with section	CEO, MCSA, CSD, SPO, P	
s 22	Duty to consider all submissions	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, MCSA, CSD, SPO, P	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, MCSA, CSD, SPO, P	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, MCSA, CSD, SPO, P	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 27(2)	Power to apply for exemption if panel's report not received	CEO, MCSA, CSD, SPO, P	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CEO, DIA, MCSA	Note: the power to make a decision to abandon an amendment cannot be delegated

s 28(2)	Duty to publish notice of the decision on Internet site	CEO, MCSA, CSD, SPO, P, TLPS	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, MCSA, CSD, SPO, P, TLPS	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, MCSA, CSD, SPO, P	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, MCSA, CSD, SPO, P	
s 32(2)	Duty to give more notice if required	CEO, MCSA, CSD, SPO, P	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, MCSA, CSD, SPO, P	
s 33(2)	Duty to comply with request by Authority under s.33(1) for information or assistance	CEO, MCSA, CSD, SPO, P	
s 34(1)	Function of consulting with Authority where exercising its powers likely to affect Council's functions	CEO, MCSA, CSD, SPO, P	
s 36(2)	Duty to give notice of approval of amendment	CEO, MCSA, CSD, SPO, P	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, MCSA, CSD, SPO, P	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, MCSA, CSD, SPO, P	
s 40(1)	Function of lodging copy of approved amendment	CEO, MCSA, CSD, SPO, P	

s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, MCSA, CSD, SPO, P, TLPS	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, MCSA, CDS, SPO, P, TLPS	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 46AW	Function of being consulted by the Minister	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	Where Council is a responsible public entity
s 46GJ(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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	

s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, MCSA, CSD, SPO, P	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO, MCSA, CSD, SPO, P	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO, MCSA, CSD, SPO, P	
s 46GP	Function of receiving a notice under s46GO	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	CEO, MCSA, CSD, SPO, P	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, MCSA, CSD, SPO, P	

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	CEO, MCSA, CSD, SPO, P	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, MCSA, CSD, SPO, P	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>	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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>	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)(a)	Function of receiving proceeds of sale	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, MCSA, CSD, SPO, P	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, MCSA, CSD, SPO, P	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, MCSA, CSD, SPO, P	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, MCSA, CSD, SPO, P	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, MCSA, CSD, SPO, P	

s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, MCSA, CSD, SPO, 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	CEO, MCSA, CSD, SPO, P	
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.	CEO, MCSA, CSD, SPO, P	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, MCSA, CSD, SPO, P	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, MCSA, CSD, SPO, P	
s 46QD	Duty to prepare report and give a report to the Minister	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	

s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, MCSA, CSD, SPO, P	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, MCSA, CSD, SPO, P, TLPS	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 50(4)	Duty to amend application	CEO, MCSA, CSD, SPO, P	
s 50(5)	Power to refuse to amend application	CEO, MCSA, CSD, SPO, P	
s 50(6)	Duty to make note of amendment to application in register	CEO, MCSA, CSD, SPO, P, TLPS	
s 50A(1)	Power to make amendment to application	CEO, MCSA, CSD, SPO, P	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, MCSA, CSD, SPO, P	
s 50A(4)	Duty to note amendment to application in register	CEO, MCSA, CSD, SPO, P, TLPS	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, 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	CEO, MCSA, CSD, SPO, P	

s 52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate	CEO, MCSA, CSD, SPO, P	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected	CEO, MCSA, CSD, SPO, P	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, MCSA, CSD, SPO, P	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, MCSA, CSD, SPO, P	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, MCSA, CSD, SPO, P	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, MCSA, CSD, SPO, P	
s 54(1)	Power to require the applicant to provide more information	CEO, MCSA, CSD, SPO, P	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, MCSA, CSD, SPO, P	
s 54(1B)	Duty to specify the lapse date for an application	CEO, MCSA, CSD, SPO, P	

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

s 58A	Power to request advice from the Planning Application Committee	CEO, MCSA, CSD, SPO, P	
s 60	Duty to consider certain matters	CEO, MCSA, CSD, SPO, P	
s 60(1A)	Power to consider certain matters before deciding on application	CEO, MCSA, CSD, SPO, P	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, MCSA, CSD, SPO, P	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, MCSA, CSD, SPO, P	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act</i> 2006.
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, MCSA, CSD, SPO, P	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, MCSA, CSD, SPO, P	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, MCSA, CSD, SPO, P	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, MCSA, CSD, SPO, P	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, MCSA, CSD, SPO, P	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, MCSA, CSD, SPO, P	
s 62(2)	Power to include other conditions	CEO, MCSA, CSD, SPO, P	

s 62(4)	Duty to ensure conditions are consistent with sss (a),(b) and (c)	CEO, MCSA, CSD, SPO, P	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, MCSA, CSD, SPO, P	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, MCSA, CSD, SPO, P	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, MCSA, CSD, SPO, P	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, MCSA, CSD, SPO, P	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, MCSA, CSD, SPO, P	
s 63	Duty to issue the permit where made a decision in favour of the application if objectors	CEO, MCSA, CSD, SPO, P	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	This provision applies also to a decision to grant an amendment to a permit- see s 75A

	recommending referral authority has objected to the grant of a permit		
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, MCSA, CSD, SPO, P	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, MCSA, CSD, SPO, P	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, MCSA, CSD, SPO, P	
s 69(2)	Power to extend time	CEO, MCSA, CSD, SPO, P	
s 70	Duty to make copy permit available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 71(1)	Power to correct certain mistakes	CEO, MCSA, CSD, SPO, P	

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

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	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CEO, MCSA, CSD, SPO, P	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, MCSA, CSD, SPO, P	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	CEO, MCSA, CSD, SPO, P	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, MCSA, CSD, SPO, P	
s 87(4)	Power to make a minor amendment to a permit	CEO, MCSA, CSD, SPO, P	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, MCSA, CSD, SPO, P	
s 91(2)	Duty to comply with the directions of the VCAT	CEO, MCSA, CSD, SPO, P	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, MCSA, CSD, SPO, P	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	CEO, MCSA, CSD, SPO, P	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, MCSA, CSD, SPO, P	

s 95(3)	Function of referring certain applications to the Minister	CEO, MCSA, CSD, SPO, P	
s 95(4)	Duty to comply with an order or direction	CEO, MCSA, CSD, SPO, P	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, MCSA, CSD, SPO, P	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, MCSA, CSD, SPO, P	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, MCSA, CSD, SPO, P	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, MCSA, CSD, SPO, P	
s 96F	Duty to consider the panel's report under s 96E	CEO, MCSA, CSD, SPO, P	
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>)	CEO, MCSA, CSD, SPO, P	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, MCSA, CSD, SPO, P	
s96J	Power to issue permit as directed by the Minister	CEO, MCSA, CSD, SPO, P	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	

s 97C	Power to request Minister to decide the application	CEO, MCSA, CSD, SPO, P	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, MCSA, CSD, SPO, P, TLPS	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, MCSA, CSD, SPO, 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	CEO, MCSA, CSD, SPO, P	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, MCSA, CSD, SPO, P	
s 97Q(4)	Duty to comply with directions of VCAT	CEO, MCSA, CSD, SPO, P	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, MCSA, CSD, SPO, P, TLPS	
s 98(1) & (2)	Function of receiving claim for compensation in certain circumstances	CEO, MCSA, CSD, SPO, P	

s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, MCSA, CSD, SPO, P	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, MCSA, CSD, SPO, P	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, MCSA, CSD, SPO, P	
s 107(1)	Function of receiving claim for compensation	CEO, MCSA, CSD, SPO, P	
s 107(3)	Power to agree to extend time for making claim	CEO, MCSA, CSD, SPO, P	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, MCSA, CSD, SPO, P	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, MCSA, CSD, SPO, P	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, MCSA, CSD, SPO, P	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, MCSA, CSD, SPO, P	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DIA, MCSA, CSD, SPO, P	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DIA, MCSA, CSD, SPO, P	Except Crown Land
s 129	Function of recovering penalties	CEO, MCSA, CSD, SPO, P	

s 130(5)	Power to allow person served with an infringement notice further time	CEO, MCSA, CSD, SPO, P	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DIA, MCSA, CSD, SPO, P	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, DIA, MCSA, CSD, SPO, P	
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)	CEO, MCSA, CSD, SPO, P	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CEO, MCSA, CSD, SPO, P	
s 171(2)(g)	Power to grant and reserve easements	CEO, MCSA, CSD, SPO, P	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, MCSA, CSD, SPO, P	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)	CEO, MCSA, CSD, SPO, P	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, MCSA, CSD, SPO, P	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	CEO, DIA, MCSA, CSD, SPO, P	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, DIA, MCSA, CSD, SPO, P	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	CEO, MCSA, CSD, SPO, P	
---	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	CEO, MCSA, CSD, SPO, P	
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	CEO, DIA, MCSA, CSD, SPO, P	
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	CEO, DIA, MCSA, CSD, SPO, P	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s178A(1)	CEO, DIA, MCSA, CSD, SPO, P	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DIA, MCSA, CSD, SPO, P	

s 178A(5)	Power to propose to amend or end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178B(1)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
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	CEO, DIA, MCSA, CSD, SPO, P	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, DIA, MCSA, CSD, SPO, P	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, DIA, MCSA, CSD, SPO, P	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DIA, MCSA, CSD, SPO, P	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	CEO, DIA, MCSA, CSD, SPO, P	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	CEO, DIA, MCSA, CSD, SPO, P	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	CEO, DIA, MCSA, CSD, SPO, P	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	CEO, DIA, MCSA, CSD, SPO, P	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	CEO, DIA, MCSA, CSD, SPO, P	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, DIA, MCSA, CSD, SPO, P	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)	CEO, DIA, MCSA, CSD, SPO, P	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, DIA, MCSA, CSD, SPO, P	
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	CEO, DIA, MCSA, CSD, SPO, P	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DIA, MCSA, CSD, SPO, P	
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	CEO, DIA, MCSA, CSD, SPO, P	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown Land	CEO, DIA, MCSA, CSD, SPO, P	

s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO, MCSA, CSD, SPO, P	
s 181(1A)(a)	Power to apply to the Register of Titles to record the agreement	CEO, MCSA, CSD, SPO, P	
s 181(1A)(b)	Duty to apply to the Register of Titles, without delay, to record the agreement	CEO, MCSA, CSD, SPO, P	
s 182	Power to enforce an agreement	CEO, MCSA, CSD, SPO, P	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, MCSA, CSD, SPO, P, TLPS	
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	CEO, DIA, MCSA, CSD, SPO, P	
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	CEO, DIA, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	
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	CEO, MCSA, CSD, SPO, P	

s 184G(2)	Duty to comply with a direction of the tribunal	CEO, DIA, MCSA, CSD, SPO, P	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, DIA, MCSA, CSD, SPO, P	
s 198(1)	Function to receive application for planning certificate	CEO, MCSA, CSD, SPO, P, TLPS	
s 199(1)	Duty to give planning certificate to applicant	CEO, MCSA, CSD, SPO, P	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, MCSA, CSD, SPO, P, TLPS	
s 201(3)	Duty to make declaration	CEO, MCSA, CSD, SPO, P	
-	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	CEO, MCSA, CSD, SPO, P	
	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	CEO, MCSA, CSD, SPO, P	
	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	CEO, MCSA, CSD, SPO, P	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, MCSA, CSD, SPO, P	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, MCSA, CSD, SPO, P	

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s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under ss (1) as soon as possible	CEO, MCSA, CSD, SPO, P	
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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	CEO, MCSA, CSD, EHQ	Where Council is a public statutory authority engaged in the provision of housing
s-91ZZC(1)	Power to give renter a notice to vacate rented premises	CEO, MCSA, CSD, EHQ	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
s-91ZZE(1)	Power to give renter a notice to vacate rented premises	CEO, MCSA, CSD, EHQ	Where Council is a public statutory authority engaged in the provision of housing
s-91ZZE(3)	Power to publish Council's for eligibility for the provision of housing	CEO, MCSA, CSD, EHQ	Where Council is a public statutory authority engaged in the provision of housing
s-142D	Function of receiving notice regarding an unregistered rooming house	CEO, MCSA, CSD, EHQ	
s-142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	CEO, MCSA, CSD, EHQ	
s-142G(2)	Power to enter certain information in the Rooming House Register	CEO, MCSA, CSD, EHQ	
s-142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CEO, MCSA, CSD, EHQ	
s-206A(2)	Function of receiving written notification	CEO, MCSA, CSD, EHQ	
s-207ZE(2)	Function of receiving written notification	CEO, MCSA, CSD, EHQ	
s-311A(2)	Function of receiving written notification	CEO, MCSA, CSD, EHQ	

s 317ZDA(2)	Function of receiving written notification	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	
s 522(1)	Power to give a compliance notice to a person	CEO, MCSA, CSD, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO, MCSA, CSD, EHO	
s 525(4)	Duty to issue identity card to authorised officers	CEO, MCSA, CSD, EHO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEO, MCSA, CSD, EHO	
s 526A(3)	Function of receiving report of inspection	CEO, MCSA, CSD, EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, DIA, MCSA	

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	CEO, 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	CEO, MI, DIA	
s 11(9)(b)	Duty to advise Registrar	CEO, MGCS	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, MI, DIA	Clause subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, MI, DIA	where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	CEO, DIA	where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	CEO, MI, DIA	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	CEO, 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	CEO, DIA	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	CEO, DIA	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	CEO, MI, DIA	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		CEO, MI, DIA	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria		CEO, DIA	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria		CEO, MI, DIA	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport		CEO, MI, DIA	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority		CEO, MI, DIA	
s 15(2)	Duty to include details of arrangement in public roads register		CEO, MI, DIA	
s 16(7)	Power to enter into an arrangement under s15		CEO, MI, DIA	
s 16(8)	Duty to enter details of determination in public roads register		CEO, MI, DIA	
s 17(2)	Duty to register public road in public roads register		CEO, MI, DIA	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use		CEO, MI, DIA	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		CEO, MI, DIA	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		CEO, MI, DIA	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		CEO, MI, DIA	Where Council is the coordinating road authority

s 18(1)	Power to designate ancillary area	CEO, MI, DIA	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	CEO, MI, DIA	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	CEO, MI, DIA	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, MI, DIA	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, MI, DIA	
s 21	Function of replying to request for information or advice	CEO, MI, DIA	Obtain consent in circumstances specified in s11(2)
s 22(2)	Function of commenting on proposed direction	CEO, MI, DIA	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	CEO, MI, DIA	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.	CEO, MI, MO, DIA	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CEO, MI, MO, DIA	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO, MI, MO, DIA	
s 42(1)	Power to declare a public road as a controlled access road	CEO, MI, DIA	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	CEO, MI, DIA	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	CEO, MI, DIA	Where Council is the coordinating road authority
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO, MI, DIA	If road is a municipal road or part thereof 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)	CEO, MI, MO, DIA		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	CEO, MI, DIA		
s 49	Power to develop and publish a road management plan	CEO, MI, DIA		
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, MI, DIA		
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, MI, DIA		
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, MI, DIA		
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, MI, DIA		
s 54(6)	Power to amend road management plan	CEO, MI, DIA		
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, MI, DIA		
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, MI, DIA		
s 63(1)	Power to consent to conduct of works on road	CEO, DIA, 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	CEO, MO, DIA		Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch7	CEO, MO, DIA		Where Council is the infrastructure manager or works manager

s 66(1)	Power to consent to structure etc		CEO, DIA, 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		CEO, MI, DIA	Where Council is the coordinating road authority
s 67(3)	Power to request information		CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
s 68(2)	Power to request information		CEO, DIA, 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		CEO, DIA	
s 85	Function of receiving report from authorised officer		CEO, MI, MO, DIA	
s 86	Duty to keep register re s85 matters		CEO, MI, MO, DIA	
s 87(1)	Function of receiving complaints		CEO, MI, MO, DIA	
s 87(2)	Power to investigate complaint and provide report		CEO, MI, MO, DIA	
s 96	Power to authorise a person for the purpose of instituting legal proceedings		CEO, MI, MO, DIA	
s 112(2)	Power to recover damages in court		CEO, MI, MO, DIA	
s 116	Power to cause or carry out inspection		CEO, MI, MO, DIA	
s 119(2)	Function of consulting with the Head, Transport for Victoria		CEO, MI, MO, DIA	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of Head, Transport for Victoria)		CEO, MO, DIA	
s 120(2)	Duty to seek consent of Head, Transport for Victoria to exercise road management functions before exercising power in s120(1)		CEO, MO, DIA	

s 121(1)	Power to enter into an agreement in respect of works	CEO, MO, DIA	
s 122(1)	Power to charge and recover fees	CEO, MO, DIA	
s 123(1)	Power to charge for any service	CEO, MO, DIA	
sch 2 cl 2(1)	Duty to make a decision in respect of controlled access roads	CEO, MI, DIA	
sch 2 cl 3(1)	Power to make policy about controlled access roads	CEO, MI, DIA	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, MI, DIA	
sch 2 cl 4	Function of receiving details of proposal from Head, Transport for Victoria	CEO, MI, DIA	
sch 2 cl 5	Duty to publish notice of declaration	CEO, MI, DIA	
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	CEO, MI, MO, DIA	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	CEO, MI, MO, DIA	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	CEO, MI, MO, DIA	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	CEO, MI, MO, DIA	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	CEO, MI, MO, DIA	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	CEO, DIA	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CEO, DIA, 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	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CEO, MO, DIA	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)	CEO, MO, DIA	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, MO, DIA	Where Council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7, cl 13(1)	CEO, MO, DIA	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CEO, DIA, 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	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, DIA, 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	CEO, MI, MO, DIA	Where Council is the coordinating road authority
sch7 cl 18(1)	Power to enter into an agreement	CEO, MI, MO, DIA	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, MI, MO, DIA	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	CEO, DIA, MI, , MO, CES, 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	CEO, MI, MO, DIA	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, MI, MO, DIA	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting – where road is not an arterial road	CEO, MO, DIA	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	CEO, MO, DIA	Where Council is the coordinating road authority
sch 7A cl 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting for arterial roads in accordance with cl 3(2) and 4	CEO, MO, DIA	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

CEMETERIES AND CREMATORIA REGULATIONS 2015				
[##These provisions apply to a Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53)]				
Column 1	Column 2	Column 3	Column 4	
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
r 24	Duty to ensure that cemetery complies with depth of burial requirements	CEO, MCSA, DIA		
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO, MCSA, DIA		
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO, MCSA, DIA		
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	CEO, MCSA, DIA		
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	CEO, MCSA, DIA		
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	CEO, MCSA, DIA		
r 30(2)	Power to release cremated human remains to certain persons	CEO, MCSA, DIA	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	CEO, MCSA, DIA		
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	CEO, MCSA, DIA		

r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	CEO, MCSA, DIA	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	CEO, MCSA, DIA	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	CEO, MCSA, DIA	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	CEO, MCSA, DIA	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	CEO, MCSA, DIA	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	CEO, MCSA, DIA	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	CEO, MCSA, DIA	
r 40	Power to approve a person to play sport within a public cemetery	CEO, MCSA, DIA	
r 41(1)	Power to approve fishing and bathing within a public cemetery	CEO, MCSA, DIA	
r 42(1)	Power to approve hunting within a public cemetery	CEO, MCSA, DIA	
r 43	Power to approve camping within a public cemetery	CEO, MCSA, DIA	
r 45(1)	Power to approve the removal of plants within a public cemetery	CEO, MCSA, DIA	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CEO, MCSA, DIA	

r 47(3)	Power to approve the use of fire in a public cemetery	CEO, MCSA, DIA	
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	CEO, MCSA, DIA	
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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 11(1)	Power to remove objects from a memorial or place of interment	CEO, DIA, MCSA	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	CEO, DIA, MCSA	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	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 14	Power to approve an animal to enter into or remain in a cemetery	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 16(1)	Power to approve construction and building within a cemetery	CEO, DIA, MCSA	See note above regarding model rules

sch 2, cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 18(1)	Power to approve digging or planting within a cemetery	CEO, DIA, MCSA	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	CEO, MCSA, CSD, SPO, P	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	CEO, MCSA, CSD, SPO, P	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	CEO, MCSA, CSD, SPO, P	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	CEO, MCSA, CSD, SPO, P	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, MCSA, CSD, SPO, P	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority

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

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	CEO, MCSA, CSD, EHO	
r 11	Function of receiving applications for registration	CEO, MCSA, CSD, EHO	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, MCSA, CSD, EHO	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, MCSA, CSD, EHO	
r 13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, MCSA, CSD, EHO	
r 13(4) & (5)	Duty to issue certificate of registration	CEO, MCSA, CSD, EHO	
r 15(1)	Function of receiving notice of transfer of ownership	CEO, MCSA, CSD, EHO	
r 15(3)	Power to determine whether notice of transfer is displayed	CEO, MCSA, CSD, EHO	
r 16(1)	Duty to transfer registration to new caravan park owner	CEO, MCSA, CSD, EHO	
r 16(2)	Duty to issue certificate of transfer of registration	CEO, MCSA, CSD, EHO	
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, MCSA, CSD, EHO	

r 18	Duty to keep register of caravan parks	CEO, MCSA, CSD, EHO	
r 19(4)	Power to determine where the emergency contact person's details are displayed	CEO, MCSA, CSD, EHO	
r 19(6)	Power to determine where certain information is displayed	CEO, MCSA, CSD, 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	CEO, MCSA, CSD, EHO	
r 22A(2)	Duty to consult with relevant emergency services agencies	CEO, MCSA, CSD, EHO	
r 23(2)	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, MCSA, CSD, EHO	
r 24(1)	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, MCSA, CSD, EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	CEO, MCSA, CSD, EHO	
r 26	Duty to have regard to any report of the relevant fire authority	CEO, MCSA, CSD, EHO	
r 28(C)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEO, MCSA, CSD, EHO	
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, MCSA, CSD, EHO	
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, MCSA, CSD, EHO	
r 40(4)	Function of receiving installation certificate	CEO, MCSA, CSD, EHO	

r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CEO, MCSA, CSD, EHO, BI	
sch 3, cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	CEO, MCSA, CSD, EHO, BI	

RESIDENTIAL TENANCIES REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 4 cl (a)(iii)	Power to approve any other toilet system	CEO, ML, DIA, MO	

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

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	CEO, DIA, MI, CES, IE, 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	CEO, DIA, MI, CES, IE, GE, MO, MCSA	Where council is the coordinating road authority

9.4.4. S11A Instrument of Authorisation and Appointment

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

Purpose

To appoint Council employee, Virginia McLeod by resolution, pursuant to section 147 of the *Planning and Environment Act 1987* as an authorised officer.

Summary

Under the *Planning and Environment Act 1987*, Council must authorise council employees to be authorised officers by a Council resolution. Virginia McLeod has commenced employment with Northern Grampians Shire Council and in order to perform all her duties, she requires the powers provided as an authorised officer.

Recommendation

That in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987*, Council resolves that:

1. Virginia McLeod be appointed and authorised as set out in the Instrument.
2. The Instrument comes into force immediately.
3. The Instrument remains in force until Council determines to vary or revoke it or the officer's employment with Northern Grampians Shire Council ceases.

RESOLUTION

That in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987*, Council resolves that:

1. Virginia McLeod be appointed and authorised as set out in the Instrument.
2. The Instrument comes into force immediately.
3. The Instrument remains in force until Council determines to vary or revoke it or the officer's employment with Northern Grampians Shire Council ceases.

Moved: Cr Kevin Erwin

Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

The attached S11A Instrument of Appointment and Authorisation provides for Council to appoint the nominated officer by resolution, pursuant to section 147 of the *Planning and Environment Act 1987*. The Instrument also includes the general appointment provision in section 313 of the *Local Government Act 2020* to commence proceedings for offences if required.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Planning and Environment Act 1987

Council Plan 2021-25 – Improve Organisational Effectiveness

Options

Option 1

That Council appoints Virginia McLeod as an authorised officer under the *Planning and Environment Act 1987*.

No other options are proposed as the Instrument of Appointment and Authorisation will enable the officer the ability to perform her council duties.

Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, 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 and Civic Support

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

Attachments

1. S 11 A Instrument of Appointment and Authorisation V Mc Leod [9.4.4.1 - 2 pages]

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

Northern Grampians Shire Council

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

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

In this Instrument "**officer**" means -

Virginia McLeod

By this Instrument of Appointment and Authorisation Northern Grampians Shire Council -

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

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied, revoked or the officer's employment with Northern Grampians Shire Council ceases.

This Instrument is authorised by a resolution of the Northern Grampians Shire Council made on

Date

..... Mayor/Councillor

..... Senior Officer

9.4.5. Formal Road Naming

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

Purpose

To formally name the unnamed road off King Street and Hill Street, Stawell.

Summary

To meet with statutory requirements for naming places in Victoria, Council at the 6 December Council Meeting resolved to give public notice of its intention to name the unnamed road off King Street and Hill Street, Stawell as Boothey Street. Three submission were received by nearby residents who requested alternative names. Council is asked to consider the submission received and to make a decision on the formal naming of this road.

Recommendation

That Council makes a decision to formally name the unnamed road off King Street and Hill Street, Stawell as Boothey Street or to go back out for public consultation.

RESOLUTION

That Council goes back out to the community for public consultation with an alternative name.

Moved: Cr Murray Emerson

Seconded: Cr Trevor Gready

Carried

Background/Rationale

Council is the road naming authority for local roads in accordance with Schedule 10 of the *Local Government Act 1989*, which empowers Council to name roads. Any road naming must be in accordance with Geographic Place Names legislation.

At its meeting on Monday, 6 December, Council agreed to commence the formal naming process and to give public notice of its intention to name the unnamed road as Boothey Street in recognition of Mr Walter Bartholemew (Bert) Boothey. The Stawell Historical Society recommended the road be named as Boothey Street as Mr Boothey and his parents John and Hannah were well known and respected in the area for many years. Mr Boothey owned a corner store in Cypress Street and he also owned all the land along the unnamed road, where they built one of the first houses in the area. As it is council's policy to name roads after original landholders this links the name with the place and recognises the contribution of early families to the area.



Public notice was given via an advert in the local newspapers, social media, website and letters to all nearby residents to the unnamed road. Three submissions were received requesting alternative names be considered.

Two submissions were not found to be compliant with the road naming rules and therefore cannot be considered. The third submission received requested that the road be named Fleetwood Smith Loop after cricketer, Leslie O'Brien "Chuck" Fleetwood-Smith who was born and raised in Stawell. Mr Fleetwood-Smith was a "wayward genius" of Australian cricket during the 1930s. A bowler that could spin the ball harder than any of his fellow peers. He is considered as the Shane Warne of his era and was regarded as a rare talent.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 1989

Geographic Place Naming Act 1998

Naming rules for places in Victoria

Council Plan 2022-25 – Improve Organisational Effectiveness

Options

Option 1

To name the unnamed road off the Stawell-Donald Road, Stawell as Boothey Street.

Option 2

That Council goes back out to the community for public consultation with an alternative name.

Implications

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

Finance - The naming of roads incurs administration, advertising and signage costs.

Risk Management - The naming of roads is a means to minimise risk and ensure the prompt delivery of emergency services.

Asset Management - The level of service will not increase as a result of the road being formally named. Signage is proposed.

Procurement

Not applicable

Community Engagement

Community consultation is an important part of the place naming process, providing any interested persons with an opportunity to comment prior to the road being formally named. Public notice was given in the Stawell Times-News and The Weekly Advertiser, on social media and on council's website inviting comment. Letters were also sent out to all nearby residents inviting feedback on the proposal.

Three submission were received on the naming of this road.

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 and Civic Support

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

Attachments

Nil

10. Notices of Motion or Rescission

Nil

11. Reports from Councillors/Committees

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

Cr Dempsey provided a report on her activities including the Victorian Local Government Association Councillor Conference which provided networking opportunities and a meeting with Minister Leane, the Stawell Tourism Action Plan meeting, Stawell Presentation Ball, Stawell Recreation Advisory Group Meeting and the inaugural Stawell Neighbourhood House Committee meeting and community consultation session with Passive Place.

Cr Ostarcevic provided a report on attending the St Arnaud Debutante Ball with the Mayor. He spoke of the concern in the community about the future lack of accredited building practitioners, the loss of work in the town and flow on impact on hardware businesses. He said as part of the St Arnaud Structure Planning there was discussion about corridors of residential properties and 111 houses were identified in St Arnaud that are derelict or unoccupied. He said these properties already have sewer and water connections and are zoned residential so therefore there is an opportunity to utilise existing capacity and how we do that is a challenge. He said there is a conversation to be had this week about land banking concepts and opportunities and recently the Federal Government has released their budget with \$2M initial funding to develop social and other housing; the is is something to explore at a community level. He said there is also an opportunity of new businesses registered in St Arnaud which will add value to local commodities, ie Luekens Safety Foods and this is part and parcel of the community's desire to build sustainability into the community. He said the community has to develop from within.

Cr Emerson spoke of the Stawell Gift and said in the last 28 days he has attended six meetings of the Stawell Gift Event Management Board along with the marketing arm and the CEO. He said the Stawell Gift needs the community to get behind the Stawell Gift Event Management Board, the Stawell Athletic Club and the professional Runners Board and support the Stawell Gift. He said if they don't we will be looking down the barrel of being very difficult to survive. He encouraged every member of the community to make sure to buy a ticket, go to the event, join in the activities and bring the Stawell Gift back to the elevated position it has always held around the world.

Cr Gready reported on attending the meeting with Cr Dempsey, it was interesting to listen to other councils and said we are very lucky at how our council meetings are run. He said he attended the Longerenong Graduation ceremony and it was great to see all the new young farmers graduate; the agriculture sector will be very promising with very excellent students. He said he attended the VLGA global panel discussion which was the first one that has been held online with councillors from Europe and Australia and there will be some very interesting things come out of that in the future.

RESOLUTION

That the reports be received.

Moved: Cr Murray Emerson
Seconded: Cr Kevin Erwin

Carried

12. Urgent Business

Nil

13. Public Question Time

Nil

14. 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.

14.1. C10 2021/22 - Supply and Install Sewer Pump Station

14.2. Fee Waiver Request

RESOLUTION

That items 14.1 and 14.2 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 Murray Emerson

Seconded: Cr Kevin Erwin

Carried

RESOLUTION

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

Moved: Cr Murray Emerson

Seconded: Cr Kevin Erwin

Carried

OPEN COUNCIL

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

14.1 That Council awards contract C10 2021/22 – Supply and Install Sewer Pump Station - Sloane Street, Stawell to S & R Engineering and Construction Pty Ltd and negotiates with GWMWater for their contribution toward the contract costs.

14.2 Council has agreed to waive its building permit application fees for an event.

15. Close

There being no further business the Mayor declared the meeting closed at 1.05pm.

Confirmed

A handwritten signature in black ink, appearing to be 'Tony Driscoll', written in a cursive style.

CR TONY DRISCOLL
MAYOR

Date: 2 May 2022