



Rural City of
Wangaratta

Agenda

For the Ordinary Council Meeting
Whorouly Recreation Reserve, 10 Memorial Park Drive - Whorouly VIC 3735
26 April 2022

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Rural City of Wangaratta Live Stream

Clause 24 of the Governance Rules provides the following:

“This public meeting is being recorded to improve access to the meeting for our community. The recording will be published and will be retained by Council in accordance with Council’s legal obligations. As a visitor in the public gallery, your presence may be recorded.”

1. Acknowledgement of Traditional Owners

We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders past, present and emerging and to Elders from other communities who may be here today.

2. Opening Prayer

Almighty God, we humbly ask thee to bless and guide this council in its deliberations so that we may truly preserve the welfare of the people whom we serve. Amen

3. Present

4. Absent

5. Acceptance of Apologies & Granting of Leave of Absence

Order of Business

6. Citizen Ceremony

7. Confirmation of Minutes

Recommendation:

That Council read and confirm the Minutes of the Ordinary Meeting of 29 March 2022 as a true and accurate record of the proceedings of the meeting.

8. Conflict of Interest Disclosure

In accordance with section 130 of the Local Government Act 2020 a councillor who has a conflict of interest in respect of a matter must disclose the conflict of interest in the manner required by Council's Governance Rules and exclude themselves from the decision making process in

relation to that matter, including any discussion or vote on the matter and any action in relation to the matter.

Clause 28.1 of Council's Governance Rules requires a councillor to indicate that they have a conflict of interest by clearly stating:

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

Immediately prior to the consideration of the item in which they have a conflict of interest, a councillor must indicate to the meeting the existence of the conflict of interest and leave the meeting.

A councillor who discloses a conflict of interest and leaves a Council meeting must not communicate with any participants in the meeting while the decision is being made.

9. Reception of Petitions

10. Hearing of Deputations

Presentation Of Reports

11. Councillor Reports

Nil

Officers' Reports

12. Executive Services

Nil

13. Community Wellbeing

Nil

14. Corporate Services

14.1 2022/23 Draft Budget

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	26 April 2022
Author:	Manager Finance
File No:	IC22/498

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to consider endorsing the 2022/23 Draft Budget (Draft Budget), which has been prepared in accordance with Section 94 of the *Local Government Act 2020*.

Recommendation:

That Council:

1. Endorses the 2022/23 Draft Budget attached to this report.
2. Authorises the Chief Executive Officer to:
 - a. give public notice of the preparation of the 2022/23 Draft Budget in the Wangaratta Chronicle on Friday 29 April 2022 inviting the public to make written submissions on the 2022/23 Draft Budget; and,
 - b. make available for public inspection the 2022/23 Draft Budget at the Wangaratta Government Centre; and,
 - c. publish the 2022/23 Draft Budget on Council's website; and,
 - d. receive written submissions up to 5pm Friday 27 May 2022.
3. Forms a Committee of Councillors to meet at a date to be confirmed to hear any person wishing to be heard in support of their written submission on the 2022/23 Draft Budget.
4. Considers all submissions when deliberating on the adoption of the 2022/23 Draft Budget, with or without amendment, at the Scheduled Council Meeting to be held on Tuesday 28 June 2022 at 6.00pm.

Background

The *Local Government Act 2020* provides that Council must:

- Prepare a budget for each financial year and the subsequent three financial years by June 30 – Section 94(1)

- Ensure the budget contains financial statements, a description of services and initiatives, the total amount that Council intends to raise by rates and charges, prescribed indicators of service performance and a statement as to how these will contribute to achieving the strategic objectives specified in the Council Plan required by the regulations – Section 94(2).
- Ensure the budget is developed in accordance with the financial management principles and its community engagement policy – Section 96(1).

Highlights

Headline figures of the Draft Budget include:

- Total income of \$89.26 million
- Total operating expenditure of \$71.11 million
- An accounting surplus of \$18.15m
- An adjusted underlying operating deficit of \$883k
- A capital works program of \$37.14 million, inclusive of \$6.65 million of works to be carried over from 2021/22
- A rate rise of 1.75% in line with the Fair Go Rate System cap
- No new borrowings

Capital Works Budget

The proposed capital works budget of \$37.14 million is made up of \$30.50 million of new works for 2022/23 and \$6.65 million of works from the 2021/22 capital works program.

The program will be funded by \$18.89 million of grant funding and \$18.25 million of Council cash from operations, reserves and investments.

The \$30.50 million of new works for 2022/23 includes:

- \$9.59 million for the WSAC extension (\$10.49 million over two years, with \$5.50 million of funding)
- \$2.8 million for the delivery of the King Valley Prosecco Road Masterplan (\$4 million over two years fully funded)
- \$1.5 million for Flood Mitigation Structures (\$5.4 million over two years, with \$3.5 million of State and Federal funding)
- \$1.83 million of gravel re-sheeting
- \$1 million for initial works to Newman Street Drainage
- \$350k for the Moyhu Hall Redevelopment
- \$251k for new footpaths
- \$100k to continue Wangaratta entrance beautification
- \$125k to complete delivery of the Everton Infrastructure Plan

A full listing of capital works projects can be viewed in Note 4.5 of the attached 2022/23 Draft Budget.

Surging demand for contractors and materials, supply shortages and bottlenecks following COVID restrictions, stimulus and other global events have caused delays to the delivery of the 2021/22 capital works program, as outlined in the 2021/22 Quarter 3 Forecast Review. As such, \$6.65 million of projects have been identified as being required to carry forward into the 2022/23 financial year. These projects are identified in Note 4.5.3 of the attached Draft Budget, and include Ned

Kelly Glenrowan Heritage Project \$2.63 million, Bowser Cell 6 Construction \$1.53 million and King Valley Prosecco Road Masterplan \$600k.

Operating Budget

Operational budget highlights include the continued delivery of Council's adopted Marketing and Branding Strategy, with large scale marketing promotion and awareness campaigns to attract visitors, new residents and investment. This is complimented by continued business attraction and investment activities, which will be guided by a review of the Economic Development and Tourism Strategy.

Other operational highlights include funding for the implementation of the Visitor Services Strategy, which includes the inclusion of visitor services at the new Ned Kelly Glenrowan Heritage Project Centre to capture and disseminate visitation through the municipality.

The Draft Budget also provides funding for the Environmental Sustainability Strategy, which will see actions implemented including education programs on energy efficiency and emission reduction plan deliverables.

Grant funding opportunities for the community in the budget year include \$192.5k for Community Grants across General, Access and Inclusion, Mental Health and Resilience and Active Wangaratta streams. This is in addition to \$90k identified for sponsorships by application.

Council has also made provision in the Draft Budget to deliver a traffic management plan with short and long term solutions for improving traffic management in the CBD, as identified in the Council Plan (item 5.1.3.4).

The impact of early receipt of 75 per cent of the 2022/23 Federal Financial Assistance Grants should be noted in respect of Council's budgeted 2022/23 operating position. As described in Council's 2021/22 Quarter 3 Forecast Review, much of this funding has been received in advance in 2021/22 and must be recognised on receipt. This timing difference has reduced projected operating grants in the 2022/23 budget, therefore reducing the budgeted adjusted underlying operating result.

Rates

The Fair Go Rate Cap of 1.75 per cent is reflected in the Draft Budget, resulting in projected general rates revenue of \$29.76 million. This is an increase to the 2020/21 Rate Cap of 1.5 per cent, which is reflective of increased CPI projections. The full rate cap has been applied to ensure Council is able to maintain revenues in line with inflation and fund projects and services that our community values into the future.

Property valuations are undertaken annually, with the Valuer-General being the sole valuation authority. Section 4.1.1 of the Draft Budget reflects preliminary revaluation data as at 1 January 2022. The valuations will not be finalised until June and therefore are subject to change, in addition to other changes that may occur through the finalisation of supplementary valuations. Section 4.1.1 including the rate in the dollar will be revised and disclosed prior to adoption of the 2022/23 Budget based on any such changes.

Current draft valuation data suggests an average capital improved value increase across the municipality of 28.66 per cent. This does not mean that Council will generate 28.66 per cent in additional rates, rather it will influence how much of the total rates revenue, which is capped at a 1.75 per cent increase, will be contributed by each individual property. Property owners may see

an increase or decrease to their Council rates depending on their individual property value movement relative to other properties in the municipality.

Movements in individual property valuations (capital improved value or CIV) are not yet certified by the Victorian Valuer-General and are difficult to communicate through the Draft Budget Document. Section 4.1.2(f) of the attached Draft Budget provides an indication of the valuation movements for each rating differential, however individual property valuation movements will not be advised until the 2022/23 annual rates and valuation notice for each property are distributed.

User Fees and Charges

User fees and charges have been reviewed by each operating unit to ensure they continue to represent the determined fee structure and account for increases to CPI, benchmarking and full-cost recovery where applicable. Many fees relating to hire of Council facilities including performing arts, gallery and library have been frozen in recent years due to the impact of COVID. As we adjust to COVID normal, these fees have largely been adjusted by CPI for the budget year.

Due to changes to the funding model for Aged and Community Care, fee increases are proposed for home care and domestic assistance beyond CPI. The proposed fees have been benchmarked against industry and designed to ensure Council is still able to provide these services to the community while remaining financially sustainable.

Kerbside waste charges are proposed to increase by 6% overall. Kerbside waste charges fund both the current operational requirements of collection and disposal of waste, including State Government Levies, in addition to future capital works and rehabilitation of landfill facilities.

Statutory fees and fines that are determined by prescribed fee or penalty units will be updated on publishing of the 2022/23 unit rates by the Department of Treasury and Finance.

Other Budget Influences

In preparing the Draft Budget, several internal and external influences have been taken into consideration, as they impact significantly on the services delivered by the Council in the budget period.

COVID has had an impact on Council's financial position since 2019/20, due to changed operating requirements and the significant impact to Council's ability to collect User Fees. The Draft Budget sees significant improvement to projected User Fee income, an important source of revenue outside of rates revenue and operating grants. This revenue stream however continues to remain susceptible to any future COVID related restrictions or changes to operating conditions should they occur.

Budgetary pressures extending into future years may include increases to Council's insurance premiums, having seen a further increase of 4.5 per cent this year following a number of years of increases of 15 per cent, the continued increase to the superannuation guarantee, possible outcomes from future employee bargaining agreement negotiations and the continued pressure of the rate cap, especially in an environment where cost inflation of materials and services Council procures far exceeds the 1.75 per cent rate cap.

Financial Performance Indicators

Section 5 of the attached Draft Budget documents Council's current and projected forecast across a number of prescribed indicators. These indicators are useful for analysing Council's financial position and are further supported by the Financial Policy Statements adopted in Council's Ten-Year Financial Plan.

Noteworthy results include strong working capital (greater than 100 per cent), indebtedness returning to within Financial Policy Statement guidelines (less than 60 per cent) over the budgeted and projected years and asset renewal and upgrade as a percentage of depreciation averaging 92 percent over the four budgeted and forecast years. Council's operating position remains close to breakeven, with the Financial Sustainability Program continuing to ensure this measure remains within target over the life of the Long-Term Financial Plan.

Policy Considerations

The Annual Budget resources the Council Plan to enable the outcomes in the Council Plan to be achieved, including the implementation of Council policies.

Financial/Economic Implications

	2021/22 Projected Full Year Forecast ('000s)	2022/23 Draft Budget ('000s)	Variance ('000s)	Comments
Revenue/Income	\$86,109	\$89,263	\$3,154	<ul style="list-style-type: none"> - Total non-recurrent capital grants have increased, reflecting the size and nature of proposed 2022/23 capital works program - Total operating grants have reduced as a number of non-recurrent programs do not continue - Total user fees increase, reflecting anticipated recovery from impacts of COVID - Rates and charges increase per the rate cap and published draft waste charges
Expense	\$76,105	\$71,108	(\$4,997)	<ul style="list-style-type: none"> - Decrease in expenditure largely reflective of non-recurrent operating expenditure in 2021/22 (including Gun Club Rehabilitation, COVID Outdoor Activation and Business Concierge funding, Managing Pests and Weeds) that will not continue into 2022/23.

Net Result (Accounting Surplus)	\$10,004	\$18,155	\$8,151	
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Legal/Statutory

The Draft Budget has been prepared in accordance with the requirements of the *Local Government Act 1989*, *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2014 No.17.

Social

The Draft Budget provides resources for the implementation of various strategies, plans, works and the delivery of services required to achieve the objectives of the Council Plan including an active and engaged community.

Environmental/Sustainability Impacts

Environmental and sustainability impacts have been considered when developing the Draft Budget, including funding the implementation of the Environmental Strategy Action Plan.

Strategic Links

The 2022/23 Draft Budget describes the resources required to deliver the strategic objectives of the Council Plan 2021-2025. See section 2 of the Draft Budget for services and major initiatives to be delivered under each strategic objective.

Risk Management

A well-planned budget will reduce the risk that Council will not be able to provide the services expected and required by the community.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Budget not adopted within statutory timeframes	Low	High	Medium	Ensure Budget timetable for adoption is adhered to.
Budget adopted without consideration of Long-Term Financial implications	Low	High	Medium	Ensure continual review of Council's Long-Term Financial Plan as part of budget setting process.
Budget adopted without consideration of ratepayer input	Low	High	Medium	Undertake community consultation.

Consultation/Communication

The Draft Budget has been developed in consultation with Managers, Leadership and Councillors to ensure it reflects delivery of the Council Plan.

The following deliberative engagement approach will now be taken in accordance with Council's Community Engagement policy:

Level of public participation	Stakeholder group	Tools/Techniques
Inform	Community	Undertake public exhibition process: Public notice in local newspaper and make available for viewing online and at Council's main office.
Involve	Community	Consider community submissions.

Following endorsement of the Draft Budget at the Scheduled Council Meeting on 26 April, the document will be placed on public exhibition for 28 days from Friday 29 April to invite submissions from the community.

The Draft Budget will be available for inspection at the Wangaratta Government Centre and on Council's website at www.wangaratta.vic.gov.au.

Anyone who makes a written submission can request to be heard by a Committee of Council in support of their submission. The proposed timeline is as follows:

Tuesday 26 April 2022	Ordinary Council Meeting to endorse the 2022/23 Draft Budget
Friday 29 April 2022	Invite the public to make submissions in response to the 2022/23 Draft Budget
Friday 27 May 2022	Submission period closes at 5:00pm
Early-June 2022 – date and time to be determined	If required, Council Committee is formed to hear submissions
Tuesday 28 June 2022	Adoption of the 2022/23 Budget at the June Ordinary Council Meeting

Options for Consideration

Council must prepare a Budget for the 2022/23 financial year to comply with the Act.

Options for consideration are:

1. Endorse the 2022/23 Draft Budget in the current state (refer to Attachment); or
2. Council recommends changes to the 2022/23 Draft Budget which are required to be made prior to the document being made available for public consultation and to receive submissions. This is not recommended as it risks that the organisation wouldn't have an adopted budget in place ready for the start the 2022/23 financial year which is in breach of the Act.

Conclusion

The Draft 2022/23 Budget reflects the resources required to deliver the Council Plan and has been developed with input from Councillors and Council Officers.

This report seeks Council to endorse and authorise the exhibition of the Draft 2022/23 Budget for public exhibition from 29 April 2022 to 27 May 2022.

Attachments

- 1 2022/23 Draft Budget [↓](#) 

14.2 Delegations

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	26 April 2022
Author:	Governance & Reporting Advisor
File No:	IC22/566

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to provide an update on the Council's suite of Instruments of Delegations.

Recommendation:

That Council endorse the delegation, functions and/or powers described in 'Instrument of Delegation to members of Council staff' as attached.

Background

Council provides a wide range of services to its residents and requires decisions to be made on an extensive range of matters. It is impractical for the elected Council members or the CEO to provide all these services and make all these decisions by themselves. The *Local Government Act 2020* (Vic) recognised this and allows for the Council and CEO to delegate some of their functions to other staff within the organisation who have the relevant expertise or knowledge on the subject matter. Some of these delegations have been amended to satisfy operational or legislative changes.

Maddocks law firm provides Council with regular notifications of amendments required to be made to the Instruments of Delegations as legislation and regulations evolve. The associated changes have been made, reviewed by the Corporate Management Team and are now presented to Council for formal adoption of the Instrument of Delegation to members of Council staff.

A summary of all the latest amendments required is included in the letter from Maddocks (Attachment 1). Council should note that in addition to the above, updates have also been made to the Instrument of Sub-Delegation by the CEO and minor incidental changes have been made to Instrument of Appointment and Authorisation, Instrument of Authorisation and Delegation by the Municipal Building Surveyor and Instrument of Delegation by the CEO. Those Delegations are authorised by the CEO and do not require a resolution of Council to be amended.

Attachment 2 is the current 'Instrument of Delegation to members of Council staff', last endorsed by Council in November 2021. Attachment 3 contains marked-up changes to this Instrument for reference only and Attachment 4 is the clean updated Delegation document, presented here to Council for final endorsement.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There are no financial or economic implications identified for the subject of this report.

Legal/Statutory

The *Local Government Act 2020* and its associated regulations sets out the legal requirements for delegations. Section 11 outlines a Council may delegate a power, duty or function to its Chief Executive Officer and section 47 of the Act outlines the Chief Executive Officer's power to delegate their powers to Council Officers. Further, the Chief Executive Officer is required to keep a register of their delegations.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Strategic Links

Council Plan 2021 – 2025

This report supports the 2021-2025 Council Plan through the following objectives and actions:

1. Strengthening our Leadership

- 1.1.1.6 Continue to provide transparency for the community regarding the information being considered in decision making processes.

Rural City of Wangaratta 2033 Community Vision

This report supports the 2033 Community Vision through the following objectives:

- Provide open and transparent communication to the community to build trust, respect and understanding.

Risk Management

Council risks facing legal issues if it acts outside its delegation. It is incumbent upon Council to ensure it acts in accordance with all delegations to ensure compliance with relevant legislative requirements.





Consultation/Communication

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Conclusion

Delegations form a key part of a Council's operations and provide for better efficiency and of key Council services. Delegations are regularly updated and Council will be notified.

Attachments

- 1 Maddocks Letter [↓](#) 
- 2 Instrument of Delegation to members of Council Staff Clean [↓](#) 
- 3 Instrument of Delegation to members of Council Staff Marked Up [↓](#) 
- 4 Instrument of Delegation to members of Council Staff November 2021 [↓](#) 

14.3 2021/22 Quarter 3 Forecast Review

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	26 April 2022
Author:	Manager Finance
File No:	IC22/583

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

The Quarter 3 Forecast Review is presented to Council to provide an update of Council's year-to-date (YTD) financial performance and expected full year forecast based on developments over the last two months.

Recommendation:

That Council endorses the Quarter 3 Forecast Review, including

1. The increase to the projected accounting surplus of \$2.28m
2. The reduction to the projected capital works program of \$6.595m, with \$6.647 of works identified to be carried forward to the Draft 2022/23 Budget
3. The addition of a \$70k (\$100k over two years) capital project for building renewals at the Children's Services Facility, and
4. The Environmental Upgrade Agreement Quarterly Statement.

Background

Council has completed its third quarter financial reporting process to manage and monitor its financial performance against budget. The Quarter 3 Forecast is the forecast position presented in the Draft 2022/23 Budget.

Council's projected accounting surplus has increased by \$2.28 million to \$10.0 million. The projected underlying operating deficit (calculated by removing capital related income from the accounting surplus) has decreased by \$3.27 million to \$1.52 million, largely due to the timing of receipt of recurrent federal grant funding.

The 2021/22 Capital Works Budget has decreased by \$6.595 million to \$24.32 million, with \$6.647 million of works identified to be carried over into the Draft 2022/23 Budget. Capital works delivery in 2021/22 has been challenging for all councils, impacted by a combination of Covid and bad weather earlier in the year. Shortages of supply continue for both materials and contractors, with the cost of materials such as steel increasing significantly. Council has a number of large tenders currently out in the market. It is anticipated Council will need to continue to respond and actively manage and adjust capital works delivery for the remainder of the year (and likely continuing into 2022/23), subject to supplier tender response rates and pricing.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

Rural City of Wangaratta 31 March 2022	21/22 Adopted Budget	21/22 Adopted Quarter 2 Forecast	21/22 Quarter 3 Forecast Review	21/22 Q2 to Q3 Forecast Variance
	\$'000	\$'000	\$'000	\$'000
Income	80,274	84,605	86,109	1,504
Expenses	70,102	76,878	76,105	(773)
Surplus / (deficit) for the year	10,172	7,727	10,004	2,277
Capital Works Expenditure	27,282	30,913	24,318	(6,595)

Income Statement – Surplus Increase

Council's Quarter 3 Forecast Review projects a \$2.277 million favourable movement to surplus.

The favourable forecast largely relates to a Federal Budget decision to pay Councils 75% of the Federal Financial Assistance Grants in advance. These grants are not tied to a specific performance obligation aside from Council operations and road maintenance and must therefore be recognised as income on receipt. This income is heavily relied on by all Local Governments to deliver the services and public facilities the community expect, need and enjoy. Council had budgeted to receive 50% in advance as is normal procedure, with the additional 25% received in advance for 2022/23 resulting in a forecast increase of \$2.28 million. A corresponding decrease to budgeted income has been reflected in the Draft 2022/23 Budget.

Grant funding relating to capital projects is subject to assessment under AASB 1058 Income for Not-for-Profit Entities, whereby Council cannot recognise income for a capital project unless the related performance obligations have been completed. For capital works, this usually means completion of the project, often recognised in stages. Of the \$6.647 million of capital works identified in the Draft 2022/23 Budget as required to be carried forward from 2021/22, there is \$1.42 million of funding tied to these projects that will also be carried forward.

Other forecast adjustments influencing the increase to projected surplus include an increase to contributions, reflective of Council receiving funds under a Developer Contribution Plan and decreases to employee costs as savings relating to vacancies and changes to operating conditions earlier in the year as a result of COVID restrictions are realised.

Capital Works Program – Decrease to Budget

The capital works program is forecast to decrease by \$6.595 million to \$24.32 million, due to a mix of projects identified to be carried forward, the inclusion of new projects, and savings identified for completed projects.

Council continues to experience challenges in respect of contractor and materials availability, with delays of up to 25 weeks being experienced for some projects. These challenges are echoed across many Local Government counterparts and are reflective of surging demand, supply shortages and supply bottlenecks following COVID restrictions and stimulus.

Projects identified to be carried forward into the Draft 2022/23 Budget include:

- \$2.63 million for the Ned Kelly Glenrowan Heritage Project. This is a multi-year project worth \$5.3 million, with \$2.7 million of grant funding.
- \$1.5 million for Bowser Landfill Cell 6 Construction
- \$600k for the King Valley Prosecco Road Masterplan Implementation. This is a multi-year project worth \$4m that is fully funded.
- \$602k for the Merriwa Park Retaining Wall Repairs
- Other projects totalling \$1.288 million, as detailed in the attached Statement of Capital Works and note 4.5.3 of the Draft 2022/23 Budget.

New projects identified and recommended are:

- \$70k (\$100k over two years) for building renewal of the Children's Services Facility. The facility has undergone a service review and are delivering on operational recommendations and targets. These building renewals will improve the administration area and meeting spaces, to improve ways of working by better connecting the team and enhance the facilities available to users.
- \$50k for the Showgrounds Relief Centre. Council was successful in seeking \$2.039m of grant funding to improve the relief centre capacity of the Showground facility following the 2020 bushfires. This work will be delivered over two years, with works to commence this financial year.
- \$25k for Energy Efficiency Upgrades to preschool and kinder facilities – partially funded.

Balance Sheet

Council's working capital is in a strong position at 254% due to borrowings drawn down in 20/21, grant funding received in advance not yet recognised as a liability, and the delivery profile of Council's Capital Works Program. Liquidity is forecast to reduce over the remainder of the financial year as delivery of the 21/22 Budget continues, though will stay within the levels identified in Council's Ten-Year Financial Plan.

Collection of rates continues to progress, with only 3.8% of rates and charges in arrears. Ratepayers having trouble paying are encouraged to contact Council to negotiate a payment arrangement.

Environmental Upgrade Agreements – Quarterly Statement

Environmental Upgrade Agreements provide funding for sustainability or climate adaptation building upgrades. Under these loans, a lender provides finance to the property owner for the upgrade and repayment of the loan is administered through Council rates.

Section 181G of the *Local Government Act 1989* requires the Council prepare a quarterly statement in respect of Environmental Upgrade Agreements.

Council entered into no new Environmental Upgrade Agreements during the third quarter of 2021/22.

There are two Environmental Upgrade Agreements in operation with a total value of \$57,048.33. Charges due this year total \$3,942.65. Total payment of \$1,090.17 fell due this quarter, which was paid in full.

Legal/Statutory

In accordance with section 94 of the *Local Government Act 2020* (the Act), Council must prepare a budget for each financial year. Additionally, section 101 of the Act requires Council to apply principles of sound Financial Management. Section 97 of the Act requires the Chief Executive Officer, at least every three months, to prepare a statement comparing the budgeted financial performance with the actual performance to date and present this report to Council.

Section 181G of the *Local Government Act 1989* requires the Council prepare a quarterly statement in respect of Environmental Upgrade Agreements.

Social

Social benefits of the delivery of Council services and projects are outlined in the 2021/22 Budget and in the Council Plan 2021-25.

Environmental/Sustainability Impacts

Council budgets for and delivers several projects that support its Environmental Sustainability Strategy.

Strategic Links

Council Plan 2021 – 2025

This report supports the 2021-2025 Council Plan through the following objectives and actions:

1. Strengthening our Leadership

- a. Maintain liquidity ratio – target > 100%
- b. Ensure Council's financial sustainability through transparent and accountable financial management.
- c. Undertake regular and transparent reporting against council's adopted Annual Budget.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Poor performance against budget	M	M	M	Regular monitoring and reporting of the budget position
Covid-19 economic impacts exceed forecasts	M	H	H	Monthly review of forecasts

Consultation/Communication

Consultation has been undertaken with Council Managers and Corporate Management Team and the matter is now ready for Council consideration.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Options for Consideration

1. That Council endorse the Quarter 3 Forecast Review – recommended.
2. That Council endorse the Quarter 3 Forecast Review and proposes any recommendation(s) for alternative changes to the 2021/22 Budget forecast.

Conclusion

The Quarter 2 Forecast Review reports year-to-date performance against budget and projected full year forecast adjustments.

Attachments

- 1 Financial Statements - 2021/22 Quarter 3 Forecast Review [↓](#) 

15. Infrastructure Services

15.1 Merriwa Park Masterplan adoption

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	26 April 2022
Author:	Project Officer
File No:	IC22/96

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to with a recommendation to adopt the Merriwa Park Masterplan, following a 60-day public exhibition period which received 55 formal submissions.

The final Masterplan has provided a 10-year action plan for implementation and delivery of future works. Whilst establishing a key vision for the park “to protect and enhance Merriwa Park’s beautiful natural environment and provide an environment of fun and relaxation, with activities for the whole family to enjoy”.

Council Officers are satisfied the appropriate community consultation has occurred and incorporated where possible into the final plan.

Recommendation:

That Council adopt the Merriwa Park Masterplan April 2022.

Background

Merriwa Park is located in Ryley Street, Wangaratta tucked away within Wangaratta’s CBD. Merriwa Park is a large, beautiful park.

The existing Masterplan for Merriwa Park was developed in 2014. Since this Masterplan was developed Council have completed several plans and feasibility studies which have impacted on the usage of Merriwa Park and its aging infrastructure.

The Masterplan will assist Council to confidently plan future investments within the park and ensure the park is developed in line with the community’s expectations.

At the November Council Meeting last year, the draft Masterplan was recommended for public consultation. Following the 60-day public consultation period, 55 formal submissions were received. Overall submissions received were supportive, identifying the below key themes which have been incorporated into the final Masterplan.

Key themes:

- Concerns no bus parking

- Removal of the Bike Hub
- Tree removal Ryley Street
- Artwork & Wayfinding Signage
- Fernery Improvements
- Water Quality Concerns
- Concerns around the promotion of fishing within the lagoon
- Request for additional improvements to the Soundshell
- Rear car parking
- Rear toilets to remain
- Footpath construction to be gravel / natural

Implications

Policy Considerations

Procurement Policy.

Financial/Economic Implications

The 10-year masterplan has an estimated implementation cost of \$6.5M (ex GST), which will be incorporated into Council's Long Term Financial Plan.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

The Masterplan will continue to build on the characteristics of Merriwa Park and enhance the park's natural environment to provide a fun and relaxing environment for locals and visitors to enjoy.

Environmental/Sustainability Impacts

The Masterplan will look to preserve the significant remnant vegetation throughout Merriwa and Kaluna Parks for future generations.

Strategic Links

Council Plan 2021 – 2025

This report supports the 2021-2025 Council Plan through the following objectives and actions:

- 1. Strengthening our Leadership**
Adopt and maintain a responsible and transparent 10 Year Financial Plan
- 2. Valuing our Environment**
Enhance urban vegetation corridors for environmental, recreational, and aesthetic benefit to the community.
- 3. Expanding our Lifestyle**
Develop a Masterplan to improve the waterways and community infrastructure at Merriwa Park including the junction of the Ovens and King Rivers.

Rural City of Wangaratta 2033 Community Vision

This report supports the 2033 Community Vision through the following objectives:

- Beautiful and accessible parks, gardens and open spaces
"We maintain our parks and gardens, reserves and open spaces to ensure the safety and enjoyment of our people and the protection of our spaces".

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community dissatisfaction	Possible	Moderate	Medium (6)	Community consultation
Budget expectations	Possible	Major	High (7)	Actions adopted into the LTTP where possible / External funding will be required.

Consultation/Communication

Prior to the development of the draft Masterplan online stakeholder engagement sessions were held with key stakeholders shown below to capture their needs for the future development of Merriwa Park.

Key stakeholders:

- Wangaratta Lawn Tennis Club
- Wangaratta Lions Club
- Wangaratta Urban Landcare Group

Community feedback was captured through one online community engagement session which received only three attendees, in addition to an online survey which received 30 detailed responses.

The draft Masterplan was placed on public exhibition for 60 days. The draft Masterplan was further promoted via signage installed throughout the park and social media posts.

Following public consultation 55 submissions received, which identified the below key themes.

A summary of how these key themes were addressed in the final plan is reflected below:

Themes	How will this be achieved?
Concerns no bus parking	Bus parking is proposed on Ryley Street, with improvements to be undertaken to improve pedestrian access to the park. Consideration for bus access during events will remain.
Removal of the Bike Hub	Proceed to relocate / determine usage requirements as per draft plan.
Tree removal Ryley Street	Trees to remain.
Artwork & Wayfinding Signage	Improve this action, particularly around Ryley Street.
Fernery Improvements	Build on current actions to include additional infill planting, re-establishment of the "loop track" and path improvements.

Themes	How will this be achieved?
Water Quality Concerns	Develop a management plan to undertake improvements to improve water quality, via water filtration and sediment control.
Concerns around the promotion of fishing within the lagoon	Fishing to be removed from the plan.
Request for additional improvements to the Soundshell	Provide support to the Lions Club to seek funding for future upgrades.
Rear car parking	Rear parking provisions will remain and further highlighted in the final plan.
Rear toilets to remain	Rear toilets are to be removed. New toilets suitable for small events installed closer to the playspace. Adequate space has been retained for portable toilet hire at the rear of the park for large events.
Footpath construction to be gravel / natural	Final plan will reflect granitic paths where suitable.

All formal submissions have received a personalised response from Council on how their feedback was included, or how their needs will be addressed outside of this Masterplan.

Officers believe that appropriate consultation has occurred, and the matter is now ready for Council consideration.

Options for Consideration

1. Adopt the final Merriwa Park Masterplan
2. Defer the adoption of the Masterplan, recommending further review

Conclusion

Council Officers are satisfied that appropriate community engagement has been undertaken and recommend adopting the Merriwa Park Masterplan.

Attachments

- 1 Merriwa Park Masterplan [↓](#) 

15.2 Draft Asset Plan: 2022-2032

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	26 April 2022
Author:	Acting Asset Planning Coordinator
File No:	IC22/307

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to seek endorsement to place the Draft Asset Plan 2022-2032 on Public Exhibition for a period of 28 days from 27 April 2022.

Council must maintain an Asset Plan of 10 year strategic and financial outlook within the Integrated Strategic Reporting and Planning Framework in accordance with Section 92 of the Local Government Act 2020. The first Asset Plan must be adopted by 30 June 2022, and thereafter by 31 October in the year following a general election.

This report presents the Rural City of Wangaratta's inaugural Asset Plan delivered under the Act.

Recommendation:

That Council:

1. Endorses the Draft Asset Plan 2022-2032 for public exhibition for a period of 28 days from 27 April 2022.
2. Reviews and considers adopting the Draft Asset Plan 2022-2032 at a future Ordinary Council Meeting taking into consideration all submissions made.
3. If no submissions requesting changes are received, adopts the Draft Asset Plan 2022-2032 without further resolution.

Background

The *Local Government Act 2020* (the Act) mandates Councils to undertake a principles-based approach to integrated strategic planning and reporting, including development of an Asset Plan with a ten year outlook.

The first Asset Plan must be adopted by Council prior to 30 June 2022 in accordance with Section 92 of the Act. Thereafter, by 31 October in the year following a general election.

The requirement for an Asset Plan in the Act is welcome recognition that asset management practices are an integral part of local government's business. Inclusion in the Integrated Strategic Reporting and Planning Framework acknowledges that decisions around assets are not made for the sake of assets alone, they are made in the pursuit of the delivery of the Community Vision and the Council Plan.

Local Government Victoria released its official guidance on preparation of the Asset Plan on 22 February 2022. The guidance specifies that an Asset Plan should be:

- Community Focused and Non-Technical
- Use reliable inputs (a robust and reliable asset register and annual budgeting forecasts)
- Integrated and Strategic with the Community Vision and Financial Plan

In accordance with the guidance, the key components delivered in this Draft Asset Plan include commentary on:

- Strategic Intent
- Linkages to the Community Vision and Council Plan
- Financial Integration (to the Long Term Financial Plan)
- Summary of Asset Classes and Current State of the Assets assessment
- Challenges and Choices when managing Council's Assets

Implications

Given the Asset Plan is the last component of the Act to be delivered and has been segregated from other integrated strategic planning and reporting, in particular the development of the Financial Plan and Strategy, there is a risk that the plan remains less integrated in this first 4-year cycle. This will be mitigated by adopting greater collaboration in the Improvement Plan action items.

As individual Asset Management Plans in the Asset Portfolio level are developed and/or updated with detailed renewal modelling and financial forecasting, the Council Financial Plan will need to be revised and updated in accordance.

Policy Considerations

The Draft Asset Plan 2022-2032 follows the Local Government Victoria Asset Plan guidance released on 22 February 2022.

It is noted that the Act and guidance from Local Government Victoria has provided exemption from deliberative community engagement for this first iteration of the Asset Plan.

Financial/Economic Implications

The Draft Asset Plan 2022-2032 provides a current state of the assets summary for the Asset Portfolios of Transport (Roads, Paths, Bridges), Stormwater, Buildings and Open Spaces and provides commentary on current renewal forecasts and 10-year financial planned expenditure.

Legal/Statutory

The Asset Plan has been prepared in accordance with Section 92 of the Local Government Act 2020.

Social

The Draft Asset Plan 2022-2032 states how Council intends to manage \$768 M asset portfolio for which Council is the trusted custodian on behalf of residents, rate payers, business owners and visitors of the Rural City of Wangaratta.

Environmental/Sustainability Impacts

Environmental and sustainability impacts have been considered and discussed in the challenges and choices with respect to each Asset Portfolio in the Plan. Issues of environmental and

sustainability consideration will have a significant impact on how we choose to manage our assets both physically and financially into the future.

Strategic Links

Council Plan 2021 – 2025

This report supports the 2021-2025 Council Plan through the following objectives and actions:

1. Strengthening our Leadership

Action Item 1.2.1.3 Develop an Asset Management Plan that outlines the key elements involved in maintaining Council Assets

Other strategic links

This Asset Plan supports through the Integrated Strategic Reporting and Planning Framework:

- Rural City of Wangaratta 2033 Community Vision
- Council Plan 2021-2025
- Financial Plan 2021-2031
- Annual Budget

Risk Management

The Asset Plan 2022-2032 provides an overarching framework for the provision of sound asset management practice within the Rural City of Wangaratta. When adhered to and practiced well will reduce the risk that Council will not be able to support the \$768 M asset portfolio for which it is the trusted custodian on behalf of the community.

Consultation/Communication

Officers believe that appropriate consultation has occurred, and the matter is now ready for Council consideration.

It is noted that the Act and guidance from Local Government Victoria has provided exemption from deliberative community engagement for this first iteration of the Asset Plan.

Significant deliberative engagement has already occurred via the Shape Wangaratta Engagement Panel, community collaborators in the development of the Council Plan 2021-2025 and the Wangaratta Community Vision 2033 and the Financial Future Survey undertaken when developing the Financial Plan 2021-2031.

Inputs from each of these previous engagements and consultations have been considered in development of the Asset Plan.

Following endorsement by Council, the Draft Plan will be placed on public consultation for a period of 28 days.

Options for Consideration

Endorses the Draft Asset Plan 2022-2032 for public exhibition.

Do not endorse and request officers to make further changes before public exhibition.

Conclusion

The draft Asset Plan 2022-2032 has been developed in accordance with Council's Engagement Policy and with consideration of the other complimentary Long Term 10 year strategic plans required under the Act, being the Community Vision and the Financial Plan.

This asset plan will help guide future financial decisions for long term growth and renewal planning resource allocation in the pursuit of sound asset management practices for the benefit of the whole community within the Rural City of Wangaratta.

Attachments

- 1 Draft Asset Plan 2022-2032 [↓](#) 

16. Development Services

16.1 Sale of Land - 75 Carboor-Whorouly Road, Whorouly South

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	26 April 2022
Author:	Manager - Economic Development, Environment & Strategy
File No:	IC22/676

The following Council officer has provided input in relation to this report and has disclosed a perceived conflict of interest regarding the matter under consideration:

•**Officer: Manager- Economic Development, Environment & Strategy**

The Council officer has not made any decisions related to this matter.

It has been assessed that it is still appropriate that the Officer completed this report as they are the only person with expertise in certain areas of the report, their line manager has determined that any perceived conflict of interest has not influenced the advice provided, and because the decision-making parties on this matter are Council's Corporate Management Team and Councillors, not the Officer concerned.

Executive Summary

This report is presented to Council to finalise Council's statutory process to sell the land at 75 Carboor-Whorouly Road, Whorouly South being the land described in Certificates of Title being Crown Allotment 77E, Parish of Whorouly Volume 6045 Folio 886 and Crown Allotment 77D, Parish of Whorouly Volume 5462 Folio 254.

In accordance with *Local Government Act 2020* (the Act) a consultation period for the sale of council land has been completed. The parcel of land (the former Whorouly South Community Centre and Scout Hall), has been vacant and underutilised for a number of years, and is no longer required by Council.

Two Expressions of Interest were received from surrounding landowners, and it is recommended to proceed to sell the land to one of these interested parties.

Recommendation:

That Council:

1. Agrees to proceed to sell the land at 75 Carboor-Whorouly Road, Whorouly South being the land described in Certificates of Title being Crown Allotment 77E, Parish of Whorouly Volume 6045 Folio 886 and Crown Allotment 77D, Parish of Whorouly Volume 5462 Folio 254, in accordance with section 114 of the *Local Government Act 2020*;
2. Seeks authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to rezone the land at 75 Carboor-Whorouly Road from Public Use Zone 3 (Health and Community) to Farming Zone.

3. Delegates to the Director Development Services responsibility to make any changes to documents as required by the Department of Environment, Land, Water and Planning or identified by Council officers in the preparation of the planning scheme amendment material.

Background

The subject land was the former site of the Whorouly South Community and Scout Hall (the Centre). The Centre buildings were demolished in August 2014.

At a Council meeting in July 2014 a request was put before Council to sell the land subject to community feedback and submissions. Council subsequently received 12 submissions from local residents opposed to Council selling the land to be absorbed into surrounding farmland.

As a consequence of the community opposition to the sale of the land, Council at the December 2014 Council meeting resolved to request that the community form an incorporated body (or source a willing incorporated body) to assume the operational management and maintenance of the Whorouly South Reserve and, upon notification of an eligible incorporated body, enter into a license agreement with Council for the management and maintenance of the Whorouly South Reserve. Council also resolved to review the agreement in three years' time to determine the on-going community support and use for the Whorouly South Reserve.

Council received another Expression of Interest to purchase the land more recently and while completing the relevant due diligence officers found that the above resolution and requirements had not been completed, despite efforts of Council officers to negotiate the management of the site with the community and a incorporated body.

The land is no longer required by Council and in December 2021 Council resolved to give public notice of its intention to sell the land at 75 Carboor-Whorouly Road, Whorouly South and consider the sale of this land at a future Council meeting.

Council officers completed the Notice of Intention to Sell Land in accordance with *Local Government Act 2020*, placing notices on Council's website and in the Wangaratta Chronicle, the submission period was open for six weeks (17 December 2021 to 28 January 2022) - (see **Attachment 1**). No objections or submissions were received during this time and officers are now of the view that council can proceed with the sale of land, and rezoning of the land from Public Use Zone 3 (Health and Community) to Farming Zone through a planning Scheme amendment.

Eligible surrounding landowners were provided with an opportunity to submit an Expression of Interest to purchase the land and two Expressions of Interest were received.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

Expenditure will be incurred for the valuation and will be provided for under the Sale of Land budget FY21/22. Legal costs associated with the contract of sale and completion of it, will be also incurred and these will be offset by the sale of the property.

Legal/Statutory

Local Government Act 2020 – Section 114

Restrictions on power to sell or exchange land

1. Except where section 116 applies, if a Council sells or exchanges any land it must comply with this section
2. Before selling or exchanging the land, the Council must—
 - a. at least 4 weeks prior to selling or exchanging the land, publish notice of intention to do so
 - i. on the Council's Internet site; and
 - ii. in any other manner prescribed by the regulations for the purposes of this subsection; and
 - b. undertake a community engagement process in accordance with its community engagement policy; and obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the Valuation of Land Act 1960 a valuation of the land which is made not more than 6 months prior to the sale or exchange.

Social

Council acknowledges that Whorouly South has a strong community focus with access to good facilities and a reserve nearby in Whorouly. The subject land has not been used by the community for many years.

Environmental/Sustainability Impacts

The site will be maintained by the future landowner including appropriate noxious weed control.

Strategic Links**Council Plan 2021 – 2025**

This report supports the 2021-2025 Council Plan through the following objectives and actions:

1. Strengthening our Leadership

- 1.1 An engaged and connected community

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Conducted Community Engagement for the proposed sale of land	Completed Notification on Council Website and Advertised in Local Paper
Consult	Notice to sell the land went out to community consultation for a period of 6 weeks until 28 th January 2022	Website and Local Paper

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Options for Consideration

Council agrees to proceed with the sale of land at 75 Carboor-Whorouly Road, Whorouly South and authorises council officers to proceed with a planning scheme amendment to rezone the land from Public Use Zone 3 (Health and Community) to Farming Zone

Council does not give approval to proceed with the sale of land at 75 Carboor-Whorouly Road, Whorouly South and does not authorises council officers to proceed with a planning scheme amendment to rezone the land from Public Use Zone 3 (Health and Community) to Farming Zone.

Conclusion

Council officers have undergone a review of the history of the site and the previous Council decisions and found that the site is not being used for its intended purpose as noted in the Council resolutions.

Council gave notice of the intention to sell the land as required under the Act and undertook a formal Expression of Interest process to ensure a fair and equitable procedure for eligible surrounding landowners to express interest in purchasing the land. Two Expressions of Interest were received and officers recommend selling the land to one of these interested parties.

The requirements for the sale of land under *Local Government Act 2020* have been met and it is appropriate to proceed with the sale of land at 75 Carboor-Whorouly Road, Whorouly South.

Attachments

- 1 Notice of Intention to Sell Land - 75 Carboor-Whorouly Road [↓](#) 

17. Special Committee Reports

Nil

18. Advisory Committee Reports

Nil

19. Minutes of Advisory Committee Meetings

Nil

20. Notices of Motion

Nil

21. Urgent Business

22. Public Question Time

23. Confidential Business

Nil

24. Closure of Meeting

Attachments



Rural City of
Wangaratta

Draft Budget

2022-23



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Disclaimer

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2014*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

Mayor and CEO's Introduction

The 2022/23 Budget reflects a time of recovery, stabilisation, and growth for our community as we begin to transition out of the social and economic challenges presented to us throughout the COVID-19 pandemic.

The Council Plan and Community Vision remain a focus behind the development of this document; setting out clear community aspirations and Council's delivery commitments to bring these to life. This budget allocates pragmatic funding to ensure delivery of the key projects on the path ahead.

The modest rate cap increase of 1.75%, as per the Victorian Government Fair Go System, applies pressure to the organisation's financial position given the far greater cost inflation occurring for materials and services. Council has undertaken thorough reviews of all service areas and reduced 2022/23 expenditure where possible to compensate. This protects the fiscal stability of the Rural City of Wangaratta whilst ensuring the continuing provision of essential services that will support the ongoing economic and social recovery of our community.

A Capital Works Program of \$30.50m will deliver transformational projects such as extension of the Wangaratta Sports and Aquatic Centre stadium and gym; the establishment of the Ned Kelly Glenrowan Project, and commencement of the exciting multi-year King Valley Prosecco Road Project. As these projects progress, our focus is to ensure they will contribute meaningfully to the economic growth of our municipality for years to come, in addition to providing increased social strength for our community.

The 2022/23 Budget reflects our commitment to providing sustainable, contemporary, community-focused services, and to maintaining the critical infrastructure and facilities that house these services across the municipality.

Key figures from the 2022/23 Budget are:

- \$30.50m of new Capital Works Program (\$37.14m with carry overs)
- 1.75% rate rise, in line with the Fair Go System rate cap
- Accounting Surplus of \$18.15m
- Adjusted Underlying Operating Deficit of \$883k

The Rural City of Wangaratta Council maintains a network of sealed and unsealed roads covering 1,978KM, 446 bridges and culverts, 277km of walking and cycling track, 39 playgrounds, in addition to 150 council buildings and facilities, 96 sporting and playing fields, four waste transfer stations, 26 community halls, the Wangaratta Performing Arts Centre, the Wangaratta Art Gallery and the Wangaratta Library.

To this end, Renewal Expenditure totals \$8.49m which will include:

- \$3.77m on road renewal
- \$1.34m on plant & equipment renewal

The Gravel Resheeting Program also continues with an annual investment of \$1.83m.

Council has been extremely successful in attracting grant funding for key projects, making ratepayer money work even harder for the municipality. Major projects for the 2022/23 financial year include for example:

- Extension of the Wangaratta Sports and Aquatic Centre: \$9.59m with \$5.3m grant funding.
- Improvements to the Wangaratta Showgrounds to better equip it for use as an emergency Relief Centre when required: \$2.04m over two years, fully grant funded.
- Prosecco Road Development Masterplan: \$2.8m fully funded.
- The Ned Kelly Glenrowan Project, to attract visitors to Glenrowan and the King Valley - \$5.3m project with / \$2.7m grant funding over three years, of which the final \$2.62m of delivery will occur in 22/23

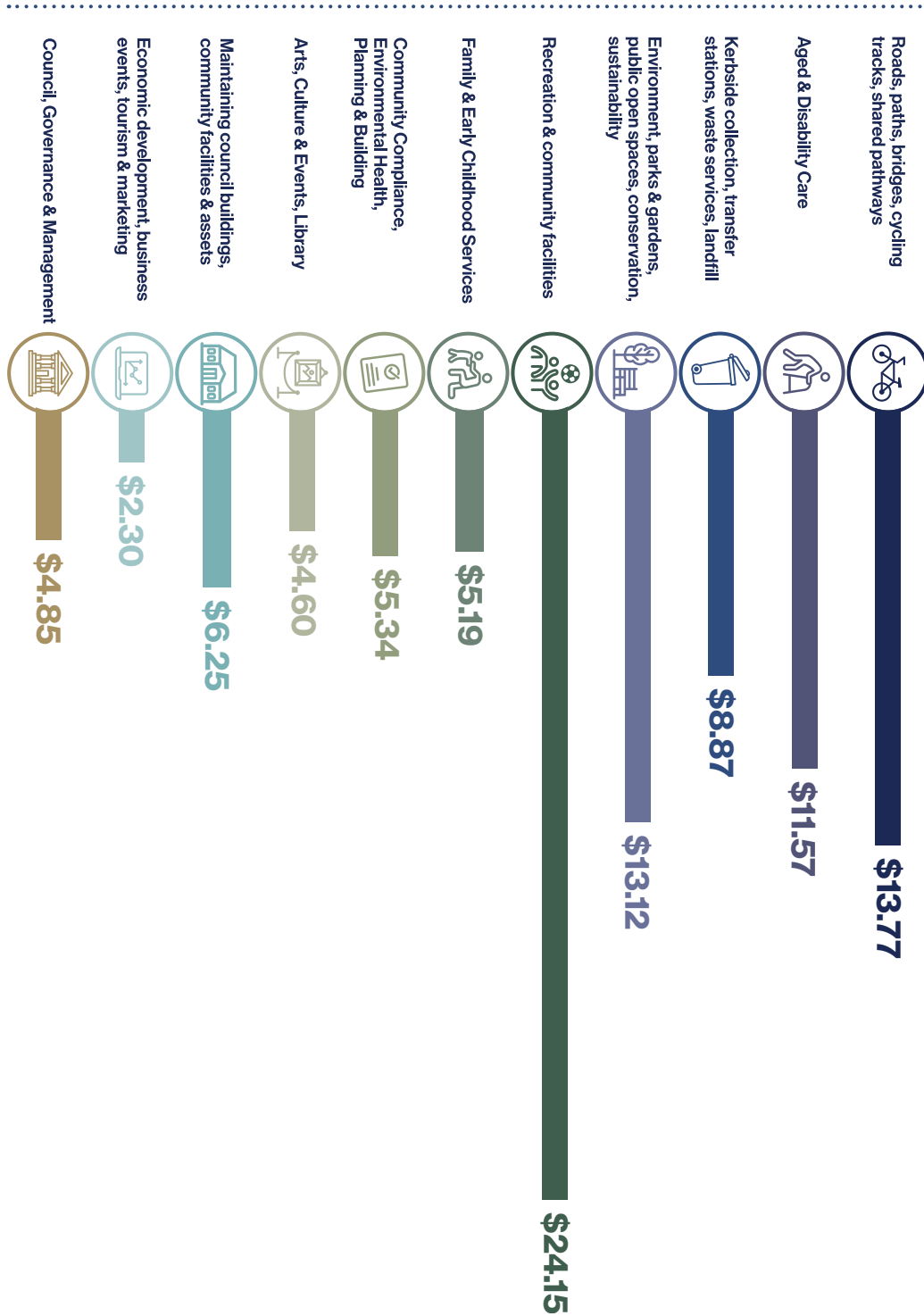
Overall, the 2022/23 Budget demonstrates our ongoing commitment to service planning and business improvement. We strive to achieve excellence for the community through the decisions we make and the services we deliver and look forward to working with our community on delivering these exciting projects across the coming year.

Cr Dean Rees
Mayor

Brendan McGrath
Chief Executive Officer

Spending Snapshot 2022

per \$100



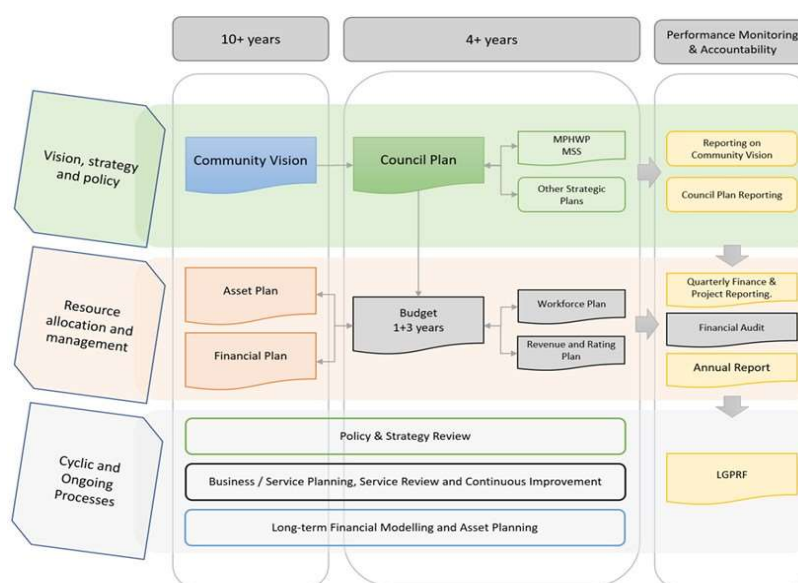
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1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term, medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

1.1 Legislative Planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Environment, Land, Water and Planning

Feeding in to the above, Council has a long term plan which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

1.2 Our purpose

Our Vision

"We are an inclusive, courageous and compassionate community, who have built our future on a respectful balance between the urban and the rural. We are known for our natural beauty, access to opportunities and innovation, our resilience, and our community strength. We have a mature and healthy landscape that supports our wellbeing and forms a strong part of our identity. We are the place where everyone has the ability to engage, to prosper, to be supported, and to grow."

Our values

So that we can achieve extraordinary outcomes for our community we focus on the following values and behaviours as Councillors:

Leadership - We will show diligence and good governance when making decisions. We will accept responsibility for the consequences of those decisions.

Engagement - We will actively and openly consult with you. We strive to achieve effective governance and the best outcome for the community.

Respect - We will value the contribution and individuality of others. We aim to achieve an honest and healthy working relationship with all our citizens.

Progression - We aim to continually improve our performance. We strive for the highest standards and outcomes for our municipality.

1.3 Strategic objectives

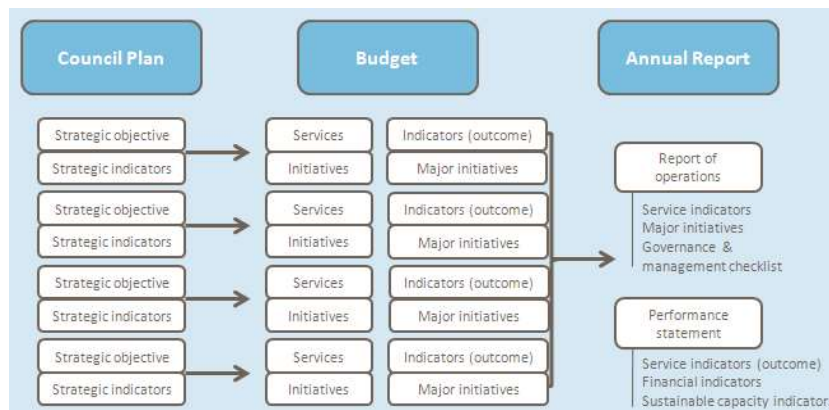
Council will deliver actions under six strategic objectives, contributing to the achievement of the Council Plan for the years 2021-2025. The following table sets out the five strategic goals as described in the Council Plan.

Strategic Objective	Description
Strengthening our Leadership	<p>We are a responsible and compassionate community, committed to working together to build a future based on our collective needs and priorities. We use our local experiences and wisdom to drive strategic decision making, support our leaders and make sure the things that are important to us happen.</p> <p>We value transparent and meaningful communication – we discuss the difficult and uncomfortable, whilst also celebrating our good.</p> <p>We prioritise building strong relationships with each other, and with the organisations and groups that will help us ensure we have access to the resources and services we need. As a community we recognise that we are stronger, and more sustainable when we work together.</p>

Strategic Objective	Description
Nurturing our Wellbeing	<p>Our people are our biggest asset, and everyone, at every age is an important and valued member of our community. We are committed to strengthening and creating opportunities for connection, creativity, and inclusion. We will open the door for everyone to local sporting, community and cultural initiatives that strengthen our collective sense of self and improve our wellbeing.</p> <p>The mental and physical health of everyone underpins how we build our communities, how we make decisions, and how we plan for our future. We protect ourselves and each other to ensure our homes and our connections allow us to become our best. We will work together to solve our own challenges, to support those in need, and to make our community safe.</p>
Valuing our Environment	<p>Our natural environment is part of our identity, our appeal, and our livelihood. Protecting and enhancing our natural assets are a critical part of what we value as a community, and we recognise that we need to work hard and courageously for our future. We know that ongoing education and strong environmental leadership are key to ensuring our positive impact.</p> <p>We have a collective responsibility to play a role in conservation, protection, and remediation of our environment. We prioritise minimising waste, champion renewable energy, actively respond to the impacts of climate change, and will enable the preservation of our surroundings. We will make decisions and take action to ensure the health and sustainability of our waterways, wildlife, vegetation, and landscapes. We know that what we do now, will ensure the strength of our environment for generations to come.</p>
Expanding the Economy	<p>We are a growing region with an expanding sense of opportunity, and we will capitalise on those possibilities for the benefit of all. Strategic economic development, revitalising key locations, establishing new industry partnerships and renewing our commitment to education and employment for young people are just the starting points. These initiatives, and others like them, will create new opportunities for local employment, create new social enterprises and facilitate a culture of innovation that will bring new people and businesses to the region.</p> <p>We value an economy that blends the rural with the urban. Our point of difference is how well we have done this. Our CBD is vibrant, interesting, and active and our rural communities are all uniquely prosperous and protected. We have a strong and sustainable future.</p>
Enhancing our Lifestyle	<p>For us, creating a liveable community means having the right balance. We love the feeling of being a country town, but highly value our ability to access services, events and opportunities that enhance our quality of life and bring us closer together. Together we are activating public spaces, increasing access to green spaces, and delivering a range of safe and welcoming amenities – like walking and cycling routes, that promote healthy living and enjoyment of the natural world. Reliable public transport is key to keeping our growing population mobile, so we are focused on improving the commuter experience. We will continue to acknowledge the Aboriginal and Torres Strait Islander culture that shapes our community and celebrate our diverse community through a range of cultural experiences.</p>
Growing with Integrity	<p>We know that our community is attractive and appealing to many people. We are accessible, affordable, inclusive, safe, and engaging and we have made it our priority to ensure we offer this to our new community members. Our planning puts people, families and community at the forefront of decision making and you can see that in the way our neighbourhoods, services and facilities have grown. We have welcomed new people, and they have become valued and integral members of our community.</p>

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2022/23 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

2.1 Strengthening our Leadership

We are a responsible and compassionate community, committed to working together to build a future based on our collective needs and priorities. We use our local experiences and wisdom to drive strategic decision making, support our leaders and make sure the things that are important to us happen.

We value transparent and meaningful communication – we discuss the difficult and uncomfortable, whilst also celebrating our good.

We prioritise building strong relationships with each other, and with the organisations and groups that will help us ensure we have access to the resources and services we need. As a community we recognise that we are stronger, and more sustainable when we work together.

Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Chief Executive and Support Staff	This area of governance includes the Chief Executive Officer and associated support.	<i>Exp</i>	599	446	430
		<i>Rev</i>	8	7	-
		<i>NET</i>	(592)	(439)	(430)
Corporate Services Management & Governance	Provides strategic advice, governance, and oversees our financial sustainability.	<i>Exp</i>	666	745	793
		<i>Rev</i>	15	4	4
		<i>NET</i>	(651)	(742)	(789)
Council	This service includes the Mayor and Councillors, support personnel and associated costs.	<i>Exp</i>	507	329	354
		<i>Rev</i>	9	24	-
		<i>NET</i>	(498)	(305)	(354)
Customer Service & Information Management	Provides services to the community to facilitate the processing of enquiries, payments and bookings. Information Management delivers records management enabling us to deliver services in a smart, productive and efficient way.	<i>Exp</i>	543	610	701
		<i>Rev</i>	0	-	-
		<i>NET</i>	(543)	(610)	(701)
Finance	Provides financial services to both internal and external customers including the management of Council's finances, payment of suppliers, raising and collection of rates and charges and valuation of properties throughout the municipality.	<i>Exp</i>	4,005	2,282	1,893
		<i>Rev</i>	862	1,142	1,211
		<i>NET</i>	(3,143)	(1,140)	(683)
IT Systems	Provides, supports and maintains reliable and cost effective information and computing systems, facilities and infrastructure	<i>Exp</i>	2,178	2,250	2,268
		<i>Rev</i>	20	-	-
		<i>NET</i>	(2,159)	(2,250)	(2,268)
Media and Communications	Provides information to the community on Council activities and achievements through a variety of media.	<i>Exp</i>	261	262	267
		<i>Rev</i>	-	-	-
		<i>NET</i>	(261)	(262)	(267)
People & Governance	Designs and implements relevant frameworks to deliver people & culture, payroll, occupational health & safety, risk and governance services. Provides strategic and governance support to the organisation for business planning and reporting and strategic risk management.	<i>Exp</i>	2,418	1,942	1,953
		<i>Rev</i>	1,263	456	-
		<i>NET</i>	(1,155)	(1,486)	(1,953)

Major Initiatives

- 1) Delivery of the ICT Strategy
- 2) Implementation of the Information Management Strategy
- 3) Maintain the Advocacy Strategy to maximise opportunities for funding and program support
- 4) Negotiation of a new Enterprise Bargaining Agreement
- 5) Ongoing delivery of the Financial Sustainability Program
- 6) Implementation of the Gender Equity Action Plan
- 7) Implementation of the Workforce Plan
- 8) Launch an online community engagement portal

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Council	Consultation and engagement (Council decisions made and implemented with community input)	56	60	60
Council	Satisfaction (Councils make and implement decisions in the best interests of the community)	56	60	60
Council	Transparency (Council decisions made at a meeting of Council, or at a meeting of a delegated committee consisting only of Councillors, in an open and transparent manner)	0.7%	4.0%	4.0%
Council	Attendance (Councillors represent the views of their constituents and allow decisions to take place by attending meetings)	97%	98%	98%
Council	Service cost (Councillors perform their governance role in a cost-efficient manner)	\$38,376	\$42,966	\$50,549
Governance	Satisfaction with informing the community	61	60	63
Communications & Customer Services	Average number of days to close a customer request	5	7	14

* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

2.2 Nurturing our Wellbeing

Our people are our biggest asset, and everyone, at every age is an important and valued member of our community. We are committed to strengthening and creating opportunities for connection, creativity, and inclusion. We will open the door for everyone to local sporting, community and cultural initiatives that strengthen our collective sense of self and improve our wellbeing.

The mental and physical health of everyone underpins how we build our communities, how we make decisions, and how we plan for our future. We protect ourselves and each other to ensure our homes and our connections allow us to become our best. We will work together to solve our own challenges, to support those in need, and to make our community safe.

Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Aged & Community Care	Provides a range of services for the aged and disabled including home delivered meals, personal care, transport, dementia care and home maintenance and packaged care.	<i>Exp</i>	7,481	8,031	7,821
		<i>Rev</i>	8,353	8,712	8,585
		<i>NET</i>	873	680	764
Cemetery	Operation of public cemetery facilities in Wangaratta.	<i>Exp</i>	252	327	262
		<i>Rev</i>	341	319	321
		<i>NET</i>	89	(8)	59
Community Compliance	Provides staff at school crossings, animal management services and provides education, regulation and enforcement of Local Laws including parking and other compliance activities and manages the Aerodrome.	<i>Exp</i>	1,669	1,754	1,685
		<i>Rev</i>	986	1,121	1,254
		<i>NET</i>	(683)	(633)	(432)
Community Wellbeing	Provides strategic community planning.	<i>Exp</i>	1,142	1,043	954
		<i>Rev</i>	94	-	-
		<i>NET</i>	(1,048)	(1,043)	(954)
Environmental Health	Protects the community's health and well-being by coordinating food safety support and immunisation programs, septic tanks and Tobacco Act activities. The service also works to rectify any public health concerns.	<i>Exp</i>	416	383	393
		<i>Rev</i>	136	243	214
		<i>NET</i>	(279)	(140)	(179)
Family & Early Childhood Services	Provides family oriented support services including pre- schools, maternal and child health, child care and family day care.	<i>Exp</i>	3,421	3,671	3,548
		<i>Rev</i>	3,929	4,269	4,486
		<i>NET</i>	508	599	938
Wangaratta Sports & Aquatic Centre	Provides sports, group fitness and aquatics facilities, programs and events for all the community.	<i>Exp</i>	2,237	3,271	3,745
		<i>Rev</i>	793	1,711	2,197
		<i>NET</i>	(1,444)	(1,560)	(1,548)

Major Initiatives

- 1) Progression of the Grit and Resilience Program
- 2) Development of a Reconciliation Action Plan
- 3) Delivery of the Wangaratta Sports and Aquatic Centre Extension
- 4) Delivery of the Public Health and Wellbeing Plan
- 5) Upgrade of the Yarrunga Maternal and Child Health Building and Playspace Redevelopment
- 6) Implementation of the Walking & Cycling Strategy
- 7) Delivery of the Community Access and Inclusion Plan
- 8) Delivery of community grants program
- 9) WSAC Gym Equipment Upgrade

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Aged & Community Care	Number of Home Care clients	878	944	1,000
Community Compliance	Timeliness (Councils act in response to animal management related requests in a timely manner)	1.43	5	4
Community Compliance	Service standard - animals reclaimed (Council registers all animals in the municipal district in	46%	65%	70%
Community Compliance	Service standard - animals rehomed (Council registers all animals in the municipal district in	94%	100%	100%
Community Compliance	Service cost (animal management service is delivered in a cost-efficient manner)	\$15.72	\$18.00	\$18.00
Community Compliance	Health and safety (animal management service protects the health and safety of animals, humans	0	100%	100%
Environmental Health	Service standard (food safety service is provided in accordance with legislative requirements)	105%	100%	100%
Environmental Health	Timeliness (Councils take action in response to food complaints in a timely manner)	2.3	2.0	2.0
Environmental Health	Service cost (food safety service is delivered in a cost-efficient manner)	\$337	\$421	\$421
Environmental Health	Health and safety (food safety service protects public health by preventing the sale of unsafe	100%	85%	85%
Environmental Health	Participation in immunisation programs	98%	95%	95%
Family & Early Childhood Services	Service standard (MCH service is provided in accordance with agreed standards)	100%	101%	100%
Family & Early Childhood Services	Service cost (MCH service is delivered in a cost-efficient manner)	\$69.86	\$61.75	\$78.00
Family & Early Childhood Services	Satisfaction (clients satisfied with the MCH service)	98%	96%	100%
Family & Early Childhood Services	Participation - children (Councils promote healthy outcomes for children and their families)	85%	85%	85%
Family & Early Childhood Services	Participation - Aboriginal children (Councils promote healthy outcomes for children and their families)	90%	83%	85%

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Wangaratta Sports & Aquatic Centre	Utilisation (aquatic facilities are safe, accessible and well utilised)	9.18	11.15	14.53
Wangaratta Sports & Aquatic Centre	Service standard (aquatic facilities are inspected by a qualified officer)	1	1	1
Wangaratta Sports & Aquatic Centre	Service cost (provision of aquatic facilities is undertaken in a cost-efficient manner)	\$5.55	\$9.38	\$8.11

* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

2.3 Valuing our Environment

Our natural environment is part of our identity, our appeal, and our livelihood. Protecting and enhancing our natural assets are a critical part of what we value as a community, and we recognise that we need to work hard and courageously for our future. We know that ongoing education and strong environmental leadership are key to ensuring our positive impact.

We have a collective responsibility to play a role in conservation, protection, and remediation of our environment. We prioritise minimising waste, champion renewable energy, actively respond to the impacts of climate change, and will enable the preservation of our surroundings. We will make decisions and take action to ensure the health and sustainability of our waterways, wildlife, vegetation, and landscapes. We know that what we do now, will ensure the strength of our environment for generations to come.

Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Emergency Management & Response	Designs and implements the emergency management plans for Council and coordinates activities and provides support during emergency events.	<i>Exp</i>	1,626	229	82
		<i>Rev</i>	2,738	183	-
		<i>NET</i>	1,112	(47)	(82)
Environmental Services	Develops environmental policy, coordinates and implements environmental projects to improve Council's environmental performance. Reducing greenhouse gas emissions within Council operations and the community are a key priority for Council.	<i>Exp</i>	611	1,274	739
		<i>Rev</i>	842	570	56
		<i>NET</i>	230	(704)	(682)
Waste	Provides kerbside collections of garbage, recyclables and organics. Operates Bowser landfill and organics processing plant.	<i>Exp</i>	5,188	6,082	5,425
		<i>Rev</i>	3,641	2,402	2,692
		<i>NET</i>	(1,547)	(3,681)	(2,733)

Major Initiatives

- 1) Environmental Sustainability Strategy 2020-25 Action Plan
- 2) Implementation of the Waste Management Strategy
- 3) Deliver our roadside weed management program
- 4) Acquisition of an organics processing trommel, tarps and tarp cover placement machine
- 5) Installation of solar on the Government Centre Building
- 6) Implementation of a Native Vegetation Offset Site
- 7) Implementation of a Kerbside Transition Plan
- 8) Construction of Bowser Landfill Cell 6
- 7) Development of a Tree Canopy Policy to address climate adaptation

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Waste	Waste diversion (amount of waste diverted from landfill is maximised)	60%	68%	70%
Waste	Satisfaction (users are satisfied with the waste collection system)	168	150	155
Waste	Service standard (kerbside collection bins are collected as planned)	4.8	6.0	6.0
Waste	Service cost (kerbside garbage collection service is delivered in a cost-efficient manner)	\$86.95	\$136.00	\$136.00
Waste	Service cost (kerbside recycling collection service is delivered in a cost-efficient manner)	\$91.57	\$74.00	\$74.00
Waste	Council performance on Waste Management	78	72	75
Environmental services	% change in Greenhouse gas emissions from council owned buildings, street lighting and fuel/vehicle use	-3%	-3%	-3%
Environmental services	Number of native plants planted in the municipality	6,500	7,000	7,000
Environmental services	Performance on environmental sustainability	64	67	69

* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

2.4 Expanding our Economy

We are a growing region with an expanding sense of opportunity, and we will capitalise on those possibilities for the benefit of all. Strategic economic development, revitalising key locations, establishing new industry partnerships and renewing our commitment to education and employment for young people are just the starting points. These initiatives, and others like them, will create new opportunities for local employment, create new social enterprises and facilitate a culture of innovation that will bring new people and businesses to the region. We value an economy that blends the rural with the urban. Our point of difference is how well we have done this. Our CBD is vibrant, interesting, and active and our rural communities are all uniquely prosperous and protected. We have a strong and sustainable future.

Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Economic Development & Tourism	Assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment. Provides support to tourism operators.	<i>Exp</i>	869	1,386	1,275
		<i>Rev</i>	1,513	1,349	926
		<i>NET</i>	644	(37)	(349)

Major Initiatives

- 1) Review of the Economic Development and Tourism Strategy
- 2) Completion of the Ned Kelly Glenrowan Project
- 3) Commencement of the King Valley Prosecco Road Development Plan
- 4) Implementation of Visitor Service Strategy
- 5) Participation in Tourism North East (TNE) programs
- 6) Attract new industries and businesses
- 7) Continuation of Council's CBD Banner Project

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Economic Development & Tourism	Performance on business, community development and tourism	65	68	69
Economic Development & Tourism	Percentage increase in Visit Wangaratta website visits	13% increase on	5%	10%
Economic Development & Tourism	Percentage change in Cycle Tourism along Rail Trail	-15%	0%	3%
Livestock Exchange	Service cost	\$52,647	Surplus	Surplus

* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

2.5 Enhancing our Lifestyle

For us, creating a liveable community means having the right balance. We love the feeling of being a country town, but highly value our ability to access services, events and opportunities that enhance our quality of life and bring us closer together. Together we are activating public spaces, increasing access to green spaces, and delivering a range of safe and welcoming amenities – like walking and cycling routes, that promote healthy living and enjoyment of the natural world. Reliable public transport is key to keeping our growing population mobile, so we are focused on improving the commuter experience. We will continue to acknowledge the Aboriginal and Torres Strait Islander culture that shapes our community and celebrate our diverse community through a range of cultural experiences.

Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Attractions & Events	Provides events for the municipality and cultural development.	<i>Exp</i>	276	409	578
		<i>Rev</i>	72	51	6
		<i>NET</i>	(203)	(358)	(572)
Library Services	Provides a public library with customer focused service that caters for the cultural and educational needs of residents and provides a focal point for the community where they can meet, relax and enjoy the facilities and services offered.	<i>Exp</i>	712	870	959
		<i>Rev</i>	346	316	296
		<i>NET</i>	(366)	(554)	(662)
Wangaratta Gallery	Provides a varied program of arts and cultural events and activities. It also plans and develops arts and cultural facilities and infrastructure and develops policies and strategies to facilitate art practice.	<i>Exp</i>	428	572	538
		<i>Rev</i>	106	202	90
		<i>NET</i>	(322)	(370)	(449)
Wangaratta Performing Arts & Convention Centre	Provides theatre services including technical staging advice and performance operations, facilities for presentations and exhibitions of works by local artists, function and catering services and a café.	<i>Exp</i>	887	1,235	1,308
		<i>Rev</i>	337	652	787
		<i>NET</i>	(550)	(583)	(521)
Youth Services	Provides youth development programs and supports youth health wellbeing.	<i>Exp</i>	102	171	45
		<i>Rev</i>	31	64	30
		<i>NET</i>	(71)	(107)	(15)
Projects & Recreation	Prepares policies and strategies relating to open space and recreation throughout the municipality. It also supports community projects and programs.	<i>Exp</i>	2,175	1,914	1,286
		<i>Rev</i>	471	1,183	342
		<i>NET</i>	(1,705)	(730)	(944)
Field Services	Provides road and bridge maintenance, street and footpath cleaning, drainage, walking/ cycling path, sports ground and parks and garden maintenance. It also provides street cleaning, leaf collection, weed removal, and street litter bins throughout the municipality.	<i>Exp</i>	6,287	6,807	7,398
		<i>Rev</i>	869	452	292
		<i>NET</i>	(5,418)	(6,356)	(7,106)

Major Initiatives

- 1) Ongoing Event Strategy implementation
- 2) Street tree infill and renewal program
- 3) Delivery of Stage One of the Creative Precinct Masterplan
- 4) Delivery of the Wangaratta Showgrounds Relief Centre improvements
- 5) Delivery of the annual gravel resheeting program
- 6) Improve and grow pathway network
- 7) Delivery of road reseal and reconstruction programs
- 8) Delivery of Kerb and Channel Renewal Works
- 7) Lighting and accessibility upgrades to the Art Gallery

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Library Services	Participation (library resources are free, accessible and well utilised)	11.7%	10.0%	12.0%
Library Services	Utilisation (library services are well utilised)	2.3	2.2	2
Library Services	Resource currency (libraries have new resources available to members)	63%	56%	54%
Library Services	Service cost (delivery of library services is undertaken in a cost-efficient manner)	\$24.38	\$24.49	\$29.57
Wangaratta Gallery	Number of attendees at the Wangaratta Art Gallery	17,790	32,000	35,000
Wangaratta Performing Arts & Convention Centre	Number of tickets sold through the Wangaratta Performing Arts & Convention Centre	7,041	13,000	18,500
Wangaratta Performing Arts & Convention Centre	Number of conferences and conventions at the Performing Arts & Convention Centre	74	100	120
Cultural Development	Performance on community and cultural activities	67	70	72
Field Services	Satisfaction (sealed local road network is maintained and renewed to ensure that it is safe and efficient)	64	60	62
Field Services	Satisfaction of use (road users are satisfied with the sealed local road network)	67	26	28
Field Services	Condition (sealed local roads are maintained at the adopted condition standard)	97%	97%	97%
Field Services	Service cost - reconstruction (renewal and maintenance of sealed local roads are undertaken in a cost-efficient manner)	\$63.25	\$105.64	\$116.20
Field Services	Service cost - resealing (renewal and maintenance of sealed local roads are undertaken in a cost-efficient manner)	\$4.86	\$4.98	\$5.50

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Field Services	Performance on the condition of local streets and footpaths	61	62	64
Field Services	Performance on maintenance of unsealed roads	52	55	57

* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

2.6 Growing with Integrity

We know that our community is attractive and appealing to many people. We are accessible, affordable, inclusive, safe, and engaging and we have made it our priority to ensure we offer this to our new community members. Our planning puts people, families and community at the forefront of decision making and you can see that in the way our neighbourhoods, services and facilities have grown. We have welcomed new people, and they have become valued and integral members of our community.

Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Development Services Management	Provides strategic direction to the Development Services directorate.	<i>Exp</i>	559	603	592
		<i>Rev</i>	-	-	-
		<i>NET</i>	(559)	(603)	(592)
Infrastructure Management	Provides strategic direction to the Infrastructure Services directorate	<i>Exp</i>	706	671	665
		<i>Rev</i>	15	-	-
		<i>NET</i>	(691)	(671)	(665)
Infrastructure Planning & Delivery	Prepares long term management programs for Council's assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. Undertakes the design, tendering, contract management and supervision of Council's capital works program.	<i>Exp</i>	3,626	4,244	3,528
		<i>Rev</i>	756	870	185
		<i>NET</i>	(2,870)	(3,374)	(3,343)
Planning & Building	The Planning service (including statutory planning) processes all planning applications, provides advice and makes decisions about development proposals which require a planning permit. The Building service provides statutory building services to the community.	<i>Exp</i>	1,315	1,552	1,528
		<i>Rev</i>	970	1,174	1,254
		<i>NET</i>	(345)	(378)	(275)

Major Initiatives

- 1) Ongoing implementation of the Marketing & Branding Strategy
- 2) Newman Street drainage upgrade
- 3) Completion of Stage 2 of the Structure Planning - Low Density and Rural Residential Strategy
- 4) Continued implementation of Council's Asset Data, Condition and Renewal Policy
- 5) Design of Tarrawingee and Whorouly Infrastructure Plans under Rural Placemaking Project
- 6) Delivery of Everton Infrastructure Plan
- 7) Development of asset management plans for the Performing Arts Centre, Wangaratta Sports and Aquatic Centre, Children's Services, Library and Gallery
- 8) Delivery of Everton Infrastructure Plan

Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Planning & Building	Service standard (planning application processing and decisions are in accordance with legislative requirements)	80%	82%	85%
Planning & Building	Timeliness (Council planning application processing and decisions are carried out in a timely manner)	47	55	55
Planning & Building	Service cost (planning application processing and decisions are carried out in a cost-efficient manner)	\$1,827	\$2,300	\$2,300
Planning & Building	Decision making (planning application processing and decisions are consistent with the local planning scheme)	33%	80%	80%
Planning & Building	Number of building permits for new dwellings issued within the municipality	211	150	150
Planning & Building	Number of new housing lots released in the municipality	166	150	150
Planning & Building	Performance on planning and building permits	54	60	60
Infrastructure	Value of infrastructure per head of municipal population	\$19,858	\$22,374	\$23,073

* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

2.7 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Council	Consultation and engagement (Council decisions made and implemented with community input)	Satisfaction with community consultation and engagement (community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Council	Satisfaction (Councils make and implement decisions in the best interests of the community)	Satisfaction with Council decisions (community satisfaction rating out of 100 with how Council has performed in making decisions in the best interests of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the best interests of the community
Council	Transparency (Council decisions made at a meeting of Council, or at a meeting of a delegated committee consisting only of Councillors, in an open and transparent manner)	Council resolutions made at meetings closed to the public (percentage of Council resolutions made at a meeting of Council, or at a meeting of a delegated committee consisting only of Councillors, closed to the public under section 66(1) of the Act)	Number of Council resolutions made at meetings of Council, or at meetings of a delegated committee consisting only of Councillors, closed to the public / Number of Council resolutions made at meetings of Council or at meetings of a delegated committee consisting only of Councillors x 100
Council	Attendance (Councillors represent the views of their constituents and allow decisions to take place by attending meetings)	Councillor attendance at Council meetings (percentage of attendance at Council meetings by Councillors)	The sum of the number of Councillors who attended each Council meeting / (Number of Council meetings) x (Number of Councillors elected at the last Council general election) x 100
Council	Service cost (Councillors perform their governance role in a cost-efficient manner)	Cost of elected representation (direct cost of delivering Council's governance service per Councillor)	Direct cost of the governance service / Number of Councillors elected at the last Council general election
Council	Satisfaction with informing the community	Satisfaction with informing the community (community satisfaction rating out of 100 with how Council has performed on informing the community)	Community satisfaction rating out of 100 with how Council has performed on informing the community

Service	Indicator	Performance Measure	Computation
Communications & Customer Services	Average number of days to close a customer request	Average number of days to close a customer request	(Number of days to close a customer request / Number of customer requests) x100
Aged & Community Care	Number of Home Care clients	Total number of Home Care clients	Total number of Home Care clients (annual)
Community Compliance	Timeliness (Councils act in response to animal management related requests in a timely manner)	Time taken to action animal requests (average number of days it takes for Council to action animal management related requests)	Number of days between receipt and first response action for all animal management related requests / Number of animal management related requests
Community Compliance	Service standard - animals reclaimed (Councils register all animals in the municipal district in accordance with the Domestic Animals Act 1994)	Animals reclaimed (percentage of collected registrable animals under the Domestic Animals Act 1994 reclaimed)	Number of animals reclaimed / Number of animals collected x 100
Community Compliance	Service standard - animals rehomed (Councils register all animals in the municipal district in accordance with the Domestic Animals Act 1994)	Animals rehomed (percentage of collected registrable animals under the Domestic Animals Act 1994 rehomed)	Number of animals rehomed / Number of animals collected x 100
Community Compliance	Service cost (animal management service is delivered in a cost-efficient manner)	Cost of animal management service (direct cost of the animal management service per head of population)	Direct cost of the animal management service / Population
Community Compliance	Health and safety (animal management service protects the health and safety of animals, humans and the environment)	Animal management prosecutions (percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Environmental Health	Service standard (food safety service is provided in accordance with legislative requirements)	Food safety assessments (percentage of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment)	Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984 x 100

Service	Indicator	Performance Measure	Computation
Environmental Health	Timeliness (Councils take action in response to food complaints in a timely manner)	Time taken to action food complaints (average number of days it takes for Council to action food complaints received from members of the public about the safety or handling of food for sale)	Number of days between receipt and first response action for all food complaints / Number of food complaints
Environmental Health	Service cost (food safety service is delivered in a cost-efficient manner)	Cost of food safety service (direct cost of the food safety service per food premises registered by Council, or for which Council has received notification, during the financial year)	Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984
Environmental Health	Health and safety (food safety service protects public health by preventing the sale of unsafe food)	Critical and major non-compliance outcome notifications (percentage of critical and major non-compliance outcome notifications that are followed up by Council)	Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises x 100
Environmental Health	Participation in immunisation programs	% of children receiving immunisation in accordance with the Victorian Immunisation Schedule	[Number of children immunised (in the year) / Number of children enrolled in the Victorian Immunisation Schedule] x100
Family & Early Childhood Services	Service standard (MCH service is provided in accordance with agreed standards)	Infant enrolments in the MCH service (percentage of infants enrolled in the MCH service)	Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received x 100
Family & Early Childhood Services	Service cost (MCH service is delivered in a cost-efficient manner)	Cost of the MCH service (cost of the MCH service per hour of service delivered)	Cost of the MCH service / Hours worked by MCH nurses
Family & Early Childhood Services	Satisfaction (clients satisfied with the MCH service)	Participation in 4-week key age and stage visit (percentage of infants enrolled in the MCH service who receive the 4-week key age and stage visit)	Number of 4-week key age and stage visits / Number of birth notifications received x 100

Service	Indicator	Performance Measure	Computation
Family & Early Childhood Services	Participation - children (Councils promote healthy outcomes for children and their families)	Participation in the MCH service (percentage of children enrolled who participate in the MCH service)	Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service x 100
Family & Early Childhood Services	Participation - Aboriginal children (Councils promote healthy outcomes for children and their families)	Participation in the MCH service by Aboriginal children (percentage of Aboriginal children enrolled who participate in the MCH service)	Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service x 100
Wangaratta Sports & Aquatic Centre	Utilisation (aquatic facilities are safe, accessible and well utilised)	Utilisation of aquatic facilities (number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Wangaratta Sports & Aquatic Centre	Service standard (aquatic facilities are inspected by a qualified officer)	Health inspections of aquatic facilities (number of inspections by an authorised officer within the meaning of the Public Health and Wellbeing Act carried out per Council aquatic facility)	Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities
Wangaratta Sports & Aquatic Centre	Service cost (provision of aquatic facilities is undertaken in a cost-efficient manner)	Cost of aquatic facilities (direct cost less any income received from providing aquatic facilities per visit)	Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities
Waste	Waste diversion (amount of waste diverted from landfill is maximised)	Kerbside collection waste diverted from landfill (percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins x 100
Waste	Satisfaction (users are satisfied with the waste collection system)	Kerbside bin collection requests (number of kerbside bin collection requests per 1000 kerbside bin collection households)	Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households x 1000
Waste	Service standard (kerbside collection bins are collected as planned)	Kerbside collection bins missed (number of kerbside collection bins missed per 10 000 scheduled kerbside collection bin lifts)	Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts x 10000

Service	Indicator	Performance Measure	Computation
Waste	Service cost (kerbside garbage collection service is delivered in a cost-efficient manner)	Cost of kerbside garbage collection service (direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin)	Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins
Waste	Service cost (kerbside recycling collection service is delivered in a cost-efficient manner)	Cost of kerbside recycling bin collection service (direct cost of the kerbside recycling bin collection service per kerbside recycling collection bin)	Direct cost of the kerbside recycling bin collection service / Number of kerbside recycling collection bins
Waste	Council performance on Waste Management	Satisfaction with waste management (community satisfaction rating out of 100 with how Council has performed on Waste Management)	Community satisfaction rating out of 100 with how Council has performed on Waste Management
Environmental Services	% change in Greenhouse Gas emissions from council owned buildings, street lighting and fuel/vehicle use	% change in greenhouse gas emissions	(Greenhouse gas emissions this year / greenhouse gas emissions in 2021/22) - 1
Environmental Services	Number of native plants planted in the municipality	Number of native plants planted within the municipality	Number of native plants planted within the natural reserves and pathways in the municipality
Environmental Services	Performance on environmental sustainability	Community satisfaction (community satisfaction rating out of 100 with how Council has performed on environmental sustainability)	Community satisfaction rating out of 100 with how Council has performed on environmental sustainability
Economic Development & Tourism	Performance on business, community development and tourism	Community satisfaction (community satisfaction rating out of 100 with how Council has performed on business, community development and tourism)	Community satisfaction rating out of 100 with how Council has performed on business, community development and tourism
Economic Development & Tourism	Percentage increase in Visit Wangaratta website visits	% increase in total visits to the Visit Wangaratta website	[(Total number of hits to Visit Wangaratta website this year)-(Total Number of hits to the Visit Wangaratta website in 2021/22)]/100

Service	Indicator	Performance Measure	Computation
Economic Development & Tourism	Percentage change in Cycle Tourism along Rail Trails	% increase in cyclists utilising the Rail Trails within the municipality	$\frac{[(\text{Number of bicycles passing counters situated on Rail Trails this year}) - (\text{Number of bicycles passing counters situated on Rail Trails in 2021/22})]}{100}$
Livestock Exchange	Service cost	Wangaratta Livestock Exchange year full-year financial position	Operating surplus or deficit for Wangaratta Livestock Exchange
Library Services	Participation (library resources are free, accessible and well utilised)	Active library borrowers (percentage of the population that are active library borrowers)	$\frac{\text{The sum of the number of active library borrowers in the last 3 financial years}}{\text{The sum of the population in the last 3 financial years}} \times 100$
Library Services	Utilisation (library services are well utilised)	Physical library collection usage (number of physical library collection item loans per physical library collection item)	$\frac{\text{Number of physical library collection item loans}}{\text{Number of physical library collection items}}$
Library Services	Resource currency (libraries have new resources available to members)	Recently purchased library collection (percentage of the library collection that has been purchased in the last 5 years)	$\frac{\text{Number of library collection items purchased in the last 5 years}}{\text{Number of library collection items}} \times 100$
Library Services	Service cost (delivery of library services is undertaken in a cost-efficient manner)	Cost of library service (direct cost of the library service per head of population)	$\frac{\text{Direct cost of the library service}}{\text{Population}}$
Wangaratta Gallery	Number of attendees at the Wangaratta Art Gallery	Number of attendees at the Wangaratta Art Gallery	Number of attendees at the Wangaratta Art Gallery (annual)
Wangaratta Performing Arts & Convention Centre	Number of tickets sold through the Wangaratta Performing Arts & Convention Centre	Number of ticket sales for WPACC	Total number of ticket sales for WPACC (annual)
Wangaratta Performing Arts & Convention Centre	Number of conferences and conventions at the Performing Arts & Convention Centre	Number of conferences and conventions held at the WPACC (annual)	Number of conferences and conventions held at the WPACC (annual)
Cultural Development	Performance on community and cultural activities	Community satisfaction (community satisfaction rating out of 100 with how Council has performed on community and cultural activities)	Community satisfaction rating out of 100 with how Council has performed on community and cultural activities

Service	Indicator	Performance Measure	Computation
Field Services	Satisfaction (sealed local road network is maintained and renewed to ensure that it is safe and efficient)	Satisfaction with sealed local roads (community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads
Field Services	Satisfaction of use (road users are satisfied with the sealed local road network)	Sealed local road requests (number of sealed local road requests per 100 kilometres of sealed local road)	Number of sealed local road requests / Kilometres of sealed local roads x 100
Field Services	Condition (sealed local roads are maintained at the adopted condition standard)	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads x 100
Field Services	Service cost - reconstruction (renewal and maintenance of sealed local roads are undertaken in a cost-efficient manner)	Cost of sealed local road reconstruction (direct reconstruction cost per square metre of sealed local roads reconstructed)	Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed
Field Services	Service cost - resealing (renewal and maintenance of sealed local roads are undertaken in a cost-efficient manner)	Cost of sealed local road resealing (direct resealing cost per square metre of sealed local roads resealed)	Direct cost of sealed local road resealing / Square metres of sealed local roads resealed
Field Services	Performance on the condition of local streets and footpaths	Community satisfaction (community satisfaction rating out of 100 with how Council has performed on the condition of local streets and footpaths)	Community satisfaction rating out of 100 with how Council has performed on the condition of local streets and footpaths
Field Services	Performance on maintenance of unsealed roads	Community satisfaction (community satisfaction rating out of 100 with how Council has performed on the maintenance of unsealed roads)	Community satisfaction rating out of 100 with how Council has performed on the maintenance of unsealed roads in the local area
Planning & Building	Service standard (planning application processing and decisions are in accordance with legislative requirements)	Planning applications decided within the relevant required time (percentage of planning application decisions made within the relevant required time)	Number of planning application decisions made within the relevant required time / Number of planning application decisions made x 100

Service	Indicator	Performance Measure	Computation
Planning & Building	Timeliness (Council planning application processing and decisions are carried out in a timely manner)	Time taken to decide planning applications (median number of days between receipt of a planning application and a decision on the application)	The median number of days between receipt of a planning application and a decision on the application
Planning & Building	Service cost (planning application processing and decisions are carried out in a cost-efficient manner)	Cost of statutory planning service (direct cost of the statutory planning service per planning application)	Direct cost of the statutory planning service / Number of planning applications received
Planning & Building	Decision making (planning application processing and decisions are consistent with the local planning scheme)	Council planning decisions upheld at VCAT (percentage of planning application decisions subject to review by VCAT and that were not set aside)	Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications x 100
Planning & Building	Number of building permits for new dwellings issued within the municipality	Number of building permits issued within growth areas	Number of building permits issued within growth areas
Planning & Building	Number of new housing lots released in the municipality	Number of housing lots released in the municipality	Number of housing lots released in the municipality
Planning & Building	Performance on planning and building permits	Community satisfaction (community satisfaction rating out of 100 with how Council has performed on planning and building permits)	Community satisfaction rating out of 100 with how Council has performed on planning and building permits
Infrastructure	Value of infrastructure per head of municipal population	Value of infrastructure per head of municipal population	Value of infrastructure assets / municipal population

2.8 Reconciliation with budgeted operating result

	Net Cost (Revenue)	Expenditure	Revenue
	\$'000	\$'000	\$'000
Strengthening our Leadership	7,445	8,660	1,215
Nurturing our Wellbeing	1,352	18,408	17,056
Valuing our Environment	3,497	6,246	2,748
Expanding the Economy	349	1,275	926
Enhancing our Lifestyle	9,577	11,510	1,932
Growing with Integrity	4,875	6,313	1,439
Total	27,096	52,411	25,316
Expenses added in:			
Depreciation and amortisation	18,016		
Finance costs	622		
Others	1,124		
Deficit before funding sources	46,857		
Funding sources added in:			
Rates and charges revenue	(38,212)		
Grants from capital projects	(18,892)		
Major grants	(6,208)		
Non-monetary contributions	(1,700)		
Operating surplus/(deficit) for the year	18,155		
Less			
Capital grants - non-recurring	(17,338)		
Capital contributions - monetary	-		
Capital contributions - non-monetary	(1,700)		
Underlying surplus/(deficit) for the year	(883)		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2022/23 has been supplemented with projections to 2025/26 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2014*.

Comprehensive Income Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Statement of Capital Works
Statement of Human Resources

Comprehensive Income Statement

For the four years ending 30 June 2026

		Forecast Actual	Budget	Projections		
		2021/22	2022/23	2023/24	2024/25	2025/26
NOTES		\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Rates and charges	4.1.1	36,956	38,212	40,127	41,753	43,367
Statutory fees and fines	4.1.2	1,443	1,440	1,468	1,528	1,558
User fees	4.1.3	11,014	12,524	12,775	13,030	13,291
Grants - Operating	4.1.4	22,618	15,577	15,296	15,602	15,914
Grants - Capital	4.1.4	10,916	18,892	8,585	2,940	8,016
Contributions - monetary	4.1.5	823	325	-	-	-
Contributions - non-monetary	4.1.5	1,700	1,700	1,706	1,740	1,775
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		182	96	-	-	-
Other income	4.1.6	457	497	386	345	356
Total income		86,109	89,263	80,344	76,938	84,276
Expenses						
Employee costs	4.1.7	27,984	28,804	29,243	29,496	30,086
Materials and services	4.1.8	25,925	23,184	23,041	23,574	22,802
Depreciation	4.1.9	17,485	16,900	19,091	19,684	20,198
Amortisation - intangible assets	4.1.10	940	902	-	-	-
Amortisation - right of use assets	4.1.11	255	214	143	96	-
Borrowing costs	4.1.12	669	622	698	640	613
Finance Costs - leases		24	14	7	2	-
Other expenses	4.1.13	2,823	468	477	487	496
Total expenses		76,105	71,108	72,699	73,978	74,195
Surplus/(deficit) for the year		10,004	18,155	7,645	2,960	10,081
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation increment/(decrement)		-	-	-	-	-
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods						
		-	-	-	-	-
Total Other Comprehensive Income		-	-	-	-	-
Total comprehensive result		10,004	18,155	7,645	2,960	10,081

Balance Sheet

For the four years ending 30 June 2026

		Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Projections 2023/24 \$'000 2024/25 \$'000 2025/26 \$'000		
	NOTES					
Assets						
Current assets						
Cash and cash equivalents		26,703	25,862	16,676	17,874	12,549
Trade and other receivables		8,678	8,833	9,022	9,220	9,417
Other financial assets		11,365	3,926	3,887	3,849	3,812
Inventories		2	2	2	2	2
Non-current assets classified as held for sale		707	95	95	95	95
Other assets		1,204	1,204	1,204	1,204	1,204
Total current assets	4.2.1	48,660	39,922	30,887	32,245	27,079
Non-current assets						
Trade and other receivables		254	254	254	254	254
Property, infrastructure, plant & equipment		653,030	673,417	678,024	674,862	680,505
Right-of-use assets	4.2.4	453	239	96	(0)	-
ROUNDING			1	1	1	1
Investment property		-	-	-	-	-
Intangible assets		2,562	2,562	2,562	2,562	2,562
Total non-current assets	4.2.1	656,299	676,473	680,937	677,679	683,322
Total assets		704,958	716,395	711,824	709,925	710,401
Liabilities						
Current liabilities						
Trade and other payables		4,363	5,016	3,753	3,201	3,893
Trust funds and deposits		1,965	1,926	1,887	1,849	1,812
Unearned Income		9,400	2,000	2,000	2,000	2,000
Provisions		6,100	9,622	8,421	8,046	6,717
Interest-bearing liabilities	4.2.3	2,667	2,622	2,677	9,878	3,117
Lease liabilities	4.2.4	223	151	112	-	-
Total current liabilities	4.2.2	24,718	21,336	18,850	24,974	17,540
Non-current liabilities						
Provisions		21,825	21,873	14,933	12,787	11,081
Interest-bearing liabilities	4.2.3	27,743	25,121	22,444	13,606	13,142
Lease liabilities	4.2.4	263	111	-	-	-
Total non-current liabilities	4.2.2	49,831	47,106	37,377	26,393	24,223
Total liabilities		74,549	68,442	56,226	51,367	41,763
Net assets		630,410	647,953	655,598	658,558	668,638
Equity						
Accumulated surplus		183,906	197,947	208,630	212,354	222,183
Reserves		446,504	450,006	446,968	446,204	446,456
Total equity		630,410	647,953	655,598	658,558	668,639

Statement of Changes in Equity

For the four years ending 30 June 2026

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	NOTES	\$'000	\$'000	\$'000	\$'000
2022 Forecast Actual					
Balance at beginning of the financial year		621,357	179,122	419,852	22,383
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		621,357	179,122	419,852	22,383
Surplus/(deficit) for the year		10,004	10,004	-	-
Net asset revaluation increment/(decrement)		(951)	-	(951)	-
Transfers to other reserves		-	(10,688)	-	10,688
Transfers from other reserves		-	5,468	-	(5,468)
Balance at end of the financial year		630,410	183,906	418,901	27,603
2023 Budget					
Balance at beginning of the financial year		630,410	183,906	418,901	27,603
Surplus/(deficit) for the year		18,155	18,155	-	-
Net asset revaluation increment/(decrement)		(612)	-	(612)	-
Transfers to other reserves	4.3.1	-	(10,770)	-	10,770
Transfers from other reserves	4.3.1	-	6,656	-	(6,656)
Balance at end of the financial year	4.3.2	647,953	197,947	418,289	31,717
2024					
Balance at beginning of the financial year		647,953	197,947	418,289	31,717
Surplus/(deficit) for the year		7,645	7,645	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(2,971)	-	2,971
Transfers from other reserves		-	6,010	-	(6,010)
Balance at end of the financial year		655,598	208,630	418,289	28,678
2025					
Balance at beginning of the financial year		655,598	208,630	418,289	28,678
Surplus/(deficit) for the year		2,960	2,960	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(3,270)	-	3,270
Transfers from other reserves		-	4,033	-	(4,033)
Balance at end of the financial year		658,558	212,354	418,289	27,915
2026					
Balance at beginning of the financial year		658,558	212,354	418,289	27,915
Surplus/(deficit) for the year		10,081	10,081	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(3,546)	-	3,546
Transfers from other reserves		-	3,294	-	(3,294)
Balance at end of the financial year		668,639	222,183	418,289	28,166

Statement of Cash Flows

For the four years ending 30 June 2026

Notes	Forecast Actual	Budget	Projections		
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities					
Rates and charges	33,768	38,057	39,938	41,555	43,170
Statutory fees and fines	1,443	1,440	1,468	1,528	1,558
User fees	11,014	12,524	12,775	13,030	13,291
Grants - operating	22,618	15,577	15,296	15,602	15,914
Grants - capital	7,385	11,492	8,585	2,940	8,016
Contributions - monetary	823	325	-	-	-
Interest received	157	264	149	103	109
Dividends received	-	-	-	-	-
Trust funds and deposits taken	-	-	-	-	-
Other receipts	300	233	237	242	247
Net GST refund / payment	-	-	-	-	-
Employee costs	(27,984)	(28,694)	(29,131)	(29,383)	(29,971)
Materials and services	(31,440)	(19,429)	(32,923)	(27,134)	(25,642)
Short-term, low value and variable lease payments	(150)	(150)	(150)	(150)	(150)
Trust funds and deposits repaid	-	-	-	-	-
Other payments	(20)	(20)	-	-	-
Net cash provided by/(used in) operating activities 4.4.1	17,915	31,619	16,245	18,333	26,542
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(24,057)	(37,143)	(21,992)	(14,782)	(24,066)
Proceeds from sale of property, infrastructure, plant and equipment	1,275	770	-	-	-
Net (increase)/decrease in other financial assets	(365)	7,439	39	38	37
Payments for investments	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-
Net cash provided by/ (used in) investing activities 4.4.2	(23,147)	(28,934)	(21,954)	(14,744)	(24,029)
Cash flows from financing activities					
Finance costs	(669)	(622)	(698)	(640)	(613)
Proceeds from borrowings	1,000	-	-	1,040	2,653
Repayment of borrowings	(2,656)	(2,667)	(2,622)	(2,677)	(9,878)
Interest paid - lease liability	(24)	(14)	(7)	(2)	-
Repayment of lease liabilities	(240)	(223)	(151)	(112)	-
Net cash provided by/(used in) financing activities 4.4.3	(2,589)	(3,527)	(3,478)	(2,391)	(7,838)
Net increase/(decrease) in cash & cash equivalents	(7,821)	(841)	(9,186)	1,198	(5,325)
Cash and cash equivalents at the beginning of the financial year	34,524	26,703	25,862	16,676	17,874
Cash and cash equivalents at the end of the financial year	26,703	25,862	16,676	17,874	12,549

Statement of Capital Works

For the four years ending 30 June 2026

		Forecast Actual	Budget	Projections		
		2021/22	2022/23	2023/24	2024/25	2025/26
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		-	-	-	-	-
Land improvements		268	50	-	-	-
Total land		268	50	-	-	-
Buildings		4,085	1,755	1,275	1,259	1,489
Heritage buildings		-	-	-	-	-
Building improvements		-	-	-	-	-
Leasehold improvements		-	-	-	-	-
Total buildings		4,085	1,755	1,275	1,259	1,489
Total property		4,353	1,805	1,275	1,259	1,489
Plant and equipment						
Heritage plant and equipment		-	-	-	-	-
Plant, machinery and equipment		1,956	2,127	2,717	1,819	1,311
Fixtures, fittings and furniture		36	143	-	-	-
Computers and telecommunications		943	809	883	276	106
Art collection		12	7	7	7	7
Library books		205	197	204	208	212
Total plant and equipment		3,151	3,283	3,811	2,310	1,636
Infrastructure						
Roads		4,566	4,180	4,750	6,272	13,894
Bridges		628	920	459	868	478
Footpaths and cycleways		582	529	510	416	424
Drainage		386	3,088	7,515	499	509
Recreational, leisure and community facilities		2,329	12,381	51	2,081	3,926
Waste management		976	2,099	2,091	94	53
Parks, open space and streetscapes		3,561	3,263	408	-	106
Aerodromes		640	192	-	-	-
Off street car parks		-	-	102	36	584
Other infrastructure		2,883	5,404	1,020	947	966
Total infrastructure		16,552	32,055	16,906	11,213	20,940
Total capital works expenditure	4.5.1	24,057	37,143	21,992	14,782	24,066
Represented by:						
New asset expenditure		8,092	13,031	7,444	3,211	3,806
Asset renewal expenditure		11,518	9,734	9,717	9,479	10,111
Asset expansion expenditure		-	-	-	-	-
Asset upgrade expenditure		4,447	14,378	4,831	2,091	10,148
Total capital works expenditure	4.5.1	24,057	37,143	21,992	14,782	24,066
Funding sources represented by:						
Grants		9,299	18,892	8,585	2,940	8,016
Contributions		461	-	-	-	-
Council cash		13,296	18,251	13,407	10,801	13,396
Borrowings		1,000	-	-	1,040	2,653
Total capital works funding	4.5.1	24,057	37,143	21,992	14,782	24,066

Statement of Human Resources

For the four years ending 30 June 2026

	Forecast Actual	Budget	Projections		
	2021/22	2022/23	2023/24	2024/25	2025/26
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	27,984	28,804	29,243	29,496	30,086
Employee costs - capital	724	721	735	750	765
Total staff expenditure	28,708	29,525	29,978	30,246	30,851
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Total staff numbers	319.74	319.74	319.74	319.74	319.74

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Comprises				
	Budget	Permanent			
	2022/23	Full Time	Part time	Casual	Temporary
	\$'000	\$'000	\$'000	\$'000	\$'000
Executive Services	405	405	-	-	-
Corporate Services	3,482	2,690	792	-	474
Infrastructure Services	9,394	8,987	408	-	660
Community Wellbeing	7,693	3,819	3,874	1,147	1,771
Development Services	3,590	2,553	1,037	66	122
Total permanent staff expenditure	24,564	18,453	6,110	1,213	3,027
Casuals, temporary and other expenditure	4,240				
Capitalised labour costs	721				
Total expenditure	29,525				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Comprises				
	Budget	Permanent			
	2022/23	Full Time	Part time	Casual	Temporary
Executive Services	2.00	2.00	-	-	-
Corporate Services	39.80	30.64	9.16	0.03	6.55
Infrastructure Services	99.25	95.00	4.25	-	7.00
Community Wellbeing	88.33	41.00	47.33	14.66	18.74
Development Services	33.86	23.00	10.86	0.94	1.58
Total permanent staff expenditure	263.24	191.64	71.60	15.63	33.87
Casuals, temporary and other expenditure	49.50				
Capitalised labour costs	7.00				
Total staff	319.74				

Summary of Planned Human Resources Expenditure
For the four years ended 30 June 2026

	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000
Executive				
Permanent - Full time				
Female	106	107	108	110
Male	299	304	306	312
Persons of self-described gender	0	0	0	0
Permanent - Part time				
Female	0	0	0	0
Male	0	0	0	0
Persons of self-described gender	0	0	0	0
Casual and temporary				
Female	0	0	0	0
Male	0	0	0	0
Persons of self-described gender	0	0	0	0
Total Executive	405	411	415	423
Corporate Services				
Permanent - Full time				
Female	1,255	1,274	1,285	1,311
Male	1,435	1,457	1,469	1,499
Persons of self-described gender	0	0	0	0
Permanent - Part time				
Female	737	748	755	770
Male	55	56	56	57
Persons of self-described gender	0	0	0	0
Casual and temporary				
Female	333	338	341	348
Male	142	144	145	148
Persons of self-described gender	0	0	0	0
Total Corporate Services	3,956	4,017	4,051	4,132
Infrastructure Services				
Permanent - Full time				
Female	1,282	1,302	1,313	1,339
Male	7,705	7,822	7,890	8,047
Persons of self-described gender	0	0	0	0
Permanent - Part time				
Female	285	290	292	298
Male	122	124	125	127
Persons of self-described gender	0	0	0	0
Casual and temporary				
Female	0	0	0	0
Male	660	670	676	689
Persons of self-described gender	0	0	0	0
Total Infrastructure Services	10,054	10,207	10,295	10,501
Community Wellbeing				
Permanent - Full time				
Female	3,184	3,232	3,260	3,325
Male	636	645	651	664
Persons of self-described gender	0	0	0	0
Permanent - Part time				
Female	3,633	3,688	3,720	3,795
Male	240	244	246	251
Persons of self-described gender	0	0	0	0
Casual and temporary				
Female	2,485	2,523	2,545	2,596
Male	433	440	444	452
Persons of self-described gender	0	0	0	0
Total Community Wellbeing	10,611	10,772	10,866	11,083
Development Services				
Permanent - Full time				
Female	1,141	1,159	1,169	1,192
Male	1,412	1,433	1,445	1,474
Persons of self-described gender	0	0	0	0
Permanent - Part time				
Female	717	728	734	749
Male	320	325	328	334
Persons of self-described gender	0	0	0	0
Casual and temporary				
Female	157	160	161	164
Male	31	31	32	32
Persons of self-described gender	0	0	0	0
Total Development Services	3,778	3,836	3,869	3,946
Capitalised labour costs	721	735	750	765
Total staff expenditure	29,525	29,978	30,246	30,851

Summary of Planned Human Resources Expenditure
For the four years ended 30 June 2026

	2023	2024	2025	2026
	FTE	FTE	FTE	FTE
Executive				
Permanent - Full time				
Female	1.00	1.00	1.00	1.00
Male	1.00	1.00	1.00	1.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Permanent - Part time				
Female	0.00	0.00	0.00	0.00
Male	0.00	0.00	0.00	0.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Casual and temporary				
Female	0.00	0.00	0.00	0.00
Male	0.00	0.00	0.00	0.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Total Executive	2.00	2.00	2.00	2.00
Corporate Services				
Permanent - Full time				
Female	16.64	16.64	16.64	16.64
Male	14.00	14.00	14.00	14.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Permanent - Part time				
Female	8.57	8.57	8.57	8.57
Male	0.59	0.59	0.59	0.59
Persons of self-described gender	0.00	0.00	0.00	0.00
Casual and temporary				
Female	3.03	3.03	3.03	3.03
Male	3.55	3.55	3.55	3.55
Persons of self-described gender	0.00	0.00	0.00	0.00
Total Corporate Services	46.38	46.38	46.38	46.38
Infrastructure Services				
Permanent - Full time				
Female	9.00	9.00	9.00	9.00
Male	86.00	86.00	86.00	86.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Permanent - Part time				
Female	2.84	2.84	2.84	2.84
Male	1.41	1.41	1.41	1.41
Persons of self-described gender	0.00	0.00	0.00	0.00
Casual and temporary				
Female	0.03	0.03	0.03	0.03
Male	7.00	7.00	7.00	7.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Total Infrastructure Services	106.28	106.28	106.28	106.28
Community Wellbeing				
Permanent - Full time				
Female	34.00	34.00	34.00	34.00
Male	7.00	7.00	7.00	7.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Permanent - Part time				
Female	44.17	44.17	44.17	44.17
Male	3.16	3.16	3.16	3.16
Persons of self-described gender	0.00	0.00	0.00	0.00
Casual and temporary				
Female	28.37	28.37	28.37	28.37
Male	5.00	5.00	5.00	5.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Total Community Wellbeing	121.70	121.70	121.70	121.70
Development Services				
Permanent - Full time				
Female	11.00	11.00	11.00	11.00
Male	12.00	12.00	12.00	12.00
Persons of self-described gender	0.00	0.00	0.00	0.00
Permanent - Part time				
Female	7.87	7.87	7.87	7.87
Male	2.99	2.99	2.99	2.99
Persons of self-described gender	0.00	0.00	0.00	0.00
Casual and temporary				
Female	0.94	0.94	0.94	0.94
Male	1.58	1.58	1.58	1.58
Persons of self-described gender	0.00	0.00	0.00	0.00
Total Development Services	36.38	36.38	36.38	36.38
Capitalised Labour	7.00	7.00	7.00	7.00
Total staff numbers	319.74	319.74	319.74	319.74

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2022/23 the FGRS cap has been set at 1.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.75% in line with the rate cap.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2021/22 Forecast Actual	2022/23 Budget	Change	%
	\$'000	\$'000	\$'000	
General rates*	28,971	29,765	794	2.74%
Municipal charge*	-	-	-	0.00%
Waste management charge	-	-	-	0.00%
Service rates and charges	7,581	8,037	456	6.01%
Special rates and charges	-	-	-	0.00%
Supplementary rates and rate adjustments	287	293	6	2.09%
Cultural and Recreational Land	27	27	-	0.00%
Interest on rates and charges	90	90	0	0.44%
Revenue in lieu of rates	-	-	-	0.00%
Total rates and charges	36,956	38,212	1,256	3.40%

*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the *Local Government Act 1989* for each type or class of land compared with the previous financial year

Type or class of land	2021/22 cents/\$CIV	2022/23 cents/\$CIV	Change
General	0.0045597	0.0036695	-19.52%
General - Vacant	0.0091194	0.0073390	-19.52%
Rural Residential	0.0045597	0.0036695	-19.52%
Rural Residential Vacant	0.0091194	0.0073390	-19.52%
Rural 1	0.0031918	0.0025686	-19.52%
Rural 2	0.0029638	0.0023852	-19.52%
Commercial	0.0062924	0.0050639	-19.52%
Industrial	0.0062924	0.0050639	-19.52%
Commercial Industrial Vacant	0.0091194	0.0073390	-19.52%
Vacant General > 3 Years	0.0118552	0.0095407	-19.52%
Mixed Use	0.0054260	0.0043667	-19.52%

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2021/22	2022/23	Change	
	\$'000	\$'000	\$'000	%
General	11,961	12,246	285	2.38%
General - Vacant	233	210	(23)	-9.98%
Rural Residential	4,953	5,144	191	3.85%
Rural Residential Vacant	313	396	83	26.45%
Rural 1	1,680	1,791	111	6.61%
Rural 2	5,263	5,660	397	7.54%
Commercial	3,123	3,000	(123)	-3.93%
Industrial	1,245	1,131	(113)	-9.10%
Commercial Industrial Vacant	111	100	(11)	-9.67%
Vacant General > 3 Years	75	74	(0)	-0.62%
Mixed Use	15	13	(2)	-14.67%
Total amount to be raised by general rates*	28,971	29,765	794	2.74%

* Total amount to be raised in the 2021/22 base above excludes \$284,374 of annualised Supplementary Rates income raised during 2021/22. When annualised Supplementary Rates for 2021/22 are included in the base (per the legislated State Government rate cap formula), the total % change for 2021/22 is 1.75%.

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2021/22	2022/23	Change	
	Number	Number	Number	%
General	8,816	8,883	67	0.76%
General - Vacant	157	124	(33)	-21.02%
Rural Residential	2,732	2,762	30	1.10%
Rural Residential Vacant	175	206	31	17.71%
Rural 1	971	973	2	0.21%
Rural 2	1,976	1,977	1	0.05%
Commercial	708	710	2	0.28%
Industrial	402	405	3	0.75%
Commercial Industrial Vacant	49	45	(4)	-8.16%
Vacant General > 3 Years	37	35	(2)	-5.41%
Mixed Use	6	6	-	0.00%
Total number of assessments	16,029	16,126	97	0.61%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value.

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2021/22	2022/23	Change	
	\$'000	\$'000	\$'000	%
General	2,623,178	3,337,209	714,031	27.22%
General - Vacant	25,569	28,600	3,031	11.85%
Rural Residential	1,086,299	1,401,795	315,496	29.04%
Rural Residential Vacant	34,337	53,953	19,616	57.13%
Rural 1	526,283	697,177	170,894	32.47%
Rural 2	1,775,830	2,373,086	597,256	33.63%
Commercial	496,268	592,437	96,169	19.38%
Industrial	197,817	223,427	25,610	12.95%
Commercial Industrial Vacant	12,128	13,613	1,485	12.24%
Vacant General > 3 Years	6,310	7,792	1,482	23.49%
Mixed Use	2,755	2,921	166	6.03%
Total value of land*	6,786,774	8,732,010	1,945,236	28.66%

*Valuations as at 1 January 2022 will be used for the 2022/23 rating year

It should be noted that the preliminary valuation data used for budgeting purposes has not yet been certified by the Victorian Valuer-General and is subject to change until final certification is provided.

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2021/22	Per Rateable Property 2022/23	Change	
	\$	\$	\$	%
Municipal	Nil	Nil	-	0.00%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2021/22	2022/23	Change	
	\$	\$	\$	%
Municipal	Nil	Nil	-	0.00%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	2021/22	2022/23	Change	
	\$	\$	\$	%
<i>Urban</i>				
Kerbside collection - 140l	186	197	11	5.91%
Kerbside collection - 240l	363	385	22	6.06%
Recycling charge - 240l	158	164	6	3.80%
Recycling charge - 360l	158	184	26	16.46%
Organic waste charge	186	190	4	2.15%
<i>Rural</i>				
Kerbside collection - 140l	186	197	11	5.91%
Kerbside collection - 240l	308	326	18	5.84%
Kerbside collection - 240l Weekly collection	744	789	45	6.05%
Recycling charge - 240l	158	164	6	3.80%
Recycling charge - 360l	158	184	26	16.46%
Organic waste charge	186	190	4	2.15%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2021/22	2022/23	Change	
	\$'000	\$'000	\$'000	%
Kerbside collection	3,556	3,775	219	6.16%
Recycling charge	2,280	2,421	141	6.17%
Organic waste charge	1,745	1,841	96	5.51%
Total	7,581	8,037	456	6.01%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2021/22	2022/23	Change	
	\$'000	\$'000	\$'000	%
General rates*	28,971	29,765	794	2.74%
Kerbside, recycling and organic collection	7,581	8,037	456	6.01%
Supplementary Rates	287	293	6	2.09%
Total Rates and charges	36,839	38,095	1,256	3.41%

* General rates excludes rates from Cultural and Recreational Land and interest on rates and charges.

4.1.1(l) Fair Go Rates System Compliance

Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2021/22	2022/23
	\$'000	\$'000
Total Rates	\$ 28,971	\$ 29,765
Number of rateable properties	16,029	16,126
Base Average Rate	\$ 1,780.89	\$ 1,814.21
Maximum Rate Increase (set by the State Government)	1.50%	1.75%
Capped Average Rate	\$ 1,807.39	\$ 1,845.78
Maximum General Rates and Municipal Charges Revenue	\$ 28,971	\$ 29,765
Budgeted General Rates and Municipal Charges Revenue	\$ 28,971	\$ 29,765
Budgeted Supplementary Rates	\$ 287	\$ 293
Budgeted Total Rates and Municipal Charges Revenue	\$ 29,258	\$ 30,058

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2022/23: estimated \$293,000 and 2021/22: \$287,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are set out above.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages (refer 4.1.1(b)).

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Email Letter

From Maryam Popal	Date 27 January 2022
Direct 03 9285 3305	Email Maryam.Popal@maddocks.com.au
Partner Melanie Olynky	

Our Ref MSB:MARP:628721

Dear subscriber

**Delegations and Authorisations Service Update
First Update for 2022**

We are pleased to provide you with our first update to the Delegations and Authorisations Service for 2022. This takes into account legislative changes which were assented to, or made, on or after 8 July 2021, and some other miscellaneous changes, which affect councils' powers, duties and functions.

The update is contained on the new Maddocks Digital platform, which can be accessed by clicking the following link: <https://indepth.maddocks.com.au/>.

As always, please carefully review this explanatory letter and refer to the updated instruments to ensure that you are aware of the recent legislative changes that affect your council's delegations and authorisations.

Changes Made In This Update

This update amends our S6, S7, S11, S12, S13, S16 and S17 Instruments, as well as our S1 and S9 Explanatory Notes. We have outlined some of the changes to each Instrument below.

1. Changes to the S6 Instrument of Delegation, Council to other Members of Council Staff (S6)

The following changes have been made to the S6:

- 1.1. A number of changes have been made to the *Cemeteries and Crematoria Act 2003* (**Cemeteries and Crematoria Act**). For example, s 74 has been inserted which, pursuant to the *Cemeteries and Crematoria Amendment Act 2003*, will commence on 1 March 2022 unless proclaimed earlier. Sections 84F(2)(d), 84H(4), 84I(5), 84I(6)(a) and (b), 110(1A) of the *Cemeteries and Crematoria Act* have also been inserted, and s 83(2) of the *Cemeteries and Crematoria Act* has been amended to remove reference to '(sole holder)'.
- 1.2. Sections 19EA(3), 19N(2), 38G(2), 39(2) and 43 of the *Food Act 1984* (**Food Act**) have been inserted pursuant to the *Food Amendment Act 2020*. Section 39A has also been amended to reflect the new power to register or renew the registration of a food premises. These provisions are in force.
- 1.3. Sections 19IA(1) and (2), 39A(6), 40(1) and 40E of the *Food Act* have also been inserted. While they contain duties, rather than powers, it was thought it may assist to have these noted in the instrument.

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- 1.4. Section 45AC of the Food Act has been inserted to enable a delegate to authorise a person for the purposes of bringing proceedings.
- 1.5. Section 38G(4) of the Food Act has been amended to reference the correct provision.
- 1.6. Section 12A of the *Planning and Environment Act 1987 (P&E Act)* has been removed as it has been repealed.
- 1.7. Section 113(2) of the P&E Act has been inserted pursuant to the *Planning and Environment Amendment Act 2021*. It relates to the power to request the Minister for a declaration for land to be proposed to be reserved for public purposes.
- 1.8. Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the *Residential Tenancies Act 1997 (RT Act)* have been removed from the S6 and inserted in the S7. This is because the specific power of delegation provided under the RT Act only applies to Part 14 and regulations under this part. Therefore, the delegation of other powers and functions under the RT Act comes from the *Local Government Act 2020*.
- 1.9. Section 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.
- 1.10. The *Residential Tenancies Regulations 2021* have been removed from the S6. Upon review, it was determined that the power to approve any other toilet system is not a power under the *Residential Tenancies Regulations 2021* but rather a power under other legislation, such as the *Environment Protection Regulations 2021*.

2. Changes to the S7 Instrument of Delegation, CEO to Members of Council staff (S7)

The changes made to the S7 include or reflect the following:

- 2.1. Section 232A of the *Building Act 1993 (Building Act)* has been amended to reflect that councils have a duty to receive a complaint brought under Part 13 Division 2 of the Act.
- 2.2. Section 68A of the *Domestic Animals Act 1994* has been amended. The duty to prepare a domestic animal management plan is now in force.
- 2.3. Section 347(3) of the *Environment Protection Act 2017* has been inserted. This relates to the power to take proceedings for an offence against a provision relating to permits under the *Environment Protection Regulations 2021*.
- 2.4. Sections 49A, 49B and 49C of the *Great Ocean Road and Environs Protection Act 2020* have been inserted pursuant to *Great Ocean Road and Environs Protection Amendment Act 2021*. However, the provisions do not come in force until 1 September 2022, unless proclaimed earlier.
- 2.5. Section 33A of the *Impounding of Livestock Act 1994* has been inserted to enable the delegate to appoint an authorised officer for the specific purpose of filing charge sheets in respect of alleged offences committed in the municipal district.
- 2.6. Section 3 of the *Infringements Act 2006* has been inserted to enable the delegate to appoint an issuing officer (who must be a member of council staff).
- 2.7. Clause 5(1)(a) in Schedule 10 of the *Local Government Act 1989 (LGA 1989)* has been amended to correct a typographical error.
- 2.8. Sections 111C, 134(6), 167, 189(2) and (5) of the *Major Transport Projects Facilitation Act 2009* have been inserted. These provisions have been inserted under the *Suburban Rail Loop Act 2021*.
- 2.9. Section 28(a) of the *Public Health and Wellbeing Act 2008* has been amended to include reference to a 'pandemic declaration'.



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- 2.10. Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the *Residential Tenancies Act 1997* have been inserted. See comment above under S6 changes.
- 2.11. Section 77(4) of the *Road Safety Act 1986* has been inserted to enable the delegate to authorise an officer to take proceedings for any offence which relates to the parking or leaving standing of a vehicle.
- 2.12. Section 3 of the *Sex Work Act 1994* has been inserted, which enables the delegate to appoint an authorised officer.
- 2.13. Sections 8(1) and 10(5) of the *Subdivisions Act 1988* have been amended to reflect the new provisions under the *Subdivision (Procedures) Regulations 2021*.
- 2.14. The *Suburban Rail Loop Act 2021* has been inserted.
- 2.15. Regulation 3 of the *Road Safety (Traffic Management) Regulations 2019* has been inserted to enable the delegate to appoint a school crossing supervisor.
- 2.16. The *Road Safety (Vehicles) Regulations 2021* have been inserted and the *Road Safety (Vehicles) Interim Regulations 2019* have been removed.
- 2.17. The *Subdivision (Procedures) Regulations 2021* have been inserted and the *Subdivision (Procedures) Regulations 2011* have been removed.
- 2.18. Under the miscellaneous powers section, the power to enter into a licence for the occupation or use of property has been reinserted.

3. Changes to the S11 Instrument of Appointment and Authorisation (S11)

The following change has been made to the S11:

- 3.1. Section 347(3) of the *Environment Protection Act 2017* has been inserted under Part B, which relates to the power to take proceedings for an offence against a provision relating to permits under the *Environment Protection Regulations 2021*.

4. Changes to the S12 Instrument of Delegation and Authorisation by the Municipal Building Surveyor (S12)

The S12 Instrument of Delegation and Authorisation relates to the powers, duties and functions of a council's Municipal Building Surveyor (MBS). The following changes have been made to the S12:

- 4.1. As a preliminary, the provisions in the S12 have been amended to reflect where the MBS is acting as a relevant building surveyor.
- 4.2. The power to issue building permits as provided for in ss 24 and 24A of the Building Act have been slightly amended for the purposes of clarity.
- 4.3. Sections 25A and 238(1) of the Building Act are now in force.
- 4.4. Section 37K(1) of the Building Act has been slightly amended to include reference to a 'relevant owner'. Section 101 has also been slightly amended for the purposes of clarity.
- 4.5. Section 205I(4) of the Building Act has been inserted pursuant to the *Cladding Safety Act 2020*.

5. Changes to the S13 Instrument of Delegation by CEO of CEO Powers (S13)

The S13 Instrument of Delegation contains powers, duties and functions vested in Council's CEO (rather than in the council itself). The following changes have been made to the S13:

- 5.1. Section 105 of the *Local Government Act 2020* has been inserted. This provision refers to the Principal Accounting Officer of a council, and so we have included the power to designate a person as a Principal Accounting Officer.



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5.2. Section 36 of the *Tobacco Act 1987* has been inserted to enable the delegate to nominate a person to be appointed an inspector.

5.3. The *Local Government (Land Information) Regulations 2021* has been inserted to enable the delegate to sign land information certificates.

6. S16 Instrument of Delegation by the CEO to Staff (Bushire Reconstruction) (S16)

The following changes have been made to the S16:

6.1. Section 60(1A)(a) of the P&E Act has been deleted as it has been repealed.

6.2. Section 61A of the P&E Act has been amended to reflect that s 80 of the *Local Government 1989* is now repealed.

7. S17 Instrument of Appointment and Authorisation (Oaths and Affirmations Act 2018) (S17)

The following change has been made to the S17:

7.1. Footnote 1 has been amended to reflect that s 97B of the LGA 1989 is now repealed. However, the definition of 'senior officer' in the LGA 1989 remains.

Local Laws

While this has been mentioned in our previous updates, we again remind councils of the importance of delegating not only the powers, duties and functions existing under legislation, but also any council powers, duties and functions existing in any local laws made by their council.

Our Delegations and Authorisations Service covers only the former and so it is up to each council to ensure that it reviews all of its local laws and, where appropriate, delegates relevant powers, duties and functions.

Updating Your Instruments

As always, we recommend that you re-make all of your council delegations regularly to ensure that they remain up to date and cover all relevant provisions. This includes the S5 Instrument.

If you have any questions about this Update, please direct your queries to Maryam Popal (maryam.popal@maddocks.com.au) or myself (melanie.olynek@maddocks.com.au).

Yours sincerely
Maddocks

Transmission authorised by:
Melanie Olynyk
Partner



Rural City of
Wangaratta

Instrument of delegation to members of Council staff

Responsible Officer	Adoption Date	April 2022
Governance and Reporting Advisor	Approved By	Council
	Review Date	October 2025
Authorising Officer	Policy Type	Council Policy
Director Corporate Services		

Instrument of Delegation

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

- 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;
- records that references in the Schedule are as follows:

Abbreviation		Position (or any successor position)
AOI	means	Asset Officer Inspections
APC	means	Asset Planning Coordinator
CCC	means	Community Compliance Coordinator
CP	means	Cadet Planner
DCS	means	Director Corporate Services
DCW	means	Director Community Wellbeing
DDS	means	Director Development Services
DIS	means	Director Infrastructure Services
EHO	means	Environmental Health Officer
G&RA	means	Governance & Reporting Advisor
HC	means	Horticulture Coordinator

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Instrument of delegation to members of
Council staff

Abbreviation		Position (or any successor position)
MBP&C	means	Manager Building Planning & Compliance
MBS	means	Municipal Building Surveyor
MEDE&S	means	Manager Economic Development Environment & Strategy
MF	means	Manager Finance
MFS	means	Manager Field Services
MIP&D	means	Manager Infrastructure Planning & Delivery
MP&G	means	Manager People & Governance
P	means	Planner
PCBPC	means	Planning Coordinator
PCO	means	Planning Compliance Officer
SCFS	means	Supervisor Cemetery
SPBPC	means	Senior Planner
SPSGE	means	Strategic Planner
SW	means	Supervisor Works
TSC	means	Technical Services Coordinator

3. declares that:

3.1. this Instrument of Delegation is authorised by a resolution of Council passed on 23 November 2021; and

3.2. the delegation:

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

3.2.2. remains in force until varied or revoked;

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

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

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

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

3.3.2. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

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Instrument of delegation to members of
Council staff

- (a) policy; or
 - (b) strategy
- adopted by Council; or
- 3.3.3. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

THE COMMON SEAL OF THE WANGARATTA)
RURAL CITY COUNCIL was hereunto affixed)

Mayor/Councillor

Chief Executive Officer

Date

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Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
s.8(1)(a)(ii)	power to manage one or more public cemeteries	CEO	
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	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	where council is a Class B cemetery trust
s.12A(1)	function to do the activities set out in paragraphs (a) – (n)	Not applicable	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	Not applicable	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	
s.14	power to manage multiple public cemeteries as if they are one cemetery	CEO	
s.15(4)	duty to keep records of delegations	MFS	
s.17(1)	power to employ any persons necessary	CEO	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	CEO	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s. 17(3)	power to determine the terms and conditions of employment or engagement	CEO	subject to any guidelines or directions of the Secretary
s.18(3)	duty to comply with a direction from the Secretary	MFS, HC, SCFS	
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	Not applicable	where council is a Class A cemetery trust
s.18C	power to determine the membership of the governance committee	Not applicable	where council is a Class A cemetery trust
s.18D	power to determine procedure of governance committee	Not applicable	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	Not applicable	where council is a Class A cemetery trust
s.18D(1)(b)	power to appoint any additional community advisory committees	Not applicable	where council is a Class A cemetery trust
s.18D(2)	duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Not applicable	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 Financial Management Act 1994	Not applicable	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	Not applicable	where council is a Class A cemetery trust

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.18H(1)	duty to hold an annual meeting before 30 December in each calendar year, in accordance with section	Not applicable	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	Not applicable	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 section 18J(2))	Not applicable	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	Not applicable	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)	Not applicable	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	Not applicable	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	Not applicable	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	Not applicable	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	Not applicable	where council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.18O(4)	duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	Not applicable	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	Not applicable	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.	Not applicable	where council is a Class A cemetery trust
s.19	power to carry out or permit the carrying out of works	MFS	
s.20(1)	duty to set aside areas for the interment of human remains	MFS	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	CEO	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	CEO	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	CEO	subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section	CEO	subject to the Minister approving the purpose
s.40	duty to notify Secretary of fees and charges fixed under section 39	MFS, DIS	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	MFS, DIS	provided the street was constructed pursuant to the Local Government Act 2020
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	MFS, DIS	report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	DIS, MFS	
s.60(1)	duty to make information in records available to the public for historical or research purposes	SCFS, HC	
s.60(2)	power to charge fees for providing information	SCFS, HC	
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	DIS	
s.64B(d)	power to permit interments at a reopened cemetery	DIS	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	DIS	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	DIS	
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	SCFS, HC	
s.70(2)	duty to make plans of existing place of interment available to the public	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	SCFS, HC	
s.71(2)	power to dispose of any memorial or other structure removed	SCFS, HC	
s.72(2)	duty to comply with request received under section 72	SCFS, HC	
s.73(1)	power to grant a right of interment	SCFS, HC	
s.73(2)	power to impose conditions on the right of interment	MFS, HC	
s.74	Duty to offer a perpetual right of interment	SCFS, MFS	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	MFS, HC	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	MFS, HC	
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	MFS, DIS	
s.80(1)	function of receiving notification and payment of transfer of right of interment	SCFS, HC	
s.80(2)	function of recording transfer of right of interment	SCFS, HC	
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment	SCFS, MFS, HC	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	SCFS, HC	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	SCFS, HC	
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)	SCFS, HC	
s.84H(4)	Power to exercise the rights of a holder of a right of interment	SCFS, HC	
s.84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	SCFS, HC	
s 84I(6)(a)	Power to remove any memorial on the place of interment	SCFS, HC	
s 84I(6)(b)	Power to grant right of interment under s 73	SCFS, HC	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	SCFS, HC	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	SCFS, HC	does not apply where right of internment relates to remains of a deceased veteran.

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or;	SCFS, HC	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment
85(2)(c)	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.	SCFS, HC	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	SCFS, HC	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of internment to a perpetual right of interment	SCFS, HC	
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	SCFS, HC	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	SCFS, HC	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.86(5)	duty to provide notification before taking action under s.86(4)	SCFS, HC	
s.86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	SCFS, HC	
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	SCFS, HC	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	MFS, SCFS, HC	
s.91(1)	power to cancel a right of interment in accordance with this section	MFS, HC	
s.91(3)	duty to publish notice of intention to cancel right of interment	MFS, HC	
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	MFS, SCFS, HC	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	SCFS, HC	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	MFS, HC	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.100(1)	power to require a person to remove memorials or places of interment	MFS, HC	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	MFS, SCFS, HC	
s.100(3)	power to recover costs of taking action under section 100(2)	MFS, HC	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	MFS, SCFS, HC	
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	MFS, HC	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	MFS, HC	
s.103(1)	power to require a person to remove a building for ceremonies	MFS, HC	
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	MFS, HC	
s.103(3)	power to recover costs of taking action under section 103(2)	MFS, HC	
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	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.106(2)	power to require the holder of the right of interment to provide for an examination	MFS, HC	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	MFS, HC	
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 section 106(1) is not complied with	MFS, HC	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	MFS, HC	
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	SCFS, HC	
s.108	power to recover costs and expenses	MFS, HC	
s.109(1)(a)	power to open, examine and repair a place of interment	MFS, HC	where the holder of right of interment or responsible person cannot be found
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	MFS, HC	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	MFS, HC	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	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MFS	
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	MFS, HC	
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	MFS, HC	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	MFS, HC	
s.112	power to sell and supply memorials	SCFS, HC	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	MFS, SCFS, HC	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	MFS, SCFS, HC	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	MFS, HC	
s.119	power to set terms and conditions for interment authorisations	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.131	function of receiving an application for cremation authorisation	SCFS, HC	
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	MFS, HC	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	MFS, HC	
s.146	power to dispose of bodily remains by a method other than interment or cremation	DIS	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	DIS	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	MFS, HC	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	MFS, HC	
s.151	function of receiving applications to inter or cremate body parts	SCFS, HC	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	MFS, HC	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	MFS, HC	
Schedule 1 clause 8(8)	power to regulate own proceedings	DIS	subject to clause 8

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
Schedule 1A clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Not applicable	where council is a Class A cemetery trust
Schedule 1A clause 8(8)	power to regulate own proceedings	Not applicable	where council is a Class A cemetery trust. Subject to clause 8

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
r.24	duty to ensure that cemetery complies with depth of burial requirements	SCFS, MFS, HC	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	SCFS, MFS, HC	
r.27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	SCFS, MFS, HC	
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	Not applicable	
r.28(2)	duty to ensure any fittings removed of are disposed in an appropriate manner	Not applicable	
r.29	power to dispose of any metal substance or non-human substance recovered from a cremator	Not applicable	
r.30(2)	power to release cremated human remains to certain persons	Not applicable	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	Not applicable	
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	Not applicable	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r.31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not applicable	
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Not applicable	
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DIS, MFS	
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	SCFS, HC	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	SCFS, HC	
r.34	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	SCFS, HC	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	SCFS, HC	
r. 40	power to approve a person to play sport within a public cemetery	DIS, MFS	
r. 41(1)	power to approve fishing and bathing within a public cemetery	DIS, MFS	
r. 42(1)	power to approve hunting within a public cemetery	DIS, MFS	
r. 43	power to approve camping within a public cemetery	DIS, MFS	

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r. 45(1)	power to approve the removal of plants within a public cemetery	DIS, MFS	
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DIS, MFS	
r. 47(3)	power to approve the use of fire in a public cemetery	DIS, MFS	
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	SCFS, MFS, HC	
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	DIS, MFS	see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	MFS, SCFS, HC	see note above regarding model rules
Schedule 2, clause5(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	DIS, MFS	see note above regarding model rules
Schedule 2, clause6(1)	power to give directions regarding the manner in which a funeral is to be conducted	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause7(1)	power to give directions regarding the dressing of places of interment and memorials	SCFS, MFS, HC	see note above regarding model rules

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
Schedule 2, clause8	power to approve certain mementos on a memorial	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause11(1)	power to remove objects from a memorial or place of interment	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause14	power to approve an animal to enter into or remain in a cemetery	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause16(1)	power to approve construction and building within a cemetery	DIS, MFS	see note above regarding model rules
Schedule 2, clause17(1)	power to approve action to disturb or demolish property of the cemetery trust	MFS, HC	see note above regarding model rules
Schedule 2, clause18(1)	power to approve digging or planting within a cemetery	MFS, HC	see note above regarding model rules

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Instrument of delegation to members of
Council staff

Domestic Animals Act 1994			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.41A(1)	power to declare a dog to be a menacing dog	DDS, MBP&C	Council may delegate this power to an authorised officer

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	EHO, CCC, MBP&C	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO, CCC, MBP&C	If section 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	MBP&C, CCC	If section 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 section 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	MBP&C, CCC	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	MBP&C, CCC	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	MBP&C, CCC	If section 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).	MBP&C, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MBP&C, CCC	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	MBP&C, CCC	Where Council is the registration authority
s.19CB(4)(b)	power to request copy of records	MBP&C, EHO, CCC	Where Council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO, CCC	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	EHO, CCC	Where Council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, CCC	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	EHO, CCC	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	EHO, CCC	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	EHO, CCC	Where Council is the registration authority
s.19N(2)	Function of receiving notice from the auditor	EHO, CCC	Where Council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO, CCC	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	DDS, MBP&C	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	MBP&C, CCC	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO, CCC, MBP&C	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	MBP&C, CCC	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	MBP&C, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
---	power to register or renew the registration of a food premises	MBP&C, CCC, 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 section 58A(2))
s.36A	Power to accept an application for registration or notification using online portal	EHO, CCC, MBP&C	Where Council is the registration authority
s.36B	Duty to pay the charge for use of online portal	CCC, MBP&C	Where Council is the registration authority
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO, CCC, MBP&C	Where Council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under section 38AB(1)	EHO, CCC, MBP&C	Where Council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO, CCC, MBP&C	Where Council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO, CCC, MBP&C	Where Council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	EHO, CCC	Where Council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	EHO, CCC	Where Council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO, CCC	Where Council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO, CCC	Where Council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	EHO, CCC	where council is the registration authority; not exceeding the prescribed time limit defined under section 38E(5).
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO, CCC	Where Council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	CCC, 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	EHO, CCC	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	EHO, CCC	Where Council is the registration authority
s.38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	CCC, EHO	Where Council is the registration authority
s.39A	power to register, or renew the registration of a food premises despite minor defects	CCC, EHO	Where Council is the registration authority. Only if satisfied of matters in sections 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	CCC, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CCC, 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 Public Health and Wellbeing Act 2008	CCC, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	CCC, EHO	Where Council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	MBP&C, CCC	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	MBP&C, CCC	
s.40F	Power to cancel registration of food premises	MBP&C, DDS	Where Council is the registration authority
s 43	Duty to maintain records of registration	MBP&C	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	CCC, 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	CCC, MBP&C	Where Council is the registration authority
s 45AC	Power to bring proceedings	DDS, MBP&C	
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	DDS, MBP&C, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

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 and powers	DDS	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

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Instrument of delegation to members of
Council staff

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

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Instrument of delegation to members of
Council 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	MEDE&S, MBP&C, DDS	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	MEDE&S, MBP&C, DDS	
s.4H	duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	MEDE&S, MBP&C, DDS	
s.4I	duty to keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	MEDE&S, MBP&C, DDS	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	MEDE&S, MBP&C, DDS	
s.8A(5)	function of receiving notice of the Minister's decision	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MEDE&S, MBP&C, DDS	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.12B(1)	duty to review planning scheme	MEDE&S, DDS, MBP&C	
s.12B(2)	duty to review planning scheme at direction of Minister	MEDE&S, DDS, MBP&C	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MEDE&S, DDS, MBP&C	
s.14	duties of a Responsible Authority as set out in sections 14(a) to (d)	MEDE&S, MBP&C, DDS	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.17(1)	duty of giving copy amendment to the planning scheme	MEDE&S, DDS, MBP&C	
s.17(2)	duty of giving copy s.173 agreement	MEDE&S, DDS, MBP&C	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	MEDE&S, DDS, MBP&C	
s.18	duty to make amendment etc. available in accordance with public availability requirements	MEDE&S, DDS, MBP&C	
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 section 19 to a planning scheme	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	Not applicable	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 section 19	MEDE&S, DDS, MBP&C	Where Council is a planning authority

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.21(2)	duty to make submissions available in accordance with public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.21A(4)	duty to publish notice	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.22	duty to consider all submissions	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	except submissions which request a change to the items in sections.22(5)(a) and (b)
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.23(2)	power to refer to a panel submission which do not require a change to the amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.26(1)	power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.26(2)	duty to keep report of panel available in accordance with public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.27(2)	power to apply for exemption if panel's report not received	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.28(1)	duty to notify the Minister if abandoning an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	Note: the power to make a decision to abandon an amendment cannot be delegated

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.28(2)	Duty to publish notice of the decision on Internet site	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.30(4)(a)	duty to say if amendment has lapsed	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.30(4)(b)	duty to provide information in writing upon request	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.32(2)	duty to give more notice if required	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.33(1)	duty to give more notice of changes to an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.36(2)	duty to give notice of approval of amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.38(5)	duty to give notice of revocation of an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.40(1)	function of lodging copy of approved amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.41(1)	duty to make a copy of an approved amendment available in accordance with the public availability requirements during the inspection period	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.42(2)	duty to make copy of planning scheme available in accordance with the public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	where Council is a responsible public entity and is a planning authority.
s.46AW	function of being consulted by the Minister	MEDE&S, DDS, MBP&C	where Council is a responsible public entity
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	MEDE&S, DDS, MBP&C	where Council is a responsible public entity

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	where Council is a responsible public entity
s 46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	
s 46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	MEDE&S, DDS, MBP&C	
s 46GN(1)	duty to arrange for estimates of values of inner public purpose land	MEDE&S, DDS, MBP&C, MF	
s 46GO(1)	duty to give notice to owners of certain inner public purpose land	MEDE&S, DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GP	function of receiving a notice under s 46GO	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	
s 46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MEDE&S, DDS, MBP&C	
s 46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
s 46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	MEDE&S, DDS, MBP&C	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MEDE&S, DDS, MBP&C	
s 46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency
s 46GV(3)(b)	power to enter into an agreement with the applicant	MEDE&S, DDS, MBP&C, PCBPC	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)	MEDE&S, DDS, MBP&C, PCBPC	where Council is the development agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GV(4)(b)	function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	MEDE&S, DDS, MBP&C, PCBPC	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	MEDE&S, DDS, MBP&C, PCBPC	
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	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C	where Council is the collecting agency
s 46GY(1)	duty to keep proper and separate accounts and records	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GY(2)	duty to keep the accounts and records in accordance with the Local Government Act 2020	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency
s 46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where the Council is the planning authority. This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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)	MEDE&S, DDS, MBP&C, MF	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 function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MEDE&S, DDS, MBP&C, MF	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(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	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	if any inner public purpose land is vested in Council under the Subdivision Act 1988 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

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZ(9)	function of receiving the fee simple in the land	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	duty to keep the accounts and records in accordance with the Local Government Act 2020	MEDE&S, DDS, MBP&C, MF	where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	duty to follow the steps set out in s 46GZB(3)(a) – (c)	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZD(3)	duty to follow the steps set out in s 46GZD(3)(a) and (b)	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the development agency
s 46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZF(3)	duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	MEDE&S, DDS, MBP&C, MF	where Council is the collection agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the development agency
s 46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, PCBPC, SPBPC	where Council is a collecting agency or development agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MEDE&S, DDS, MBP&C	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)	MEDE&S, DDS, MBP&C, PCBPC, SPBPC	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	MBP&C, PCBPC, DDS, SPBPC	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	MBP&C, PCBPC, DDS, SPBPC	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	MBP&C, DDS, PCBPC	
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	MBP&C, DDS, PCBPC, SPBPC	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	MBP&C, DDS, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	MBP&C, DDS, PCBPC, SPBPC	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	MBP&C, DDS, PCBPC	
s.46Q(1)	duty to keep proper accounts of levies paid	MF	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MBP&C, DDS, MF	
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	MBP&C, DDS	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	MBP&C, DDS	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)	MBP&C, DDS	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	MBP&C, DDS	must be done in accordance with Part 3

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s46Q(4)(e)	duty to expend that amount on other works etc.	MBP&C, DDS	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	MBP&C, DDS	
s.46QD	duty to prepare report and give a report to the Minister	MF	where council is a collecting agency or development agency
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not applicable	
s.46Y	duty to carry out works in conformity with the approved strategy plan	Not applicable	
s.47	power to decide that an application for a planning permit does not comply with that Act	MBP&C, DDS	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.49(2)	duty to make register available for inspection in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.50(4)	duty to amend application	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.50(5)	power to refuse to amend application	MBP&C, DDS, PCBPC	
s.50(6)	duty to make note of amendment to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.50A(1)	power to make amendment to application	MBP&C, DDS, PCBPC, SPBPC, P	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	MBP&C, DDS, PCBPC, SPBPC, P	
s.50A(4)	duty to note amendment to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.51	duty to make copy of application available for inspection in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally affected	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(3)	power to give any further notice of an application where appropriate	MBP&C, DDS, PCBPC, SPBPC, P	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	MBP&C, DDS, PCBPC, SPBPC, P	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	MBP&C, DDS, PCBPC, SPBPC, P	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.54(1)	power to require the applicant to provide more information	MBP&C, DDS, PCBPC, SPBPC, P	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54(1B)	duty to specify the lapse date for an application	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	MBP&C, DDS, PCBPC	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	MBP&C, DDS, PCBPC, SPBPC	
s.57(5)	duty to make a copy of all objections available in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57A(5)	power to refuse to amend application	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.57A(6)	duty to note amendments to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57B(1)	duty to determine whether and to whom notice should be given	MBP&C, DDS, PCBPC, SPBPC	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	MBP&C, DDS, PCBPC, SPBPC	
s.57C(1)	duty to give copy of amended application to referral authority	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.58	duty to consider every application for a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.58A	power to request advice from the Planning Application Committee	MBP&C, DDS	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.60	duty to consider certain matters	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s60(1A)	duty to consider certain matters.	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(1)(a)	power to determine permit application, to decide to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 Limitations: P, SPBPC: For developments <\$1M PCBPC: For developments <\$2M MBP&C: For developments <\$5M DDS; For developments >\$5M where the number of objections does not exceed three

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(1)(b)	power to determine permit application, to grant a permit with conditions	MBP&C, DDS, PCBPC, SPBPC, P	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 Limitations: P, SPBPC: For developments <\$1M PCBPC: For developments <\$2M MBP&C: For developments <\$5M DDS; For developments >\$5M where the number of objections does not exceed three
s.61(1)(c)	power to determine permit application, to refuse a permit application	MBP&C, DDS, PCBPC	where the number of objections does not exceed three
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	MBP&C, DDS, PCBPC	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	MBP&C, DDS, PCBPC	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not applicable	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not applicable	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	MBP&C, DDS, PCBPC	
s.62(1)	duty to include certain conditions in deciding to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.62(2)	power to include other conditions	MBP&C, DDS, PCBPC, SPBPC, P	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	MBP&C, DDS, PCBPC, SPBPC, 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 section 173 agreement	MBP&C, DDS, PCBPC, SPBPC, P	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	MBP&C, DDS, PCBPC, SPBPC, 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 sections 46N(1), 46GV(7) or 62(5)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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 section 62(1)(a)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	MBP&C, DDS, PCBPC, SPBPC, P, CP	this provision applies also to a decision to grant an amendment to a permit - see section 75

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.64(3)	duty not to issue a permit until after the specified period	MBP&C, DDS, PCBPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	MBP&C, DDS, PCBPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.69(1A)	function of receiving application for extension of time to complete development	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.69(2)	power to extend time	MBP&C, DDS, PCBPC, SPBPC	
s.70	duty to make copy permit available for inspection in accordance with public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.71(1)	power to correct certain mistakes	MBP&C, DDS, PCBPC, SPBPC, P	
s.71(2)	duty to note corrections in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.73	power to decide to grant amendment subject to conditions	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.74	duty to issue amended permit to applicant if no objectors	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	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

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.83	function of being respondent to an appeal	MBP&C, DDS, PCBPC	
s.83B	duty to give or publish notice of application for review	MBP&C, DDS, PCBPC	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	MBP&C, DDS	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.84AB	power to agree to confining a review by the Tribunal	MBP&C, DDS	
s.86	duty to issue a permit at order of Tribunal within 3 working days	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	MBP&C, DDS, PCBPC, SPBPC	
s.91(2)	duty to comply with the directions of VCAT	MBP&C, DDS, PCBPC, SPBPC	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	MBP&C, DDS, PCBPC, SPBPC	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	MBP&C, DDS, PCBPC, SPBPC	
s.93(2)	duty to give notice of VCAT order to stop development	MBP&C, DDS, PCBPC, PCO	
s.95(3)	function of referring certain applications to the Minister	MBP&C, DDS	
s.95(4)	duty to comply with an order or direction	MBP&C, DDS	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	MBP&C, DDS	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	MBP&C, DDS	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DDS, MBP&C, PCBPC, MEDE&S	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DDS, MBP&C, PCBPC, MEDE&S	
s.96F	duty to consider the panel's report under section 96E	MBP&C, DDS, PCBPC, SPBPC, MEDE&S, SPSGE	
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 section 23 of the Planning and Environment (Planning Schemes) Act 1996)	DDS, MBP&C, PCBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.96H(3)	power to give notice in compliance with Minister's direction	MBP&C, PCBPC, MEDE&S	
s.96J	power to issue permit as directed by the Minister	MBP&C, PCBPC, MEDE&S, SPSGE	
s.96K	duty to comply with direction of the Minister to give notice of refusal	MBP&C, PCBPC, MEDE&S, SPSGE	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	MBP&C, MF	
s.97C	power to request Minister to decide the application	DDS, MBP&C	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	MBP&C, DDS, PCBPC	
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	DDS, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.97G(6)	duty to make a copy of permits issued under section 97F available in accordance with public availability requirements	DDS, MBP&C, PCBPC	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DDS, MBP&C, PCBPC	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DDS, MBP&C, MEDE&S	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DDS, MBP&C, MEDE&S	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DDS, MBP&C, PCBPC	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DDS, MBP&C, PCBPC, SPBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DDS, MBP&C, PCBPC	
s.97Q(4)	duty to comply with directions of VCAT	MBP&C, DDS, PCBPC, SPBPC	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DDS, MBP&C, PCBPC	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DDS, MBP&C	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DDS, MBP&C	
s.101	function of receiving claim for expenses in conjunction with claim	DDS, MBP&C	
s.103	power to reject a claim for compensation in certain circumstances	DDS	
s.107(1)	function of receiving claim for compensation	DDS, MBP&C	
s.107(3)	power to agree to extend time for making claim	DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DDS, MBP&C	
s.114(1)	power to apply to the VCAT for an enforcement order	DDS, MBP&C, PCBPC	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	MBP&C, DDS, PCBPC, SPBPC	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DDS, MBP&C, PCBPC	
s.123(1)	power to carry out work required by enforcement order and recover costs	DDS, MBP&C, PCBPC	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DDS	except Crown Land
s.129	function of recovering penalties	DDS, MBP&C	

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.130(5)	power to allow person served with an infringement notice further time	DDS, MBP&C, PCBPC,	
s.149A(1)	power to refer a matter to the VCAT for determination	DDS, MBP&C, PCBPC, SPBPC	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DDS, MBP&C, PCBPC, SPBPC	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (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 subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	DDS, MBP&C, MEDE&S	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	DDS, MBP&C, MEDE&S	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.171(2)(g)	power to grant and reserve easements	DDS, MBP&C, MEDE&S	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DDS, MBP&C, MEDE&S	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)	DDS, MBP&C, MEDE&S	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)	DDS, MBP&C, MEDE&S	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 section 174	DDS, MBP&C, PCBPC, SPBPC, MEDE&S, SPSGE	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	DDS, MBP&C, PCBPC, SPBPC	where council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	DDS, MBP&C, PCBPC, SPBPC MEDE&S	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	DDS, MBP&C, PCBPC, SPBPC MEDE&S	
s.177(2)	power to end a section 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	DDS, MBP&C, PCBPC, SPBPC MEDE&S	

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178A(1)	function of receiving application to amend or end an agreement	MBP&C, PCBPC, SPBPC, MEDE&S, SPSGE	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178A(5)	power to propose to amend or end an agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178C(4)	function of determining how to give notice under s.178C(2)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	If no objections are made under s.178D. Must consider matters in s.178B.

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178E(2)(c)	power to refuse to amend or end the agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	If no objections are made under s.178D. Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	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	DDS, MBP&C PCBPC, SPBPC, MEDE&S	After considering objections, submissions and matters in s.178B

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178E(3)(d)	power to refuse to amend or end the agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	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)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.179(2)	duty to make a copy of each agreement available in accordance with the public availability requirements	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	DDS MBP&C, PCBPC, SPBPC, MEDE&S	
s.182	power to enforce an agreement	DDS, MBP&C, PCBPC SPBPC	

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
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	DDS, MBP&C, MEDE&S	
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	DDS, MBP&C, MEDE&S	
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	DDS, MBP&C, MEDE&S	
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	DDS, MBP&C, MEDE&S	
s.184G(2)	duty to comply with a direction of the Tribunal	DDS, MBP&C, PCBPC, MEDE&S	

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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.184G(3)	duty to give notice as directed by the Tribunal	DDS, MBP&C, PCBPC, MEDE&S	
s.198(1)	function to receive application for planning certificate	Not applicable	Council is no more the authority to receive and issue planning certificates as Amendment C60 had been gazetted on 25 September 2014.
s.199(1)	duty to give planning certificate to applicant	Not applicable	Council is no more the authority to receive and issue planning certificates as Amendment C60 had been gazetted on 25 September 2014.
s.201(1)	function of receiving application for declaration of underlying zoning	DDS, MBP&C, PCBPC, MEDE&S, SPSGE	
s.201(3)	duty to make declaration	DDS, MBP&C, PCBPC, MEDE&S	



Instrument of delegation to members of Council staff

Responsible Officer	Adoption Date	November 2021 April 2022
Governance and Reporting Advisor	Approved By	Council
Authorising Officer	Review Date	October 2025
Director Corporate Services	Policy Type	Council Policy

Instrument of Delegation

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

- 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;
- records that references in the Schedule are as follows:

Abbreviation		Position (or any successor position)
AOI	means	Asset Officer Inspections
APC	means	Asset Planning Coordinator
CCC	means	Community Compliance Coordinator
CP	means	Cadet Planner
DCS	means	Director Corporate Services
DCW	means	Director Community Wellbeing
DDS	means	Director Development Services
DIS	means	Director Infrastructure Services
EHO	means	Environmental Health Officer
G&RA	means	Governance & Reporting Advisor
HC	means	Horticulture Coordinator

Abbreviation		Position (or any successor position)
MBP&C	means	Manager Building Planning & Compliance
MBS	means	Municipal Building Surveyor
MEDE&S	means	Manager Economic Development Environment & Strategy
MF	means	Manager Finance
MFS	means	Manager Field Services
MIP&D	means	Manager Infrastructure Planning & Delivery
MP&G	means	Manager People & Governance
P	means	Planner
PCBPC	means	Planning Coordinator
PCO	means	Planning Compliance Officer
SCFS	means	Supervisor Cemetery
SPBPC	means	Senior Planner
SPSGE	means	Strategy vic Planner
SW	means	Supervisor Works
TSC	means	Technical Services Coordinator
WC	means	Works Coordinator

3. declares that:

- 3.1. this Instrument of Delegation is authorised by a resolution of Council passed on 23 November 2021; and
- 3.2. the delegation:
 - 3.2.1. comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2. remains in force until varied or revoked;
 - 3.2.3. is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4. must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3. the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1. if the issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

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

THE COMMON SEAL OF THE WANGARATTA)
RURAL CITY COUNCIL was hereunto affixed)

Mayor/Councillor

Chief Executive Officer

Date

Schedule

Cemeteries and Crematoria Act 2003	5
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Domestic Animals Act 1994	2322
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Residential Tenancies Act 1997	9390
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	9592
Residential Tenancies Regulations 2021	9895
Road Management Act 2004	9996
Road Management (General) Regulations 2016	112409
Road Management (Works and Infrastructure) Regulations 2015	114111

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Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
s.8(1)(a)(ii)	power to manage one or more public cemeteries	CEO	
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	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	where council is a Class B cemetery trust
s.12A(1)	function to do the activities set out in paragraphs (a) – (n)	Not applicable	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	Not applicable	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	
s.14	power to manage multiple public cemeteries as if they are one cemetery	CEO	
s.15(4)	duty to keep records of delegations	MFS	
s.17(1)	power to employ any persons necessary	CEO	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	CEO	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s. 17(3)	power to determine the terms and conditions of employment or engagement	CEO	subject to any guidelines or directions of the Secretary
s.18(3)	duty to comply with a direction from the Secretary	MFS, HC, SCFS	
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	Not applicable	where council is a Class A cemetery trust
s.18C	power to determine the membership of the governance committee	Not applicable	where council is a Class A cemetery trust
s.18D	power to determine procedure of governance committee	Not applicable	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	Not applicable	where council is a Class A cemetery trust
s.18D(1)(b)	power to appoint any additional community advisory committees	Not applicable	where council is a Class A cemetery trust
s.18D(2)	duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Not applicable	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 Financial Management Act 1994	Not applicable	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	Not applicable	where council is a Class A cemetery trust

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.18H(1)	duty to hold an annual meeting before 30 December in each calendar year, in accordance with section	Not applicable	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	Not applicable	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 section 18J(2))	Not applicable	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	Not applicable	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)	Not applicable	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	Not applicable	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	Not applicable	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	Not applicable	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	Not applicable	where council is a Class A cemetery trust

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.18O(4)	duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	Not applicable	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	Not applicable	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.	Not applicable	where council is a Class A cemetery trust
s.19	power to carry out or permit the carrying out of works	MFS	
s.20(1)	duty to set aside areas for the interment of human remains	MFS	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	CEO	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	CEO	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	CEO	subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section	CEO	subject to the Minister approving the purpose
s.40	duty to notify Secretary of fees and charges fixed under section 39	MFS, DIS	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	MFS, DIS	provided the street was constructed pursuant to the Local Government Act 2020
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	MFS, DIS	report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	DIS, MFS	
s.60(1)	duty to make information in records available to the public for historical or research purposes	SCFS, HC	
s.60(2)	power to charge fees for providing information	SCFS, HC	
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	DIS	
s.64B(d)	power to permit interments at a reopened cemetery	DIS	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	DIS	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	DIS	
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	SCFS, HC	
s.70(2)	duty to make plans of existing place of interment available to the public	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	SCFS, HC	
s.71(2)	power to dispose of any memorial or other structure removed	SCFS, HC	
s.72(2)	duty to comply with request received under section 72	SCFS, HC	
s.73(1)	power to grant a right of interment	SCFS, HC	
s.73(2)	power to impose conditions on the right of interment	MFS, HC	
s.74	Duty to offer a perpetual right of interment	SCFS, MFS	Provision commences on 1 March 2022 unless proclaimed earlier
s.75	power to grant the rights of interment set out in subsections (a) and (b)	MFS, HC	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	MFS, HC	
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	MFS, DIS	
s.80(1)	function of receiving notification and payment of transfer of right of interment	SCFS, HC	
s.80(2)	function of recording transfer of right of interment	SCFS, HC	
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	SCFS, MFS, HC	<u>Reference to 'sole holder' will no longer apply from 1 March 2022</u>
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	SCFS, HC	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	SCFS, HC	
<u>s.84F(2)(d)</u>	<u>Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)</u>	<u>SCFS, HC</u>	
<u>s.84H(4)</u>	<u>Power to exercise the rights of a holder of a right of interment</u>	<u>SCFS, HC</u>	
<u>s.84I(5)</u>	<u>Duty to pay refund to the previous holder or holders of the right of interment</u>	<u>SCFS, HC</u>	
<u>s.84I(6)(a)</u>	<u>Power to remove any memorial on the place of interment</u>	<u>SCFS, HC</u>	
<u>s.84I(6)(b)</u>	<u>Power to grant right of interment under s 73</u>	<u>SCFS, HC</u>	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	SCFS, HC	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	SCFS, HC	does not apply where right of interment relates to remains of a deceased veteran.

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;	SCFS, HC	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
85(2)(c)	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.	SCFS, HC	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	SCFS, HC	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	SCFS, HC	
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	SCFS, HC	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	SCFS, HC	
s.86(4)	power to take action under s.86(4) relating to removing and re-intering cremated human remains	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.86(5)	duty to provide notification before taking action under s.86(4)	SCFS, HC	
s.86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	SCFS, HC	
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	SCFS, HC	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	MFS, SCFS, HC	
s.91(1)	power to cancel a right of interment in accordance with this section	MFS, HC	
s.91(3)	duty to publish notice of intention to cancel right of interment	MFS, HC	
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	MFS, SCFS, HC	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	SCFS, HC	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	MFS, HC	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.100(1)	power to require a person to remove memorials or places of interment	MFS, HC	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	MFS, SCFS, HC	
s.100(3)	power to recover costs of taking action under section 100(2)	MFS, HC	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	MFS, SCFS, HC	
s.102(1)	power to approve or refuse- an application under section 101, if satisfied of the matters in (b) and (c)	MFS, HC	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	MFS, HC	
s.103(1)	power to require a person to remove a building for ceremonies	MFS, HC	
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	MFS, HC	
s.103(3)	power to recover costs of taking action under section 103(2)	MFS, HC	
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	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.106(2)	power to require the holder of the right of interment to provide for an examination	MFS, HC	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	MFS, HC	
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 section 106(1) is not complied with	MFS, HC	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	MFS, HC	
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	SCFS, HC	
s.108	power to recover costs and expenses	MFS, HC	
s.109(1)(a)	power to open, examine and repair a place of interment	MFS, HC	where the holder of right of interment or responsible person cannot be found
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	MFS, HC	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	MFS, HC	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	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MFS	Provision commences on 1 March 2022
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	MFS, HC	
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	MFS, HC	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	MFS, HC	
s.112	power to sell and supply memorials	SCFS, HC	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	MFS, SCFS, HC	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	MFS, SCFS, HC	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	MFS, HC	
s.119	power to set terms and conditions for interment authorisations	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.131	function of receiving an application for cremation authorisation	SCFS, HC	
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	MFS, HC	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	MFS, HC	
s.146	power to dispose of bodily remains by a method other than interment or cremation	DIS	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	DIS	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	MFS, HC	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	MFS, HC	
s.151	function of receiving applications to inter or cremate body parts	SCFS, HC	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	MFS, HC	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	MFS, HC	
Schedule 1 clause 8(8)	power to regulate own proceedings	DIS	subject to clause 8

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
Schedule 1A clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Not applicable	where council is a Class A cemetery trust
Schedule 1A clause 8(8)	power to regulate own proceedings	Not applicable	where council is a Class A cemetery trust. Subject to clause 8

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
r.24	duty to ensure that cemetery complies with depth of burial requirements	SCFS, MFS, HC	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	SCFS, MFS, HC	
r.27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	SCFS, MFS, HC	
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	Not applicable	
r.28(2)	duty to ensure any fittings removed or are disposed in an appropriate manner	Not applicable	
r.29	power to dispose of any metal substance or non-human substance recovered from a cremator	Not applicable	
r.30(2)	power to release cremated human remains to certain persons	Not applicable	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	Not applicable	
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	Not applicable	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r.31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not applicable	
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Not applicable	
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DIS, MFS	
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	SCFS, HC	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	SCFS, HC	
r.34	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	SCFS, HC	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	SCFS, HC	
r. 40	power to approve a person to play sport within a public cemetery	DIS, MFS	
r. 41(1)	power to approve fishing and bathing within a public cemetery	DIS, MFS	
r. 42(1)	power to approve hunting within a public cemetery	DIS, MFS	
r. 43	power to approve camping within a public cemetery	DIS, MFS	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r. 45(1)	power to approve the removal of plants within a public cemetery	DIS, MFS	
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DIS, MFS	
r. 47(3)	power to approve the use of fire in a public cemetery	DIS, MFS	
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	SCFS, MFS, HC	
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	DIS, MFS	see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	MFS, SCFS, HC	see note above regarding model rules
Schedule 2, clause5(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	DIS, MFS	see note above regarding model rules
Schedule 2, clause6(1)	power to give directions regarding the manner in which a funeral is to be conducted	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause7(1)	power to give directions regarding the dressing of places of interment and memorials	SCFS, MFS, HC	see note above regarding model rules

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
Schedule 2, clause8	power to approve certain mementos on a memorial	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause11(1)	power to remove objects from a memorial or place of interment	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause14	power to approve an animal to enter into or remain in a cemetery	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause16(1)	power to approve construction and building within a cemetery	DIS, MFS	see note above regarding model rules
Schedule 2, clause17(1)	power to approve action to disturb or demolish property of the cemetery trust	MFS, HC	see note above regarding model rules
Schedule 2, clause18(1)	power to approve digging or planting within a cemetery	MFS, HC	see note above regarding model rules

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Instrument of delegation to members of
Council staff

Domestic Animals Act 1994			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.41A(1)	power to declare a dog to be a menacing dog	DDS, MBP&C	Council may delegate this power to an authorised officer

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	EHO, CCC, MBP&C	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO, CCC, MBP&C	If section 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	MBP&C, CCC	If section 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 section 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	MBP&C, CCC	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	MBP&C, CCC	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	MBP&C, CCC	If section 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).	MBP&C, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MBP&C, CCC	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	MBP&C, CCC	Where Council is the registration authority
s.19CB(4)(b)	power to request copy of records	MBP&C, EHO, CCC	Where Council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO, CCC	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	EHO, CCC	Where Council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, CCC	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	EHO, CCC	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	EHO, CCC	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	EHO, CCC	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	EHO, CCC	Where Council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO, CCC	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	DDS, MBP&C	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	MBP&C, CCC	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO, CCC, MBP&C	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	MBP&C, CCC	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	MBP&C, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
---	power to register, or renew or transfer the registration of a food premises	MBP&C, CCC, EHO	Where council is the registration authority. Refusal to grant, or renew transfer the registration of a food premises must be ratified by Council or the CEO (see section 58A(2))
s.36A	Power to accept an application for registration or notification using online portal	EHO, CCC, MBP&C	Where Council is the registration authority
s.36B	Duty to pay the charge for use of online portal	CCC, MBP&C	Where Council is the registration authority
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO, CCC, MBP&C	Where Council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under section 38AB(1)	EHO, CCC, MBP&C	Where Council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO, CCC, MBP&C	Where Council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO, CCC, MBP&C	Where Council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	EHO, CCC	Where Council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	EHO, CCC	Where Council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO, CCC	Where Council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO, CCC	Where Council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	EHO, CCC	where council is the registration authority; not exceeding the prescribed time limit defined under section 38E(5).
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO, CCC	Where Council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	CCC, 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	EHO, CCC	Where Council is the registration authority
<u>s.38G(2)</u>	<u>Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises</u>	<u>EHO, CCC</u>	<u>Where Council is the registration authority</u>
s.38G(4 2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	CCC, EHO	Where Council is the registration authority
s.39A	power to register, or renew or transfer the registration of a food premises despite minor defects	CCC, EHO	Where Council is the registration authority. Only if satisfied of matters in sections 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	CCC, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CCC, 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 Public Health and Wellbeing Act 2008	CCC, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	CCC, EHO	Where Council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	MBP&C, CCC	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	MBP&C, CCC	
s.40F	Power to cancel registration of food premises	MBP&C, DDS	Where Council is the registration authority
s 43	Duty to maintain records of registration	MBP&C	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	CCC, 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	CCC, MBP&C	Where Council is the registration authority
s 45AC	Power to bring proceedings	DDS, MBP&C	
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	DDS, MBP&C, CCC	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

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 and powers	DDS	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

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Instrument of delegation to members of
Council staff

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

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Instrument of delegation to members of
Council 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	MEDE&S, MBP&C, DDS	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	MEDE&S, MBP&C, DDS	
s.4H	duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	MEDE&S, MBP&C, DDS	
s.4I	duty to keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	MEDE&S, MBP&C, DDS	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	MEDE&S, MBP&C, DDS	
s.8A(5)	function of receiving notice of the Minister's decision	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MEDE&S, MBP&C, DDS	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)	MEDE&S; DDS, MBP&C	
s.12B(1)	duty to review planning scheme	MEDE&S, DDS, MBP&C	
s.12B(2)	duty to review planning scheme at direction of Minister	MEDE&S, DDS, MBP&C	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MEDE&S, DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.14	duties of a Responsible Authority as set out in sections 14(a) to (d)	MEDE&S, MBP&C, DDS	
s.17(1)	duty of giving copy amendment to the planning scheme	MEDE&S, DDS, MBP&C	
s.17(2)	duty of giving copy s.173 agreement	MEDE&S, DDS, MBP&C	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	MEDE&S, DDS, MBP&C	
s.18	duty to make amendment etc. available in accordance with public availability requirements	MEDE&S, DDS, MBP&C	
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 section 19 to a planning scheme	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	Not applicable	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.

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	MEDE&S, DDS, MBP&C	Where Council is a planning authority
s.21(2)	duty to make submissions available in accordance with public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.21A(4)	duty to publish notice	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.22	duty to consider all submissions	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	except submissions which request a change to the items in sections.22(5)(a) and (b)
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.23(2)	power to refer to a panel submission which do not require a change to the amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.26(1)	power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.26(2)	duty to keep report of panel available in accordance with public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.27(2)	power to apply for exemption if panel's report not received	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.28(1)	duty to notify the Minister if abandoning an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.30(4)(a)	duty to say if amendment has lapsed	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.30(4)(b)	duty to provide information in writing upon request	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.32(2)	duty to give more notice if required	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.33(1)	duty to give more notice of changes to an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.36(2)	duty to give notice of approval of amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.38(5)	duty to give notice of revocation of an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.40(1)	function of lodging copy of approved amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.41(1)	duty to make a copy of an approved amendment available in accordance with the public availability requirements during the inspection period	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.42(2)	duty to make copy of planning scheme available in accordance with the public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	where Council is a responsible public entity and is a planning authority. Note: this provision is not yet in force; and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s.46AW	function of being consulted by the Minister	MEDE&S, DDS, MBP&C	where Council is a responsible public entity
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	MEDE&S, DDS, MBP&C	where Council is a responsible public entity
s 46AZC(2)	duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	where Council is a responsible public entity

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	
s 46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	MEDE&S, DDS, MBP&C	
s 46GN(1)	duty to arrange for estimates of values of inner public purpose land	MEDE&S, DDS, MBP&C, MF	
s 46GO(1)	duty to give notice to owners of certain inner public purpose land	MEDE&S, DDS, MBP&C	
s 46GP	function of receiving a notice under s 46GO	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MEDE&S, DDS, MBP&C	
s 46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
s 46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
s 46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	MEDE&S, DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GU	duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency
s 46GV(3)(b)	power to enter into an agreement with the applicant	MEDE&S, DDS, MBP&C, PCBPC	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)	MEDE&S, DDS, MBP&C, PCBPC	where Council is the development agency
s 46GV(4)(b)	function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	MEDE&S, DDS, MBP&C, PCBPC	where Council is the collecting agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GV(7)	duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	MEDE&S, DDS, MBP&C, PCBPC	
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	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C	where Council is the collecting agency
s 46GY(1)	duty to keep proper and separate accounts and records	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency
s 46GY(2)	duty to keep the accounts and records in accordance with the Local Government Act 2020	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where the Council is the planning authority. This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency
s 46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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 function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MEDE&S, DDS, MBP&C, MF	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(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	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	if any inner public purpose land is vested in Council under the Subdivision Act 1988 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	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the collecting agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZA(1)	duty to keep proper and separate accounts and records	MEDE&S, DDS, MBP&C, MF	where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	duty to keep the accounts and records in accordance with the Local Government Act 2020	MEDE&S, DDS, MBP&C, MF	where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	duty to follow the steps set out in s 46GZB(3)(a) – (c)	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZD(5)	duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the development agency
s 46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	MEDE&S, DDS, MBP&C, MF	where Council is the collection agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the development agency
s 46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, PCBPC, SPBPC	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	MEDE&S, DDS, MBP&C	where Council is a collecting agency or development agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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)	MEDE&S, DDS, MBP&C, PCBPC, SPBPC	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	MBP&C, PCBPC, DDS, SPBPC	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	MBP&C, PCBPC, DDS, SPBPC	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	MBP&C, DDS, PCBPC	
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	MBP&C, DDS, PCBPC, SPBPC	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	MBP&C, DDS, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	MBP&C, DDS, PCBPC, SPBPC	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	MBP&C, DDS, PCBPC	
s.46Q(1)	duty to keep proper accounts of levies paid	MF	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MBP&C, DDS, MF	
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	MBP&C, DDS	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	MBP&C, DDS	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)	MBP&C, DDS	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	MBP&C, DDS	must be done in accordance with Part 3

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s46Q(4)(e)	duty to expend that amount on other works etc.	MBP&C, DDS	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	MBP&C, DDS	
s.46QD	duty to prepare report and give a report to the Minister	MF	where council is a collecting agency or development agency
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not applicable	
s.46Y	duty to carry out works in conformity with the approved strategy plan	Not applicable	
s.47	power to decide that an application for a planning permit does not comply with that Act	MBP&C, DDS	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.49(2)	duty to make register available for inspection in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.50(4)	duty to amend application	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.50(5)	power to refuse to amend application	MBP&C, DDS, PCBPC	
s.50(6)	duty to make note of amendment to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.50A(1)	power to make amendment to application	MBP&C, DDS, PCBPC, SPBPC, P	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	MBP&C, DDS, PCBPC, SPBPC, P	
s.50A(4)	duty to note amendment to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.51	duty to make copy of application available for inspection in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally affected	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(3)	power to give any further notice of an application where appropriate	MBP&C, DDS, PCBPC, SPBPC, P	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	MBP&C, DDS, PCBPC, SPBPC, P	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	MBP&C, DDS, PCBPC, SPBPC, P	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.54(1)	power to require the applicant to provide more information	MBP&C, DDS, PCBPC, SPBPC, P	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54(1B)	duty to specify the lapse date for an application	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	MBP&C, DDS, PCBPC	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	MBP&C, DDS, PCBPC, SPBPC	
s.57(5)	duty to make a copy of all objections available in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57A(5)	power to refuse to amend application	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.57A(6)	duty to note amendments to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57B(1)	duty to determine whether and to whom notice should be given	MBP&C, DDS, PCBPC, SPBPC	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	MBP&C, DDS, PCBPC, SPBPC	
s.57C(1)	duty to give copy of amended application to referral authority	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.58	duty to consider every application for a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.58A	power to request advice from the Planning Application Committee	MBP&C, DDS	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.60	duty to consider certain matters	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s60(1A)	duty to consider certain matters.	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(1)(a)	power to determine permit application, to decide to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 Limitations: P, SPBPC: For developments <\$1M PCBPC: For developments <\$2M MBP&C: For developments <\$5M DDS; For developments >\$5M where the number of objections does not exceed three

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(1)(b)	power to determine permit application, to grant a permit with conditions	MBP&C, DDS, PCBPC, SPBPC, P	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 Limitations: P, SPBPC: For developments <\$1M PCBPC: For developments <\$2M MBP&C: For developments <\$5M DDS; For developments >\$5M where the number of objections does not exceed three
s.61(1)(c)	power to determine permit application, to refuse a permit application	MBP&C, DDS, PCBPC	where the number of objections does not exceed three
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	MBP&C, DDS, PCBPC	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	MBP&C, DDS, PCBPC	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not applicable	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not applicable	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	MBP&C, DDS, PCBPC	
s.62(1)	duty to include certain conditions in deciding to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.62(2)	power to include other conditions	MBP&C, DDS, PCBPC, SPBPC, P	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	MBP&C, DDS, PCBPC, SPBPC, 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 section 173 agreement	MBP&C, DDS, PCBPC, SPBPC, P	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	MBP&C, DDS, PCBPC, SPBPC, 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 sections 46N(1), 46GV(7) or 62(5)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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 section 62(1)(a)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	MBP&C, DDS, PCBPC, SPBPC, P, CP	this provision applies also to a decision to grant an amendment to a permit - see section 75

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.64(3)	duty not to issue a permit until after the specified period	MBP&C, DDS, PCBPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	MBP&C, DDS, PCBPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.69(1A)	function of receiving application for extension of time to complete development	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.69(2)	power to extend time	MBP&C, DDS, PCBPC, SPBPC	
s.70	duty to make copy permit available for inspection in accordance with public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.71(1)	power to correct certain mistakes	MBP&C, DDS, PCBPC, SPBPC, P	
s.71(2)	duty to note corrections in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.73	power to decide to grant amendment subject to conditions	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.74	duty to issue amended permit to applicant if no objectors	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	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

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.83	function of being respondent to an appeal	MBP&C, DDS, PCBPC	
s.83B	duty to give or publish notice of application for review	MBP&C, DDS, PCBPC	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	MBP&C, DDS	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.84AB	power to agree to confining a review by the Tribunal	MBP&C, DDS	
s.86	duty to issue a permit at order of Tribunal within 3 working days	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	MBP&C, DDS, PCBPC, SPBPC	
s.91(2)	duty to comply with the directions of VCAT	MBP&C, DDS, PCBPC, SPBPC	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	MBP&C, DDS, PCBPC, SPBPC	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	MBP&C, DDS, PCBPC, SPBPC	
s.93(2)	duty to give notice of VCAT order to stop development	MBP&C, DDS, PCBPC, PCO	
s.95(3)	function of referring certain applications to the Minister	MBP&C, DDS	
s.95(4)	duty to comply with an order or direction	MBP&C, DDS	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	MBP&C, DDS	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	MBP&C, DDS	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DDS, MBP&C, PCBPC, MEDE&S	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DDS, MBP&C, PCBPC, MEDE&S	
s.96F	duty to consider the panel's report under section 96E	MBP&C, DDS, PCBPC, SPBPC, MEDE&S, SPSGE	
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 section 23 of the Planning and Environment (Planning Schemes) Act 1996)	DDS, MBP&C, PCBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.96H(3)	power to give notice in compliance with Minister's direction	MBP&C, PCBPC, MEDE&S	
s.96J	power to issue permit as directed by the Minister	MBP&C, PCBPC, MEDE&S, SPSGE	
s.96K	duty to comply with direction of the Minister to give notice of refusal	MBP&C, PCBPC, MEDE&S, SPSGE	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	MBP&C, MF	
s.97C	power to request Minister to decide the application	DDS, MBP&C	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	MBP&C, DDS, PCBPC	
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	DDS, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.97G(6)	duty to make a copy of permits issued under section 97F available in accordance with public availability requirements	DDS, MBP&C, PCBPC	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DDS, MBP&C, PCBPC	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DDS, MBP&C, MEDE&S	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DDS, MBP&C, MEDE&S	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DDS, MBP&C, PCBPC	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DDS, MBP&C, PCBPC, SPBPC	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DDS, MBP&C, PCBPC	
s.97Q(4)	duty to comply with directions of VCAT	MBP&C, DDS, PCBPC, SPBPC	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DDS, MBP&C, PCBPC	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DDS, MBP&C	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DDS, MBP&C	
s.101	function of receiving claim for expenses in conjunction with claim	DDS, MBP&C	
s.103	power to reject a claim for compensation in certain circumstances	DDS	
s.107(1)	function of receiving claim for compensation	DDS, MBP&C	
s.107(3)	power to agree to extend time for making claim	DDS, MBP&C	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DDS, MBP&C	
s.114(1)	power to apply to the VCAT for an enforcement order	DDS, MBP&C, PCBPC	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	MBP&C, DDS, PCBPC, SPBPC	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DDS, MBP&C, PCBPC	
s.123(1)	power to carry out work required by enforcement order and recover costs	DDS, MBP&C, PCBPC	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DDS	except Crown Land
s.129	function of recovering penalties	DDS, MBP&C	



Rural City of
Wangaratta

Instrument of delegation to members of Council staff

Responsible Officer	Adoption Date	November 2021
Governance and Reporting Advisor	Approved By	Council
	Review Date	October 2025
Authorising Officer	Policy Type	Council Policy
Director Corporate Services		

Instrument of Delegation

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

- 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;
- records that references in the Schedule are as follows:

Abbreviation		Position (or any successor position)
AOI	means	Asset Officer Inspections
APC	means	Asset Planning Coordinator
CCC	means	Community Compliance Coordinator
CP	means	Cadet Planner
DCS	means	Director Corporate Services
DCW	means	Director Community Wellbeing
DDS	means	Director Development Services
DIS	means	Director Infrastructure Services
EHO	means	Environmental Health Officer
G&RA	means	Governance & Reporting Advisor
HC	means	Horticulture Coordinator
MBP&C	means	Manager Building Planning & Compliance

Abbreviation		Position (or any successor position)
MBS	means	Municipal Building Surveyor
MEDE&S	means	Manager Economic Development Environment & Strategy
MF	means	Manager Finance
MFS	means	Manager Field Services
MIP&D	means	Manager Infrastructure Planning & Delivery
MP&G	means	Manager People & Governance
P	means	Planner
PCBPC	means	Planning Coordinator
PCO	means	Planning Compliance Officer
SCFS	means	Supervisor Cemetery
SPBPC	means	Senior Planner
SPSGE	means	Strategy Planner
SW	means	Supervisor Works
TSC	means	Technical Services Coordinator
WC	means	Works Coordinator

3. declares that:

- 3.1. this Instrument of Delegation is authorised by a resolution of Council passed on 23 November 2021; and
- 3.2. the delegation:
 - 3.2.1. comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2. remains in force until varied or revoked;
 - 3.2.3. is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4. must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3. the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1. if the issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 3.3.2. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or

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Instrument of delegation to members of
Council staff

- (b) strategy
adopted by Council; or
- 3.3.3. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

THE COMMON SEAL OF THE WANGARATTA)
RURAL CITY COUNCIL was hereunto affixed)

Mayor/Councillor

Chief Executive Officer

Date

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
s.8(1)(a)(ii)	power to manage one or more public cemeteries	CEO	
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	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	where council is a Class B cemetery trust
s.12A(1)	function to do the activities set out in paragraphs (a) – (n)	Not applicable	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	Not applicable	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	
s.14	power to manage multiple public cemeteries as if they are one cemetery	CEO	
s.15(4)	duty to keep records of delegations	MFS	
s.17(1)	power to employ any persons necessary	CEO	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	CEO	
s. 17(3)	power to determine the terms and conditions of employment or engagement	CEO	subject to any guidelines or directions of the Secretary

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.18(3)	duty to comply with a direction from the Secretary	MFS, HC, SCFS	
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	Not applicable	where council is a Class A cemetery trust
s.18C	power to determine the membership of the governance committee	Not applicable	where council is a Class A cemetery trust
s.18D	power to determine procedure of governance committee	Not applicable	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	Not applicable	where council is a Class A cemetery trust
s.18D(1)(b)	power to appoint any additional community advisory committees	Not applicable	where council is a Class A cemetery trust
s.18D(2)	duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Not applicable	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 Financial Management Act 1994	Not applicable	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	Not applicable	where council is a Class A cemetery trust
s.18H(1)	duty to hold an annual meeting before 30 December in each calendar year, in accordance with section	Not applicable	where council is a Class A cemetery trust

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.18I	duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	Not applicable	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 section 18J(2))	Not applicable	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	Not applicable	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)	Not applicable	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	Not applicable	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	Not applicable	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	Not applicable	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	Not applicable	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	Not applicable	where council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.18O(5)	duty to ensure that an approved strategic plan is available to members of the public on request	Not applicable	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.	Not applicable	where council is a Class A cemetery trust
s.19	power to carry out or permit the carrying out of works	MFS	
s.20(1)	duty to set aside areas for the interment of human remains	MFS	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	CEO	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	CEO	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	CEO	subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section	CEO	subject to the Minister approving the purpose
s.40	duty to notify Secretary of fees and charges fixed under section 39	MFS, DIS	
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	MFS, DIS	provided the street was constructed pursuant to the Local Government Act 2020

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	MFS, DIS	report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	DIS, MFS	
s.60(1)	duty to make information in records available to the public for historical or research purposes	SCFS, HC	
s.60(2)	power to charge fees for providing information	SCFS, HC	
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	DIS	
s.64B(d)	power to permit interments at a reopened cemetery	DIS	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	DIS	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	DIS	
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	SCFS, HC	
s.70(2)	duty to make plans of existing place of interment available to the public	SCFS, HC	
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.71(2)	power to dispose of any memorial or other structure removed	SCFS, HC	
s.72(2)	duty to comply with request received under section 72	SCFS, HC	
s.73(1)	power to grant a right of interment	SCFS, HC	
s.73(2)	power to impose conditions on the right of interment	MFS, HC	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	MFS, HC	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	MFS, HC	
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	MFS, DIS	
s.80(1)	function of receiving notification and payment of transfer of right of interment	SCFS, HC	
s.80(2)	function of recording transfer of right of interment	SCFS, HC	
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	SCFS, HC	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	SCFS, MFS, HC	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	SCFS, HC	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	SCFS, HC	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	SCFS, HC	does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;	SCFS, HC	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
85(2)(c)	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.	SCFS, HC	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	SCFS, HC	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	SCFS, HC	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	SCFS, HC	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	SCFS, HC	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	SCFS, HC	
s.86(5)	duty to provide notification before taking action under s.86(4)	SCFS, HC	
s 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	SCFS, HC	
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	SCFS, HC	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	MFS, SCFS, HC	
s.91(1)	power to cancel a right of interment in accordance with this section	MFS, HC	
s.91(3)	duty to publish notice of intention to cancel right of interment	MFS, HC	
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	MFS, SCFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	SCFS, HC	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	MFS, HC	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	MFS, HC	
s.100(1)	power to require a person to remove memorials or places of interment	MFS, HC	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	MFS, SCFS, HC	
s.100(3)	power to recover costs of taking action under section 100(2)	MFS, HC	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	MFS, SCFS, HC	
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	MFS, HC	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	MFS, HC	
s.103(1)	power to require a person to remove a building for ceremonies	MFS, HC	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	MFS, HC	
s.103(3)	power to recover costs of taking action under section 103(2)	MFS, HC	
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	MFS, HC	
s.106(2)	power to require the holder of the right of interment to provide for an examination	MFS, HC	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	MFS, HC	
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 section 106(1) is not complied with	MFS, HC	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	MFS, HC	
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	SCFS, HC	
s.108	power to recover costs and expenses	MFS, HC	
s.109(1)(a)	power to open, examine and repair a place of interment	MFS, HC	where the holder of right of interment or responsible person cannot be found

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	MFS, HC	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	MFS, HC	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	MFS, HC	
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	MFS, HC	
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	MFS, HC	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	MFS, HC	
s.112	power to sell and supply memorials	SCFS, HC	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	MFS, SCFS, HC	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	MFS, SCFS, HC	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	MFS, HC	
s.119	power to set terms and conditions for interment authorisations	MFS, HC	
s.131	function of receiving an application for cremation authorisation	SCFS, HC	
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	MFS, HC	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	MFS, HC	
s.146	power to dispose of bodily remains by a method other than interment or cremation	DIS	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	DIS	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	MFS, HC	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	MFS, HC	
s.151	function of receiving applications to inter or cremate body parts	SCFS, HC	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	MFS, HC	

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Instrument of delegation to members of
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Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	MFS, HC	
Schedule 1 clause 8(8)	power to regulate own proceedings	DIS	subject to clause 8
Schedule 1A clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Not applicable	where council is a Class A cemetery trust
Schedule 1A clause 8(8)	power to regulate own proceedings	Not applicable	where council is a Class A cemetery trust. Subject to clause 8

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
r.24	duty to ensure that cemetery complies with depth of burial requirements	SCFS, MFS, HC	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	SCFS, MFS, HC	
r.27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	SCFS, MFS, HC	
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	Not applicable	
r.28(2)	duty to ensure any fittings removed or are disposed in an appropriate manner	Not applicable	
r.29	power to dispose of any metal substance or non-human substance recovered from a cremator	Not applicable	
r.30(2)	power to release cremated human remains to certain persons	Not applicable	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	Not applicable	
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	Not applicable	

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r.31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not applicable	
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Not applicable	
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DIS, MFS	
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	SCFS, HC	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	SCFS, HC	
r.34	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	SCFS, HC	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	SCFS, HC	
r. 40	power to approve a person to play sport within a public cemetery	DIS, MFS	
r. 41(1)	power to approve fishing and bathing within a public cemetery	DIS, MFS	
r. 42(1)	power to approve hunting within a public cemetery	DIS, MFS	
r. 43	power to approve camping within a public cemetery	DIS, MFS	
r. 45(1)	power to approve the removal of plants within a public cemetery	DIS, MFS	

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Instrument of delegation to members of
Council staff

Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DIS, MFS	
r. 47(3)	power to approve the use of fire in a public cemetery	DIS, MFS	
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	SCFS, MFS, HC	
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	DIS, MFS	see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	MFS, SCFS, HC	see note above regarding model rules
Schedule 2, clause 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	DIS, MFS	see note above regarding model rules
Schedule 2, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause 8	power to approve certain mementos on a memorial	SCFS, MFS, HC	see note above regarding model rules

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Instrument of delegation to members of
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Cemeteries and Crematoria Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
Schedule 2, clause11(1)	power to remove objects from a memorial or place of interment	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause14	power to approve an animal to enter into or remain in a cemetery	SCFS, MFS, HC	see note above regarding model rules
Schedule 2, clause16(1)	power to approve construction and building within a cemetery	DIS, MFS	see note above regarding model rules
Schedule 2, clause17(1)	power to approve action to disturb or demolish property of the cemetery trust	MFS, HC	see note above regarding model rules
Schedule 2, clause18(1)	power to approve digging or planting within a cemetery	MFS, HC	see note above regarding model rules

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Instrument of delegation to members of
Council staff

Domestic Animals Act 1994			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.41A(1)	power to declare a dog to be a menacing dog	DDS, MBP&C	Council may delegate this power to an authorised officer

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	EHO, CCC, MBP&C	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO, CCC, MBP&C	If section 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	MBP&C, CCC	If section 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 section 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	MBP&C, CCC	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	MBP&C, CCC	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	MBP&C, CCC	If section 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).	MBP&C, CCC	where council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MBP&C, CCC	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	MBP&C, CCC	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	MBP&C, EHO, CCC	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO, CCC	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, CCC	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	EHO, CCC	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO, CCC	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	DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.19UA	power to charge fees for conducting a food safety assessment or inspection	MBP&C, CCC	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO, CCC, MBP&C	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	MBP&C, CCC	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	MBP&C, CCC	where council is the registration authority
---	power to register, renew or transfer registration	MBP&C, CCC, EHO	where council is the registration authority. Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.36A	Power to accept an application for registration or notification using online portal	EHO, CCC, MBP&C	Where Council is the registration authority
s.36B	Duty to pay the charge for use of online portal	CCC, MBP&C	Where Council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO, CCC, MBP&C	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under section 38AB(1)	EHO, CCC, MBP&C	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO, CCC, MBP&C	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO, CCC, MBP&C	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO, CCC	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	EHO, CCC	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	EHO, CCC	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO, CCC	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO, CCC	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	EHO, CCC	where council is the registration authority; not exceeding the prescribed time limit defined under section 38E(5).

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO, CCC	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	CCC, 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	EHO, CCC	Where Council is the registration authority
s.38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO, CCC	Where Council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	CCC, EHO	where council is the registration authority. Only if satisfied of matters in sections 39A(2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CCC, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	CCC, EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	MBP&C, CCC	where council is the registration authority
s.40F	Power to cancel registration of food premises	MBP&C, DDS	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	CCC, EHO	where council is the registration authority

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Instrument of delegation to members of
Council staff

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	CCC, MBP&C	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	DDS, MBP&C, CCC	where council is the registration authority

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Instrument of delegation to members of
Council staff

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 and powers	DDS	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

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Instrument of delegation to members of
Council staff

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

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Instrument of delegation to members of
Council 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	MEDE&S, MBP&C, DDS	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	MEDE&S, MBP&C, DDS	
s.4H	duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	MEDE&S, MBP&C, DDS	
s.4I	duty to keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	MEDE&S, MBP&C, DDS	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	MEDE&S, MBP&C, DDS	
s.8A(5)	function of receiving notice of the Minister's decision	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MEDE&S, MBP&C, DDS	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)	MEDE&S, DDS, MBP&C	
s.12B(1)	duty to review planning scheme	MEDE&S, DDS, MBP&C	
s.12B(2)	duty to review planning scheme at direction of Minister	MEDE&S, DDS, MBP&C	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MEDE&S, DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.14	duties of a Responsible Authority as set out in sections 14(a) to (d)	MEDE&S, MBP&C, DDS	
s.17(1)	duty of giving copy amendment to the planning scheme	MEDE&S, DDS, MBP&C	
s.17(2)	duty of giving copy s.173 agreement	MEDE&S, DDS, MBP&C	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	MEDE&S, DDS, MBP&C	
s.18	duty to make amendment etc. available in accordance with public availability requirements	MEDE&S, DDS, MBP&C	
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 section 19 to a planning scheme	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	Not applicable	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.

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	MEDE&S, DDS, MBP&C	
s.21(2)	duty to make submissions available in accordance with public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.21A(4)	duty to publish notice	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.22	duty to consider all submissions	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	except submissions which request a change to the items in sections.22(5)(a) and (b)
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.23(2)	power to refer to a panel submission which do not require a change to the amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.26(1)	power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.26(2)	duty to keep report of panel available in accordance with public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.27(2)	power to apply for exemption if panel's report not received	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.28(1)	duty to notify the Minister if abandoning an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.30(4)(a)	duty to say if amendment has lapsed	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.30(4)(b)	duty to provide information in writing upon request	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.32(2)	duty to give more notice if required	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.33(1)	duty to give more notice of changes to an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.36(2)	duty to give notice of approval of amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.38(5)	duty to give notice of revocation of an amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.40(1)	function of lodging copy of approved amendment	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.41(1)	duty to make a copy of an approved amendment available in accordance with the public availability requirements during the inspection period	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
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	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.42(2)	duty to make copy of planning scheme available in accordance with the public availability requirements	MEDE&S, DDS, SPSGE, MBP&C, PCBPC	
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	where council is a responsible public entity and is a planning authority. Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will effect a limited number of councils

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.46AW	function of being consulted by the Minister	MEDE&S, DDS, MBP&C	where Council is a responsible public entity
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	MEDE&S, DDS, MBP&C	where Council is a responsible public entity
s 46AZC(2)	duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	where Council is a responsible public entity
s 46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	
s 46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	MEDE&S, DDS, MBP&C	

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GN(1)	duty to arrange for estimates of values of inner public purpose land	MEDE&S, DDS, MBP&C, MF	
s 46GO(1)	duty to give notice to owners of certain inner public purpose land	MEDE&S, DDS, MBP&C	
s 46GP	function of receiving a notice under s 46GO	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C	
s 46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MEDE&S, DDS, MBP&C	
s 46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
s 46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C	
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	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency
s 46GV(3)(b)	power to enter into an agreement with the applicant	MEDE&S, DDS, MBP&C, PCBPC	where Council is the collecting agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GV(4)(a)	function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	MEDE&S, DDS, MBP&C, PCBPC	where Council is the development agency
s 46GV(4)(b)	function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	MEDE&S, DDS, MBP&C, PCBPC	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	MEDE&S, DDS, MBP&C, PCBPC	
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	MEDE&S, DDS, MBP&C	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	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C	where Council is the collecting agency

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GY(1)	duty to keep proper and separate accounts and records	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency
s 46GY(2)	duty to keep the accounts and records in accordance with the Local Government Act 2020	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency
s 46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where the Council is the planning authority. This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	MEDE&S, DDS, MBP&C, MF	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

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZ(2)(b)	function of receiving the monetary component	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency
s 46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	MEDE&S, DDS, MBP&C, MF	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 function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MEDE&S, DDS, MBP&C, MF	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(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	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan

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Instrument of delegation to members of Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZ(9)	duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	MEDE&S, DDS, MBP&C, MF	if any inner public purpose land is vested in Council under the Subdivision Act 1988 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	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	duty to keep the accounts and records in accordance with the Local Government Act 2020	MEDE&S, DDS, MBP&C, MF	where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	duty to follow the steps set out in s 46GZB(3)(a) – (c)	MEDE&S, DDS, MBP&C, MF	where Council is a development agency under an approved infrastructure contributions plan

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZB(4)	duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the collecting agency

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZE(2)	function of receiving the unexpended land equalisation amount	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the development agency
s 46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, MF	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)	MEDE&S, DDS, MBP&C, MF	where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	MEDE&S, DDS, MBP&C, MF	where Council is the collection agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the development agency
s 46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46GZF(6)	duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	MEDE&S, DDS, MBP&C, MF	where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MEDE&S, DDS, MBP&C, MF	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	MEDE&S, DDS, MBP&C, PCBPC, SPBPC	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	MEDE&S, DDS, MBP&C	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)	MEDE&S, DDS, MBP&C, PCBPC, SPBPC	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	MBP&C, PCBPC, DDS, SPBPC	

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	MBP&C, PCBPC, DDS, SPBPC	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	MBP&C, DDS, PCBPC	
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	MBP&C, DDS, PCBPC, SPBPC	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	MBP&C, DDS, PCBPC	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	MBP&C, DDS, PCBPC, SPBPC	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	MBP&C, DDS, PCBPC	
s.46Q(1)	duty to keep proper accounts of levies paid	MF	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MBP&C, DDS, MF	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	MBP&C, DDS	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	MBP&C, DDS	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)	MBP&C, DDS	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	MBP&C, DDS	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	MBP&C, DDS	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	MBP&C, DDS	
s.46QD	duty to prepare report and give a report to the Minister	MF	where council is a collecting agency or development agency
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not applicable	
s.46Y	duty to carry out works in conformity with the approved strategy plan	Not applicable	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.47	power to decide that an application for a planning permit does not comply with that Act	MBP&C, DDS	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.49(2)	duty to make register available for inspection in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.50(4)	duty to amend application	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.50(5)	power to refuse to amend application	MBP&C, DDS, PCBPC	
s.50(6)	duty to make note of amendment to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.50A(1)	power to make amendment to application	MBP&C, DDS, PCBPC, SPBPC, P	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	MBP&C, DDS, PCBPC, SPBPC, P	
s.50A(4)	duty to note amendment to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.51	duty to make copy of application available for inspection in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally affected	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.52(3)	power to give any further notice of an application where appropriate	MBP&C, DDS, PCBPC, SPBPC, P	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	MBP&C, DDS, PCBPC, SPBPC, P	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	MBP&C, DDS, PCBPC, SPBPC, P	
s.54(1)	power to require the applicant to provide more information	MBP&C, DDS, PCBPC, SPBPC, P	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.54(1B)	duty to specify the lapse date for an application	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	MBP&C, DDS, PCBPC	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.57(5)	duty to make a copy of all objections available in accordance with the public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57A(5)	power to refuse to amend application	MBP&C, DDS, PCBPC, SPBPC	
s.57A(6)	duty to note amendments to application in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.57B(1)	duty to determine whether and to whom notice should be given	MBP&C, DDS, PCBPC, SPBPC	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.57C(1)	duty to give copy of amended application to referral authority	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.58	duty to consider every application for a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.58A	power to request advice from the Planning Application Committee	MBP&C, DDS	
s.60	duty to consider certain matters	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s60(1A)	duty to consider certain matters.	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(1)(a)	power to determine permit application, to decide to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 Limitations: P, SPBPC: For developments <\$1M PCBPC: For developments <\$2M MBP&C: For developments <\$5M DDS; For developments >\$5M where the number of objections does not exceed three
s.61(1)(b)	power to determine permit application, to grant a permit with conditions	MBP&C, DDS, PCBPC, SPBPC, P	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 Limitations: P, SPBPC: For developments <\$1M PCBPC: For developments <\$2M MBP&C: For developments <\$5M DDS; For developments >\$5M where the number of objections does not exceed three

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.61(1)(c)	power to determine permit application, to refuse a permit application	MBP&C, DDS, PCBPC	where the number of objections does not exceed three
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	MBP&C, DDS, PCBPC	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	MBP&C, DDS, PCBPC	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not applicable	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not applicable	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	MBP&C, DDS, PCBPC	
s.62(1)	duty to include certain conditions in deciding to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.62(2)	power to include other conditions	MBP&C, DDS, PCBPC, SPBPC, P	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	MBP&C, DDS, PCBPC, SPBPC, 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 section 173 agreement	MBP&C, DDS, PCBPC, SPBPC, P	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	MBP&C, DDS, PCBPC, SPBPC, 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 sections 46N(1), 46GV(7) or 62(5)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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 section 62(1)(a)	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	MBP&C, DDS, PCBPC, SPBPC, P, CP	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	MBP&C, DDS, PCBPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	MBP&C, DDS, PCBPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	this provision applies also to a decision to grant an amendment to a permit - see section 75A

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	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

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.69(1A)	function of receiving application for extension of time to complete development	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.69(2)	power to extend time	MBP&C, DDS, PCBPC, SPBPC	
s.70	duty to make copy permit available for inspection in accordance with public availability requirements	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.71(1)	power to correct certain mistakes	MBP&C, DDS, PCBPC, SPBPC, P	
s.71(2)	duty to note corrections in register	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.73	power to decide to grant amendment subject to conditions	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.74	duty to issue amended permit to applicant if no objectors	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	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	MBP&C, DDS, PCBPC, SPBPC, P, CP	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	MBP&C, DDS, PCBPC, SPBPC, P, CP	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

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.76D	duty to comply with direction of Minister to issue amended permit	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.83	function of being respondent to an appeal	MBP&C, DDS, PCBPC	
s.83B	duty to give or publish notice of application for review	MBP&C, DDS, PCBPC	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	MBP&C, DDS	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	
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	MBP&C, DDS, PCBPC, SPBPC, P, CP	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.84(6)	duty to issue permit on receipt of advice within 3 working days	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.84AB	power to agree to confining a review by the Tribunal	MBP&C, DDS	
s.86	duty to issue a permit at order of Tribunal within 3 working days	MBP&C, DDS, PCBPC, SPBPC, P, CP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	MBP&C, DDS, PCBPC, SPBPC	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	MBP&C, DDS, PCBPC, SPBPC	
s.91(2)	duty to comply with the directions of VCAT	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	MBP&C, DDS, PCBPC, SPBPC	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	MBP&C, DDS, PCBPC, SPBPC	
s.93(2)	duty to give notice of VCAT order to stop development	MBP&C, DDS, PCBPC, PCO	
s.95(3)	function of referring certain applications to the Minister	MBP&C, DDS	
s.95(4)	duty to comply with an order or direction	MBP&C, DDS	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	MBP&C, DDS	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	MBP&C, DDS	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DDS, MBP&C, PCBPC, MEDE&S	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DDS, MBP&C, PCBPC, MEDE&S	
s.96F	duty to consider the panel's report under section 96E	MBP&C, DDS, PCBPC, SPBPC, MEDE&S, SPSGE	
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 section 23 of the Planning and Environment (Planning Schemes) Act 1996)	DDS, MBP&C, PCBPC, MEDE&S	
s.96H(3)	power to give notice in compliance with Minister's direction	MBP&C, PCBPC, MEDE&S	
s.96J	power to issue permit as directed by the Minister	MBP&C, PCBPC, MEDE&S, SPSGE	

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Instrument of delegation to members of
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Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.96K	duty to comply with direction of the Minister to give notice of refusal	MBP&C, PCBPC, MEDE&S, SPSGE	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	MBP&C, MF	
s.97C	power to request Minister to decide the application	DDS, MBP&C	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	MBP&C, DDS, PCBPC	
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	DDS, MBP&C, PCBPC	
s.97G(6)	duty to make a copy of permits issued under section 97F available in accordance with public availability requirements	DDS, MBP&C, PCBPC	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DDS, MBP&C, PCBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.97MH	duty to provide information or assistance to the Planning Application Committee	DDS, MBP&C, MEDE&S	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DDS, MBP&C, MEDE&S	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DDS, MBP&C, PCBPC	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DDS, MBP&C, PCBPC, SPBPC	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DDS, MBP&C, PCBPC	
s.97Q(4)	duty to comply with directions of VCAT	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DDS, MBP&C, PCBPC	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DDS, MBP&C	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DDS, MBP&C	
s.101	function of receiving claim for expenses in conjunction with claim	DDS, MBP&C	
s.103	power to reject a claim for compensation in certain circumstances	DDS	
s.107(1)	function of receiving claim for compensation	DDS, MBP&C	
s.107(3)	power to agree to extend time for making claim	DDS, MBP&C	
s.114(1)	power to apply to the VCAT for an enforcement order	DDS, MBP&C, PCBPC	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	MBP&C, DDS, PCBPC, SPBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DDS, MBP&C, PCBPC	
s.123(1)	power to carry out work required by enforcement order and recover costs	DDS, MBP&C, PCBPC	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DDS	except Crown Land
s.129	function of recovering penalties	DDS, MBP&C	
s.130(5)	power to allow person served with an infringement notice further time	DDS, MBP&C, PCBPC,	
s.149A(1)	power to refer a matter to the VCAT for determination	DDS, MBP&C, PCBPC, SPBPC	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DDS, MBP&C, PCBPC, SPBPC	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (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 subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	DDS, MBP&C, MEDE&S	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	DDS, MBP&C, MEDE&S	
s.171(2)(g)	power to grant and reserve easements	DDS, MBP&C, MEDE&S	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DDS, MBP&C, MEDE&S	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)	DDS, MBP&C, MEDE&S	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)	DDS, MBP&C, MEDE&S	where Council is the development agency specified in an approved infrastructure contributions plan

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.173 (1)	power to enter into agreement covering matters set out in section 174	DDS, MBP&C, PCBPC, SPBPC, MEDE&S, SPSGE	
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	DDS, MBP&C, PCBPC, SPBPC	where council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	DDS, MBP&C, PCBPC, SPBPC MEDE&S	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	DDS, MBP&C, PCBPC, SPBPC MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.177(2)	power to end a section 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	DDS, MBP&C, PCBPC, SPBPC MEDE&S	
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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178A(1)	function of receiving application to amend or end an agreement	MBP&C, PCBPC, SPBPC, MEDE&S, SPSGE	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178A(5)	power to propose to amend or end an agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178C(4)	function of determining how to give notice under s.178C(2)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	If no objections are made under s.178D. Must consider matters in s.178B

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	If no objections are made under s.178D. Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	After considering objections, submissions and matters in s.178B

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DDS, MBP&C PCBPC, SPBPC, MEDE&S	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	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)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
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	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.179(2)	duty to make a copy of each agreement available in accordance with the public availability requirements	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	DDS MBP&C, PCBPC, SPBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.182	power to enforce an agreement	DDS, MBP&C, PCBPC SPBPC	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DDS, MBP&C, PCBPC, SPBPC, MEDE&S	
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	DDS, MBP&C, MEDE&S	
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	DDS, MBP&C, MEDE&S	
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	DDS, MBP&C, MEDE&S	
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	DDS, MBP&C, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.184G(2)	duty to comply with a direction of the Tribunal	DDS, MBP&C, PCBPC, MEDE&S	
s.184G(3)	duty to give notice as directed by the Tribunal	DDS, MBP&C, PCBPC, MEDE&S	
s.198(1)	function to receive application for planning certificate	Not applicable	Council is no more the authority to receive and issue planning certificates as Amendment C60 had been gazetted on 25 September 2014.
s.199(1)	duty to give planning certificate to applicant	Not applicable	Council is no more the authority to receive and issue planning certificates as Amendment C60 had been gazetted on 25 September 2014.
s.201(1)	function of receiving application for declaration of underlying zoning	DDS, MBP&C, PCBPC, MEDE&S, SPSGE	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.201(3)	duty to make declaration	DDS, MBP&C, PCBPC, MEDE&S	
s.201(3)	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	DDS, MBP&C, PCBPC, MEDE&S, SPBPC, SPSGE, P, CP	
s.201(3)	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	DDS, MBP&C, PCBPC, MEDE&S	
s.201(3)	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	DDS, MBP&C, PCBPC, MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.201(3)	power to give written authorisation in accordance with a provision of a planning scheme	DDS, MBP&C, PCBPC, MEDE&S	
s.201UAB(1)	function of providing the Victorian Planning Authority with information relating to any land within municipal district	DDS, MBP&C, PCBPC MEDE&S	
s.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	DDS, MBP&C, PCBPC MEDE&S	

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Instrument of delegation to members of
Council staff

Planning and Environment Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DDS, MEDE&S, MBP&C, PCBPC SPSGE	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 section 54 of the Act	DDS, MBP&C, PCBPC	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	DDS, MBP&C, PCBPC	where Council is the responsible authority
r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DDS, MBP&C, PCBPC	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 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	DDS, MEDE&S, MBP&C, PCBPC, SPBPC SPSGE	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.

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Instrument of delegation to members of
Council staff

Planning and Environment (Fees) Regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	DDS, MBP&C, MEDE&S	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DDS, MBP&C	Deleted PCBPC
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 R.20	DDS, MBP&C, MEDE&S	Deleted PCBPC

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Instrument of delegation to members of
Council staff

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	DCW, DDS, DCS, MF	Where Council is a public statutory authority engaged in the provision of housing.
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	DCW, DDS, DCS, MF	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes.
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	DCW, DDS, DCS, MF	Where Council is a public statutory authority engaged in the provision of housing.
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	DCW, DDS, DCS, MF	Where Council is a public statutory authority engaged in the provision of housing.
s.142D	function of receiving notice regarding an unregistered rooming house	DDS, MBP&C	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	CCC, EHO	
s. 142G(2)	power to enter certain information in the Rooming House Register	CCC, EHO	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CCC, EHO	
s 206AZA(2)	Function of receiving written notification	CCC, EHO	
s 207ZE(2)	Function of receiving written notification	CCC, EHO	

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Instrument of delegation to members of
Council staff

Residential Tenancies Act 1997			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 311A(2)	Function of receiving written notification	CCC, EHO	
s 317ZDA(2)	Function of receiving written notification	CCC, 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	DDS, MBP&C	
s.522(1)	power to give a compliance notice to a person	DDS, MBP&C	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	DDS, MBP&C	
s.525(4)	duty to issue identity card to authorised officers	DDS, MBP&C, DCS	
s.526(5)	duty to keep record of entry by authorised officer under section 526	DDS, MBP&C, CCC	
s.526A(3)	function of receiving report of inspection	DDS, MBP&C, CCC	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	DDS, MBP&C	

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Instrument of delegation to members of
Council staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r.7	Power to enter into a written agreement with a caravan park owner	MBP&C, DDS	
r.10	function of receiving application for registration	MBP&C, CCC, EHO	
r 11	function of receiving application for renewal of registration	MBP&C, CCC, EHO	
r.12(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	MBP&C, CCC, EHO	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MBP&C, CCC	
r.12(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	MBP&C, CCC, EHO	
r.12(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MBP&C, DDS, CCC	
r 12(3)	duty to have regard to matters in determining an application for registration or an application for renewal of registration	MBP&C, DDS, CCC, EHO	
r.12(4) & (5)	duty to issue certificate of registration	CCC, EHO	
r.14(1)	function of receiving notice of transfer of ownership	CCC, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r.14(3)	power to determine where notice of transfer is displayed	MBP&C, CCC, EHO	
r.15(1)	duty to transfer registration to new caravan park owner	MBP&C, CCC	
r.15(2)	duty to issue a certificate of transfer of registration	MBP&C, CCC	
r.16(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	DDS, MBP&C	Deleted CCC
r.17	duty to keep register of caravan parks	MBP&C, CCC, EHO	
r.18(4)	power to determine where the emergency contact person's details are displayed	MBP&C, CCC, EHO	
r.18(6)	power to determine where certain information is displayed	MBP&C, CCC, EHO	
r.22(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MBP&C, CCC, EHO	
r.22(2)	duty to consult with relevant emergency services agencies	MBP&C, CCC	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	MBP&C, CCC, EHO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	MBP&C, CCC, EHO	

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Instrument of delegation to members of
Council staff

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.25(3)	duty to consult with relevant floodplain management authority	MBP&C, CCC	
r.26	duty to have regard to any report of the relevant fire authority	MBP&C, CCC	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MBP&C, CCC, EHO	
r.40	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MBP&C, CCC	
r.40(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MBP&C, CCC	
r.41(4)	function of receiving installation certificate	MBP&C, CCC	
r.43	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBP&C, MBS, CCC	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	MBP&C, CCC	

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Instrument of delegation to members of
Council staff

Residential Tenancies Regulations 2021			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
sch 4 cl 3(a)(iii)	Power to approve any other toilet system	MBP&C, CCC, EHO	

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Instrument of delegation to members of
Council staff

Road Management Act 2004			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	DIS	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	DIS	
s.11(9)(b)	duty to advise Registrar	DIS, MIP&D	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DIS, MIP&D	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DIS, MIP&D	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	DIS	where council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	DIS	power of coordinating road authority where it is the discontinuing body. Unless section 12(11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	DIS	duty of coordinating road authority where it is the discontinuing body. Unless section 12(11) applies

Rural City of Wangaratta	21/22 Adopted Budget	21/22 Adopted Q2 Full Year Forecast	21/22 Projected Full Year Forecast	Projected Full Year to Budget Variance	Commitments	21/22 YTD Actual	21/22 YTD Budget	YTD Variance Fav/(Unfav)	YTD Variance Fav/(Unfav)	Ref
Income Statement for the period ending 31 March 2022	\$	\$	\$	\$	\$	\$	\$	\$	%	
Income										
Rates and charges	36,782,616	36,866,171	36,866,171	0	0	36,809,507	36,816,412	(6,904)	(0%)	
Statutory fees and fines	1,263,608	1,443,999	1,442,999	(1,000)	0	1,263,353	1,226,110	37,243	3%	1
User fees	11,948,895	10,905,828	11,013,817	107,989	(28,800)	7,771,844	7,484,956	286,888	4%	2
Contributions - cash	174,000	375,400	822,827	447,427	0	767,447	297,367	470,080	158%	
Contributions - non-monetary	1,700,000	1,700,000	1,700,000	0	0	0	1,700,000	(1,700,000)	(100%)	
Grants - Operating	17,722,680	20,276,544	22,618,402	2,341,858	(1,737,066)	11,863,753	12,339,680	(475,927)	(4%)	3
Grants - Capital	10,207,477	12,366,732	10,915,928	(1,450,804)	0	6,577,031	4,964,359	1,612,672	32%	4
Reimbursements	129,500	234,599	242,286	7,687	0	72,327	126,766	(54,439)	(43%)	5
Other revenue	162,923	252,953	304,560	51,607	(272)	257,210	165,993	91,217	55%	6
Net gain/(loss) on sale/disposal of property, infrastructure	182,830	182,830	182,030	(800)	(4,508)	(441,583)	(439,858)	(1,725)	(0%)	
Total Income	80,274,529	84,605,055	86,109,019	1,503,964	(1,770,645)	64,940,890	64,681,785	259,105	0%	
Expenses										
Employee benefits	28,778,369	28,733,685	27,983,654	750,030	67,661	21,174,323	20,822,915	(351,408)	(2%)	7
Materials and services	22,840,592	25,992,981	25,925,450	67,531	1,278,928	18,530,627	18,546,316	15,689	0%	
Depreciation and amortisation	17,355,000	18,680,000	18,680,000	0	0	15,719,865	15,434,481	(285,384)	(2%)	
Finance costs	692,850	692,850	692,850	0	0	523,307	525,111	1,804	0%	
Other expenses	435,777	2,778,377	2,823,081	(44,704)	2,162,795	3,057,957	2,431,558	(626,399)	(26%)	8
Total Expenses	70,102,588	76,877,893	76,105,036	772,857	3,509,384	59,006,079	57,760,381	1,245,698	2%	
Surplus / (deficit) for the year	10,171,941	7,727,163	10,003,984	2,276,821	(5,280,029)	5,934,811	6,921,404	(986,594)	(14%)	
Adjusted Underlying Operating Position										
Grants - Capital (non-recurrent)	8,593,432	10,812,687	9,361,883	(1,450,804)	(0)	6,155,066	4,548,394	1,606,672	35%	
Contributions - cash	50,000	0	460,878	460,878	0	476,330	0	476,330	0%	
Contributions - non-monetary	1,700,000	1,700,000	1,700,000	0	0	0	1,700,000	(1,700,000)	(100%)	
Total Adjustments	10,343,432	12,512,687	11,522,761	(989,926)	(0)	6,631,395	6,248,394	383,001	6%	
Adjusted Underlying Operating Surplus/(deficit) for the year	(171,491)	(4,785,524)	(1,518,777)	3,266,747	(5,280,029)	(696,585)	673,010	(1,369,595)	(204%)	

Notes
Councils Quarter 3 Forecast Review compares year to date performance to the endorsed Quarter 2 Forecast Review and provides a revised full year forecast position based on factors including additional grant funding and changes to business conditions.
The Quarter 3 Forecast Review projects a decrease to Council's accounting surplus of \$2.28m. This is largely influenced by the impact of projected increased operating grants income by way of the Federal Financial Assistance Grants, explained in note 3. Significant adjustment has occurred in relation to capital grants due to projects identified to be carried forward in the Draft 2022/23 Budget. The Quarter 3 Forecast Statement of Capital Works and Note 4.5 of the Draft 2022/23 Budget should be read in conjunction for details of these projects and the associated funding that is anticipated to be carried forward. Favourable forecast adjustment also occurred in relation to employee costs, as vacancies and changes to operating condition due to restrictions are quantified and reflected.
1. User Fees
The projected full year forecast for user fees has increased by \$108k to \$11.01m. This favourable projected forecast increase is largely due to the continued monitoring and adjustment of WSAC budgets as the centre rebuilds following repeated COVID19 related shut downs and restrictions to operating conditions.
2. Contributions - cash
The projected full year forecast for cash contributions has increased by \$447k. This favourable projected forecast increase relates to the receipt of income in relation to Council's Developer Contribution Plan (DCP). This contribution funds completed and future works under the DCP.
3. Grants - Operating
Unfavourable year to date variance of \$475k or 17% largely due to the timing of receipt of Home Care and Community Care funding \$984k, which continues to be anticipated to be a timing difference only. This unfavourable year to date variance is offset by favourable timing differences relating to grant funding for a number of grant funded programs such as Grit & Resilience \$140k and Bushfire Resilience Funding \$94k.
Permanent differences arising largely relate to the recent Federal Budget decision will see Council receive 75% of the 2022/23 Federal Financial Assistance grants in advance, which is greater than the budgeted 50% in advance expected. As the grants are not tied to a specific obligation beyond to fund Council operations and road maintenance, the income must be recognised on receipt. This impact is \$2.28m, and will create a reduction to the 2022/23 Draft Budget.
4. Grants - Capital
Capital Grants year to date actual is \$1.62m or 32% favourable to year to date adopted position due to timing of receipt of funding.
The full year forecast has decreased by \$1.45m due to carry over capital works identified in the Draft 2022/23 Budget. Carry over capital works projects that attract grant funding include the Ned Kelly Glenrowan Heritage project and the Prosecco Road King Valley Masterplan works.
5. Reimbursements
Unfavourable year to date variance of \$54k or 43% largely due a delay in completing a legacy Fire Services Levy Return.
6. Other Revenue
Favourable year to date variance of \$91k or 55% largely due to unbudgeted fuel tax rebates. The projected full year forecast has increased in response to this, with the \$51k projected increase made up of \$85k for fuel tax rebates and \$34k of other miscellaneous adjustments.
7. Employee Benefits
Unfavourable year to date variance of \$351k or 2%, largely due to budget phasing, which is a timing difference only. Vacancies and adjustments to reflect operating conditions resulted in total favourable forecast adjustment of \$750k, which includes programs such as WSAC, Finance and Asset Planning.
8. Other Expenses
Year to date unfavourable variance of \$626k, due to the impact of asset write offs and the timing of payment of Council's contribution to the MAV Insurance wind up. While the latter will not create a permanent difference, the asset write off requires investigation and may result in a forecast adjustment. Asset write off relates for the write off of assets that can occur through the capitalisation process, as works are identified as not having been completed on Council assets and do not meet the asset recognition criteria.

Rural City of Wangaratta	30 June 2021	28 February 2022	31 March 2022	Variance Fav/(Unfav)	Variance Fav/(Unfav)	Ref
	A	B	C	C - B	%	
Balance Sheet as at 31 March 2022	\$	\$	\$	\$	%	
Assets						
Current assets						
Cash and cash equivalents	45,524,307	45,652,143	44,335,679	(1,316,464)	(3%)	1
Rate receivables	1,184,729	12,458,852	9,290,749	(3,168,103)	(25%)	2
Other receivables - current	4,330,292	4,173,758	4,340,679	166,921	4%	3
Inventories	1,632	(2,439)	(9,114)	(6,675)	(274%)	4
Assets held for sale	1,658,514	1,385,757	1,997,757	612,000	44%	
Other assets - current	1,177,535	902,874	902,874	0	0%	5
Total Current assets	53,877,010	64,570,946	60,858,625	(3,712,320)	(6%)	
Non-current assets						
Financial assets non-current	254,040	254,040	254,040	0	0%	
Property, plant and equipment and infrastructure	646,134,717	639,925,911	639,561,782	(364,128)	(0%)	
Book collection	635,980	689,535	679,154	(10,381)	(2%)	
Intangible Assets - Landfill	2,561,598	2,561,598	2,561,598	0	0%	
Right of Use Assets	708,327	547,101	526,533	(20,568)	(4%)	
Total Non-current assets	650,294,663	643,978,184	643,583,107	(395,077)	(0%)	
Total Assets	704,171,673	708,549,129	704,441,732	(4,107,397)	(1%)	
Liabilities						
Current liabilities						
Payables - current	19,832,952	10,176,122	12,810,136	(2,634,014)	(26%)	6
Trust funds and deposits	2,005,107	3,837,180	3,326,366	(510,815)	(13%)	
Provisions - current	6,360,718	6,979,147	7,065,029	(85,882)	(1%)	7
Interest bearing loans and borrowings - current	2,688,458	1,028,690	678,847	(349,843)	(34%)	
Lease liabilities - current	239,952	79,984	59,988	(19,996)	(25%)	
Total Current liabilities	31,127,188	22,101,124	23,940,366	1,839,242	8%	
Non-current liabilities						
Provisions non-current	21,824,772	21,185,109	21,185,109	(0)	(0%)	
Interest bearing loans and borrowings - non-curre	29,377,674	29,377,674	29,377,674	(0)	(0%)	
Lease liabilities - non-current	485,413	485,413	485,413	0	0%	
Total Non-current liabilities	51,687,859	51,048,196	51,048,196	0	0%	
Total liabilities	82,815,046	73,149,319	74,988,562	1,839,243	3%	
Net assets	621,356,627	635,399,810	629,453,170	(5,946,640)	(1%)	
Equity						
Accumulated surplus	174,222,165	178,949,587	178,949,587	0	0%	
Other reserves	22,382,396	22,587,482	22,587,482	0	0%	
Asset revaluation reserve	419,852,138	421,981,292	421,981,292	0	0%	
Accumulated surplus - current year	4,899,927	11,881,450	5,934,810	(5,946,640)	(50%)	
Total Equity	621,356,627	635,399,810	629,453,170	(5,946,640)	(1%)	

Notes
1. Cash and cash equivalents Council is still holding strong cash balance position as at 31st March. The balance is influenced by the grant funding received in advance for capital works, and the timing of delivery of Council's current capital works program. Of the total cash balance of \$44.3m, \$28m is invested in term deposits in various financial institutions.
2. Rates Receivables Rate receivables will continue to reduce over the course of financial year once rates instalments become due and collected.
3. Other Receivables - Current Other receivables includes the Fire Services Property Levy and Sundry Debtors. The Fire Service Property Levy is collected in line with Rate Receivables and the balance will reduce over the financial year.
4. Inventories The negative inventories balance relates to the timing of fuel invoices being received compared to fuel being issued from inventory.
5. Other Assets - Current Other assets reflects prepayments that will reduce over the financial year as the associated expenditure is recognised.
6. Payables - Current Payables includes creditors and income received in advance. The balance as at 31 March of \$12.81m included grant income of \$9.6m received in advance for various capital projects. Council does not anticipate meeting the required performance obligations related to this funding in this period, therefore the funds are held as a liability.
7. Provisions - Current Movement in the current provision is largely due to staff leave entitlements including annual and long service leave.

Rural City of Wangaratta	21/22 Adopted Budget	21/22 Adopted Q2 Full Year Forecast	21/22 Projected Full Year Forecast	Projected Full Year to Adopted Budget Variance	Commitments	21/22 YTD Actual	21/22 YTD Budget	YTD Variance	YTD Variance
Statement of Capital Works 31st March 2022	\$	\$	\$	\$	\$	\$	\$	\$	%
Property									
WIP Land Improvements	285,653	277,749	267,749	10,000	221,729	(2,316)	(9,304)	6,988	75%
Total Land	285,653	277,749	267,749	10,000	221,729	(2,316)	(9,304)	6,988	75%
WIP Buildings	3,598,160	4,098,203	4,084,904	13,299	2,853,601	850,546	1201017	(350,471)	(29%)
Total buildings	3,598,160	4,098,203	4,084,904	13,299	2,853,601	850,546	1,201,017	(350,471)	(29%)
Total Property	3,883,813	4,375,952	4,352,653	23,299	3,075,330	848,230	1,191,713	(343,483)	(29%)
Plant and equipment									
Plant and equipment	1,705,875	2,256,058	1,956,058	300,000	1,183,753	473,809	477,061	(3,252)	(1%)
Furniture and fittings	116,000	116,000	86,000	30,000	47,850	34,863	30,692	4,171	14%
Computers and telecommunication	988,020	942,520	942,520	0	773,200	528,966	595,380	(66,415)	(11%)
Artworks	6,500	12,253	12,253	0	0	2,500	2,500	0	0%
Book collection	193,028	204,649	204,649	0	16,985	174,669	174,462	207	0%
Total Plant and equipment	3,009,423	3,531,480	3,201,480	330,000	2,021,789	1,214,806	1,280,095	(65,289)	(5%)
Infrastructure									
WIP Waste management	2,451,364	2,768,277	1,237,121	1,531,156	1,819,949	290,875	519,608	(228,733)	(44%)
WIP Sealed roads and substructure	3,511,250	3,209,193	2,896,193	313,000	822,597	1,905,918	2,098,939	(193,021)	(9%)
WIP Gravel Roads and substructure	1,662,826	1,662,826	1,662,826	0	361,262	1,279,399	1,066,731	212,668	20%
WIP Bridges	859,350	941,098	628,453	312,645	330,731	331,025	343,048	(12,023)	(4%)
WIP Kerbing	0	0	7,400	(7,400)	7,400	0	0	0	0%
WIP Drainage	423,281	477,452	386,377	91,075	174,847	94,514	199,702	(105,188)	(53%)
WIP Footpaths	463,000	584,875	582,245	2,630	133,007	241,964	326,668	(84,704)	(26%)
WIP Parks, Open Spaces and Street	4,411,756	6,780,614	3,560,639	3,219,975	4,565,866	1,400,013	1,363,841	36,172	3%
WIP Recreation, Leisure and Comm	2,240,619	2,457,761	2,328,771	128,990	918,299	1,262,058	1,216,644	45,414	4%
WIP Aerodromes	415,159	640,159	640,159	0	339,589	265,854	270,855	(5,001)	(2%)
WIP Other Infrastructure	3,950,000	3,483,054	2,833,254	649,800	1,565,941	1,353,626	1,505,146	(151,520)	(10%)
Total Infrastructure	20,388,605	23,005,309	16,763,438	6,241,871	11,039,488	8,425,247	8,911,182	(485,935)	(5%)
Total capital works expenditure	27,281,841	30,912,741	24,317,571	6,595,170	16,136,607	10,488,283	11,382,990	(894,707)	(8%)
Represented by:									
Renewal expenditure	11,332,022	12,083,762	11,197,330	886,432	5,069,819	4,864,631	5,321,532	(456,901)	(9%)
Upgrade expenditure	4,215,110	4,627,845	4,012,540	615,305	2,331,051	1,880,320	2,042,898	(162,578)	(8%)
New Assets expenditure	11,473,685	13,940,110	8,846,677	5,093,433	8,681,334	3,553,127	3,828,354	(275,227)	(7%)
Rehabilitation expenditure	261,024	261,024	261,024	0	54,404	190,206	190,206	(0)	(0%)
Total capital works expenditure	27,281,841	30,912,741	24,317,571	6,595,170	16,136,607	10,488,283	11,382,990	(894,707)	(8%)

Notes

Delivery of \$10.49m of Council's 21/22 capital works program was completed as at 31 March 2021, with a further \$16.14m of works committed.

A \$894k unfavourable year to date variance exists, due to the continued impact of COVID on the industry, by way of availability of contractors and materials. This impact is further reflected in the revised projected full year forecast.

The capital works program forecast has decreased by \$6.59m due to identified carry overs to the Draft 2022/23 Budget of \$6.65m, offset by the inclusion of new projects and other savings identified which net to approximately \$55k.

Significant projects to be carried forward to 2022/23 include:

- Ned Kelly Glenrowan Historic Project \$2.63m (multi year project)
- Bowser Landfill Cell 6 Construction \$1.53m
- Merriwa Park Retaining Wall Repairs \$602k
- King Valley Prosecco Road Masterplan \$600k (multi year project)
- WSAC Extension \$100k (multi year project)
- MacKay Street Reconstruction \$280k
- Organics Plant & Equipment (Trommel) \$300k

See note 4.5.2 of the Draft 2022/23 Budget for full disclosure.

New projects included in the Quarter 3 Forecast include:

- Showgrounds Relief Centre \$50k (multi year, grant funded project)
- Children's Services Building Renewals \$70k
- Energy Efficient Upgrades - Pre-school and Kinder \$25k (partially funded)

GROUP SA

MERRIWA PARK

LANDSCAPE MASTER PLAN



Prepared for Rural City of Wangaratta

Rural City of
Wangaratta

We acknowledge the traditional custodians of the land, and pay our respects to their elders past present and emerging, recognising their continuing connection to land, waters and culture.

Issue	Title	Date	Prepared	Checked
1	Merriwa Park Analysis Report + Landscape Master Plan	22/10/2021	HZ	ZC/NM
2	Merriwa Park Analysis Report + Landscape Master Plan	05/11/2021	HZ	ZC
3	Merriwa Park Analysis Report + Landscape Final Master Plan	04/03/2022	HZ	ZC
4	Merriwa Park Landscape Final Master Plan Report	17/03/2022	HZ	ZC
5	Merriwa Park Landscape Final Master Plan Report	30/03/2022	HZ	ZC

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INTRODUCTION

Merriwa Park is a large, beautiful park, tucked away within the Wangaratta CBD. The park acts as part of the gateway that greets visitors to the Wangaratta CBD from the west, via Ryley Street.

Apart from its wide-open lawns and historic red gums forest, the park also consists of a number of features including, but not limited to:

- A fernery;
- Tennis club (22 courts);
- Concert sound shell with a grassed amphitheatre (primarily used for annual Christmas event);
- Playground
- BBQ and shelter facilities;
- Public toilets and;
- An ornamental lake/lagoon which encircles the park.

Merriwa Park is well loved by its community of users for a wide range of purposes ranging from picnics and dog walking, to open air concerts and weddings.

Kaluna Park which adjoins Merriwa Park consists of 5.2ha of natural remnant River Red Gum riverine and is bordered by the King River, a billabong and levee bank which separates it from Merriwa Park. A network of walking tracks with seating and interpretive signage can be found within Kaluna Park which is accessed via the south end of Merriwa Park.

In February 2015, a landscape concept masterplan was prepared for Merriwa Park and Kaluna Park which identified key issues and proposed a number of suggested solutions.

In July 2021, Group GSA was engaged by the Rural City of Wangaratta to review the previous masterplan, as well as to conduct community and stakeholder engagement to identify what the community wants and needs are for the future development of Merriwa Park and Kaluna Park.

This Landscape Masterplan documents the process and provides a schematic design plan of Merriwa Park (and Kaluna Park) in consideration of a number of key observations and design principles identified throughout the consultation process.



VISION FOR MERRIWA

The guiding vision for the future of Merriwa Park has been developed through the collection and compiling of feedback received from a number of engagement activities with various community and stakeholder groups.

It is through understanding what the community loves about the existing park, how they use it, and what they want to see improved – that will drive the design outcomes that are described in this vision for Merriwa Park and within the landscape masterplan.

Building upon the unique characteristic of Merriwa Park as a submerged oasis in the middle of town, we seek to capture the different aspirations of the community to create a masterplan that encapsulates the essence of the parks' success and potential to become a favourite recreational destination for locals and visitors alike.

Our Vision for Merriwa Park is:
“To protect and enhance Merriwa Parks’ beautiful natural environment and provide an environment of fun and relaxation, with activities for the whole family to enjoy”

- Specifically, this vision seeks to:
- Enable the park to cater for a range of activities and users with different abilities.
 - Invite and inspire people of all ages to appreciate and respect the natural environment.
 - Become a place to improve people's mental and physical well-being.
 - Provide a safe and convenient place for families to enjoy different recreational activities.
 - Enhance the visibility of the park and attract more visitors to use the park facilities.
 - Improve the access to the park for visitors coming by different modes of travel, including bus, car, bike and by walking.

The final design of the Landscape Masterplan will also assist with the preparation of cost estimates and a 10-year action plan which details the priority actions for implementation and delivery.

ACTIVITIES / FLEXIBILITY



EXPLORE OPPORTUNITIES TO FACILITATE ORGANIZED EVENTS AND ENABLE A FLEXIBLE USAGE OF THE PARK.

AMENITIES



PROVIDE BETTER AND SAFER AMENITIES THAT ARE RESPECTED AND VALUED BY THE STAKEHOLDERS AND COMMUNITY

NATURAL ENVIRONMENT / ECOLOGY



PROTECT AND ENHANCE THE UNIQUE NATURAL CHARACTERISTICS WITHIN THE PARK AND ENSURE LONGER EXISTENCE OF THIS SPECIAL QUALITY

PARK AESTHETICS / LOCAL CHARACTER



FORMALISE AND BEAUTIFY THE DETERIORATED ELEMENTS WITHIN THE PARK FOR PEOPLE'S ENJOYMENT

ACCESSIBILITY



IMPROVE ACCESSIBILITY OF THE PARK AND FACILITIES AND ENSURE EXPERIENCE FOR USERS OF ALL ABILITIES

TRAFFIC / PARKING



IMPROVE TRAFFIC CONDITIONS AT MAIN ACCESS POINT FOR SAFETY OF USERS AND REDUCE HAZARDS BETWEEN PEDESTRIAN AND VEHICLE FLOWS.

OPPORTUNITIES & CONSTRAINTS

Opportunities

- 1 Formalise and standardise the current seating and picnic settings around the park, keep consistent in modern style, subject to Council preference.
- 2 Repair and make safe the rock edge to Lagoon (north of site).
- 3 Retain the established trees at the north opening grass areas and establish new exotic trees at the south grass areas.
- 4 Ensure adequate provision of power and water connections to cater for future uses of the well maintained grassed areas for events.
- 5 Repair and standardise treatment of retaining walls and batters from the back of adjacent properties.
- 6 Explore how the upgraded section of the retaining wall can be integrated with new functions to activate the grassed area as an outdoor event space.
- 7 Refurbish Sound Shell and lawn area to incorporate permanent audio and lighting infrastructure - catering to various events.
- 8 Explore DDA accessible ramp from Ryley Street and Ely Street to Merriwa Park, to also cater for future cycle path connections through to Ely Street.
- 9 Relocate the existing public toilet closer to the car park and picnic areas.
- 10 Repair and improve internal road for maintenance vehicle access and larger vehicles during event set up.
- 11 Beautify site embankments between back of neighbouring properties and the lagoon; providing visual relief to park users. Investigate new retaining walls, garden beds and lawn terraces along the Lagoon banks.
- 12 Develop a continuous walking track along east edge of the Lagoon and connect with existing footpaths. Upgrade existing gravel track to a concrete path.
- 13 Provision of additional seating along the banks of the lagoon.



Constraints

- A Cost of installation of underground channelling cables to safely connect the Sound Shell to a power supply.
- B The moat and water feature in front of the stage no longer serves a purpose and is potentially dangerous.
- C Internal roads are located within the TPZ of existing established trees and repairs to the road surfaces may potentially damage root zones.
- D Tennis courts create a physical and visual barrier between the lagoon and the grassed area to the east of the site.
- E The majority of the site is prone to flooding.
- F Relocation of existing public toilets may be difficult with service connections and extension.
- G Maintenance access to the retaining/embankment treatment could be difficult.
- H Lack of pedestrian access/connectivity from the fernery to the CBD areas.

OPPORTUNITIES & CONSTRAINTS

Opportunities

- 14 Modernise and upgrade the existing playground equipment with consideration to inclusive play.
- 15 Improve accessibility into, within and around the playground.
- 16 The location of the playground can be reconsidered if deemed unsuitable.
- 17 Improve park lighting along pathways to improve safety of the park at night time.
- 18 Investigate power supply improvements required to cater to larger events at the Sound Shell.
- 19 Improve vehicle access/entrance at Ryley Street to enhance Merriwa Park's presence and significance as the southern gateway to Wangaratta CBD.
- 20 Upgrade to centralised irrigation system (to work from the reduced water meters 80-mm).
- 21 Renew Kerb & channel and drainage throughout the park & lagoon.
- 22 Remove excessive vegetation/sedge at south end of Lagoon and improve water quality and reticulation.
- 23 Re-establish looped track from Fernery over lagoon and historic donkey track.
- 24 Increase height and reduce gradient at the existing levee bank for ease of maintenance.
- 25 Review and upgrade wayfinding and signage within Kaluna Park. Maintain informal gravel tracks.
- 26 Improve kerbside appeal of Merriwa Park through the removal of a number of exotic trees near the bike hub entrance to open up view of the park from the street level, subject to community feedback.



Constraints

- I Established site trees affect usage of the site for events.
- J Merriwa Park's presence on Murphy/Ryley Street is not strong due to significant difference in elevation.
- K Existing lagoon and water way needs to be cleaned up and water quality improved.
- L Erosion issue to the levee bank at east of the site.
- M Existing furniture and retaining walls are inconsistent through out the park. There isn't a Public Domain Manual to inform how these should be selected/specified for future works within Merriwa Park (and surrounding public reserves).
- N The playground fencing is not fully enclosed, creating risk and safety issues for playground users.

CONSULTATION SUMMARY

The Rural City of Wangaratta, with the assistance of Group GSA, facilitated several consultation sessions with the local community, stakeholders, and Council departments to collect a rounded perspective of views and opinions that will inform the concept development of the masterplan.

The format of this consultation process is a 'clean slate' approach where it functioned as an information gathering exercise for the project team.

Additionally, an online survey was conducted by the Council to give the wider community an opportunity to provide further feedback. A similar questionnaire was provided to the local Primary school kids to complete, and the results were also compiled.

A Consultation Report was created at the end of this process, summarising the engagement activities that took place.





VISUAL IMPRESSION RYLEY STREET PEDESTRIAN ACCESS AND ACCESSIBLE RAMP



VISUAL IMPRESSION RYLEY ST ENTRY



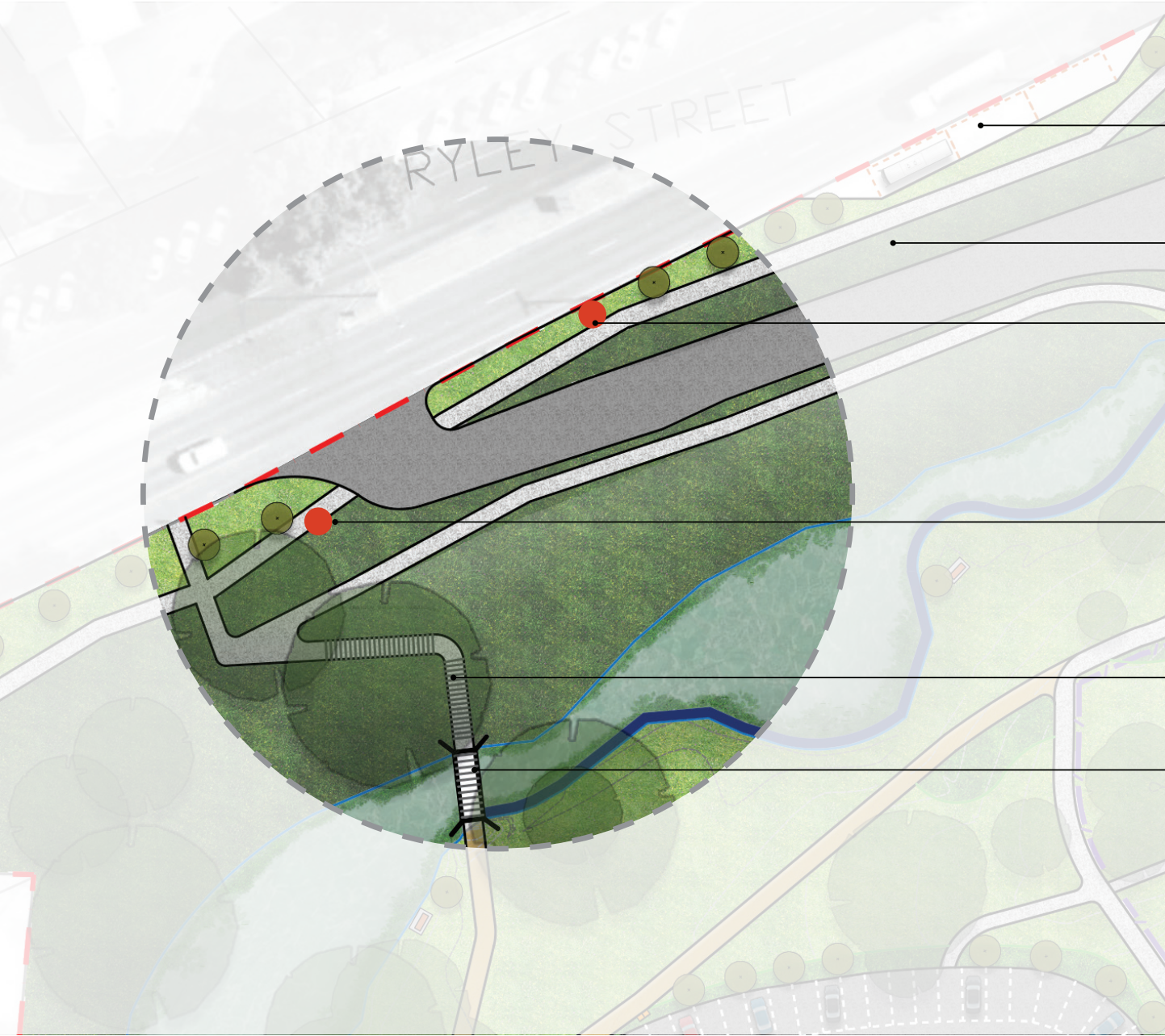
Note: This visualisation is an artistic impression and not indicative of the final design outcome, subject to change at detailed design

GROUP SA

VISUAL IMPRESSION OPEN GRASS AREA



DETAIL PLAN 01 RYLEY ST ENTRY



SOFTSCAPE



Infill / replacement planting

HARDSCAPE



Asphalt Road Paving

Proposed bus parking on Ryley St

Replace and infill native planting to the embankment

Warning Signs close to the entry point
Subject to Traffic Engineer assessment

Warning Signs close to the entry point



Staircase

Retain the existing bridge

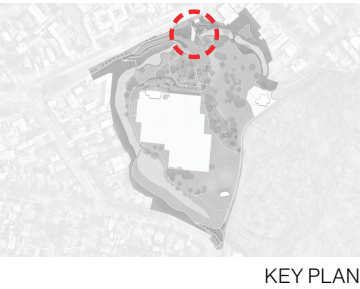
Note:
1. The layout as shown is indicative only, subject to traffic engineering assessment.
2. Refer to 'Key Project, Action and Implementation Plan' section of the report for detailed actions to the deliverables.



GROUP GSA

DETAIL PLAN 02

RYLEY STREET PEDESTRIAN ACCESS AND ACCESSIBLE RAMP



SOFTSCAPE



Garden bed with feature native planting

FURNITURE



Universal Access Seating with backrest and armrests

Note:

1. The ramp layout as shown is indicative only, subject to change in accordance with future retaining wall works.

2. Refer to 'Key Project, Action and Implementation Plan' section of the report for detailed actions to the deliverables.



DETAIL PLAN 03 PLAYGROUND UPGRADE



PLAYGROUND



Modern play equipment



Enclosed fencing



KEY PLAN

- Proposed Garden Bed to soften the corner
- Revised path connection
- Proposed seating with arm rest
- Fully enclosed fencing to playgrounds with access points
- Proposed playground extension secured with fencing and modernized equipment for equal access to all ability and age groups: swing set, two-way rocker, see-saw, slide and spinner.
- Proposed softfall to play areas
- Proposed scooter track
- Proposed shelter, BBQ and formalised furniture
- Public place recycling bin station + drinking fountain
- Relocate and upgrade the toilet block, including changing facility and accessible toilets
- Feature garden bed planting

FURNITURE



Universal Access Seating with backrest and armrests



Universal Access Picnic Setting



Drinking Fountain



Public Place Recycling Bin Station

Note:

1. The playground equipment as shown is indicative only, subject to Council / Community preferred categories.
2. Playground layout is preliminary only and subject to detailed design.
3. Refer to 'Key Project, Action and Implementation Plan ' section of the report for detailed actions to the deliverables.



DETAIL PLAN 04 NATURE PLAY



KEY PLAN

PLAYGROUND



Timber play elements (made from sustainable and recycled material)

FURNITURE



Timber seat made from sustainable and recycled material

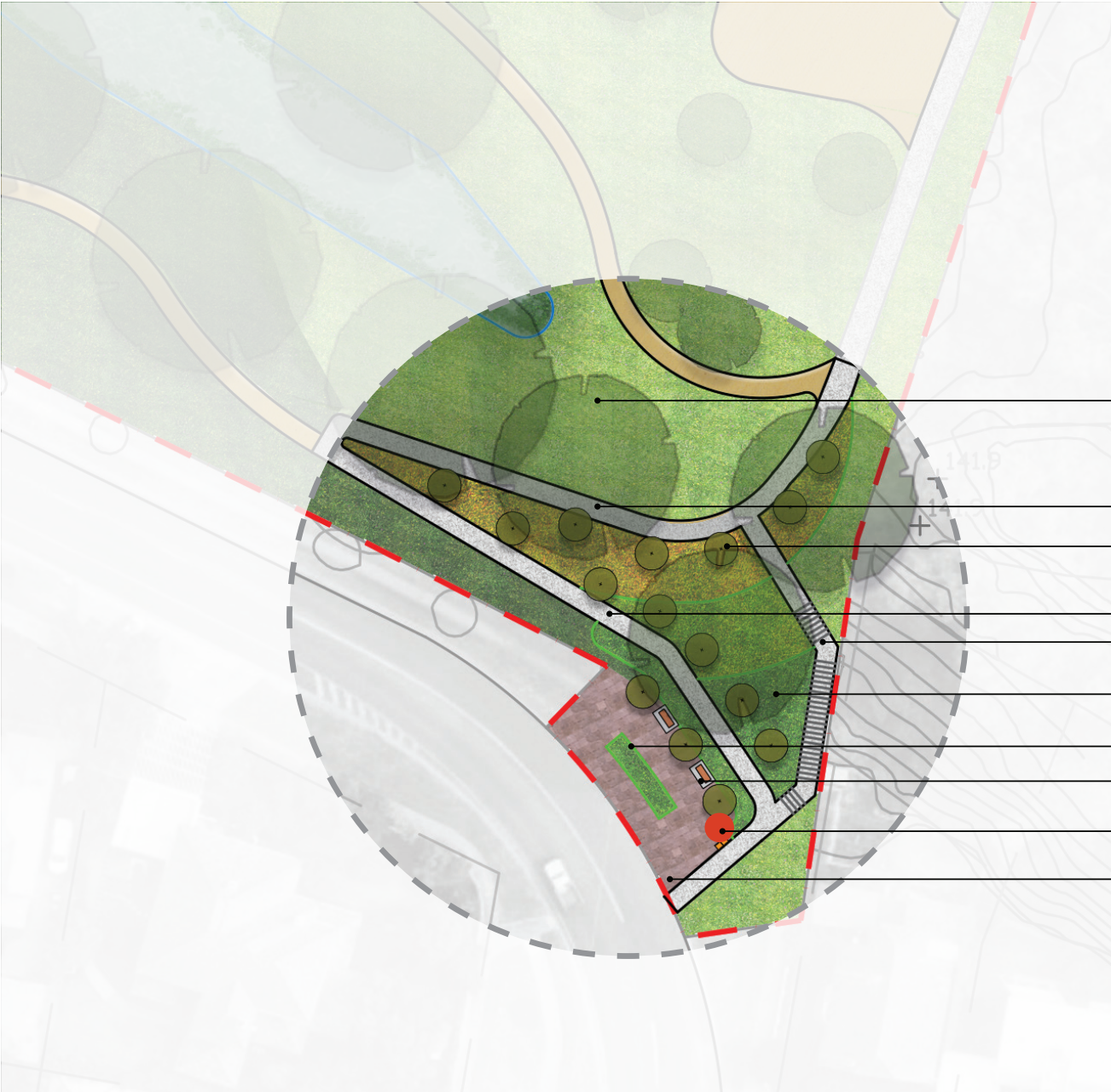
Bench seat for spectators

- Note:
1. Traffic management issues could be resolved by closing of this road during event times. Ensure the proposed roundabout is suitable for heavy vehicle movement during event times. Final layout is subject to Traffic Engineering at detailed design.
 2. The playground equipment as shown is indicative only, subject to Council / Community preferred categories.
 3. Playground layout is preliminary only and subject to detailed design.
 4. Refer to 'Key Project, Action and Implementation Plan ' section of the report for detailed actions to the deliverables.

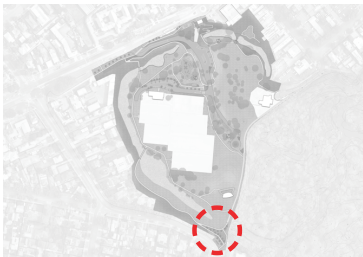


DETAIL PLAN 05

MELDRUM ST UNIVERSALLY ACCESSIBLE PEDESTRIAN RAMP



- Retain the existing open grass area
- Concrete Path
- Proposed feature native tree planting
- Proposed 1 in 20 Universally accessible pedestrian ramp
- Retain the existing staircase
- Renew the existing planting
- Feature garden bed
- Proposed shaded seating with arm rest
- Signage at the entry of Meldrum St
- Proposed feature brick paving



KEY PLAN

FURNITURE



Wayfinding / Signage



Universal Access Seating with backrest and armrests

HARDSCAPE



Concrete Path

- Note:
- 1. The ramp layout as shown is indicative only, subject to change in accordance with up to date feature level survey and the site conditions.
 - 2. Refer to 'Key Project, Action and Implementation Plan' section of the report for detailed actions to the deliverables.



SIGNAGE PLAN AND REFERENCE IMAGE



Primary Entry Signage



Secondary Entry Signage



Directional Track Marker



Note: Examples shown only, subject to detail design by a signage design specialist



- LEGEND**
- Primary Merriwa Park Entry Signage
 - Secondary Entry Signage
 - Directional Track Marker
 - Primary Kaluna Park Entry Signage

PARK AESTHETICS & LANDSCAPE IMPROVEMENT WITHIN MERRIWA PARK

1

NATURAL ENVIRONMENT/ECOLOGY



Retain and protect all existing trees and open lawn picnic areas
Promote, protect and improve the Fernery
Improve the conditions of the Lagoon and upgrade the southern lagoon precinct

2

ACTIVITIES/FLEXIBILITY



Upgrade & expand existing playground, catering to all abilities
Provide an additional play space for nature play within Merriwa Park

3

PARK AESTHETICS/LOCAL CHARACTER



Upgrade and promote main entrances into Merriwa Park from Ryley Street & Meldrum Street
Retain the connection to the Wangaratta Lawn Tennis Club & Christopher Robin Kindergarten





Rural City of
Wangaratta

DRAFT Asset Plan 2022-2032

April 2022

wangaratta.vic.gov.au

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Welcome to the Asset Plan

It is with great pleasure I welcome you to the Rural City of Wangaratta Asset Plan, the final strategic document to be produced as a requirement of the *Local Government Act 2020*. Since the major legislative changes Council has adopted the Community Vision, Council Plan, Financial Plan, Revenue and Rating Plan, Workforce Plan, and now we present to Council and the community the Asset Plan 2022-2032. The requirement for an Asset Plan in the Act is welcome recognition that asset management practices are an integral part of local government's business. Its inclusion in the Integrated Strategic Reporting and Planning Framework is also an acknowledgement that decisions around assets are not made for the sake of assets alone, they are made in the pursuit of the delivery of the Community Vision and the Council Plan.



Brendan McGrath
Chief Executive Officer

Introduction

Purpose of the Asset Plan

The *Local Government Act 2020* requires all Victorian councils to publish an Asset Plan detailing how the \$768M of assets within our Municipality, for which Council is the trusted custodian, will be managed. This plan must be adopted by 30 June 2022 and revised following each general council election by 31 October. The Asset Plan must take a long-term view, over a 10-year horizon.

The purpose of this Asset Plan is to define, document and present a framework of asset management best practice for the Rural City of Wangaratta that guides decision making, in an informed and financially responsible way. The objectives of the plan are to ensure outcomes for managing Council assets are achieved that balance the interests, needs, and demands of all citizens, business operators and visitors of and to the Rural City of Wangaratta both present and future.

The document will improve transparency regarding Council asset value and performance of asset management over the long term. It will also inform our community of Council's obligations and responsibilities as custodian of the public assets managed on your behalf.

By engaging the community on how Council proposes to manage these assets, we aim to build a mutual understanding of the best use of Council assets with the best interests of the community considered, while providing information on the financial constraints upon Council in managing those assets.



What is a Council asset?

An asset is an item or entity that has potential or actual value to a person or an organisation. In the case of this Plan, assets that are of value to the Rural City of Wangaratta.

An asset can be tangible or intangible, financial or non-financial, and takes into consideration risk and liability.

Tangible/Non-tangible assets

A tangible asset is something physical that can be seen, touched, and used, such as roads, buildings, playgrounds, sports ovals etc. These will often be referred to as physical assets and are commonly referred to as Infrastructure Assets.

An intangible asset is non-physical, and includes such things as leases, branding, intellectual property, digital products, use rights, licences, reputational rights, and agreements.

Financial/Non-financial assets

A financial asset is cash or equity that can be readily converted to cash, such as cash deposits, fixed deposits, investments.

A non-financial asset is something that will contribute a potential future economic benefit to the organisation through the goods and services it will provide to meet the objectives of the organisation. Civil infrastructure, buildings, property, plant, and non-leased fleet are examples of non-financial assets.

What is asset management?

The goal of good asset management is to meet a required level of service, in the most cost-effective manner, through the management of assets for present and future customers.¹

This is achieved by applying basic principles of asset management, which require a custodian of an asset portfolio to:

- Be service focused
- Apply long-term planning
- Approach from an asset lifecycle and risk management perspective

All of the above must be provided in an economically sustainable way, ensuring affordable service levels are delivered. Delivery of required and affordable service levels can only be determined by assessing Councils financial sustainability, modelled under varying service level scenarios.

Good asset management practice is linked to Councils Long Term Financial Plan (LTFP). If the forecast expenditure in the LTFP cannot be met by available income (rates, grants, developer contributions, in-kind and donations) then service levels specified in individual Asset Management Plans need to be reviewed to ensure a sustainable LTFP.

¹ *International Infrastructure Management Manual (IIMM), 2020, Sec 1.2.1*

Why is asset management important?

Civic infrastructure is at the heart of everything we do in our community. Civic infrastructure assets typically provide services over an extended period of time and the choices we make today can impact the quality of life for future generations. Intergenerational social and financial equity must be considered.

We all want the best possible quality roads to drive on, footpaths on every street we walk (and on both sides), we want our stormwater to drain away quickly and to have the best sporting facilities, parks, and gardens to recreate in. All of this comes at a cost.

Challenges and choices we make to balance community needs and demand drivers that influence our service levels against economic realities of rate capping and a tight financial horizon will be outlined in this plan.

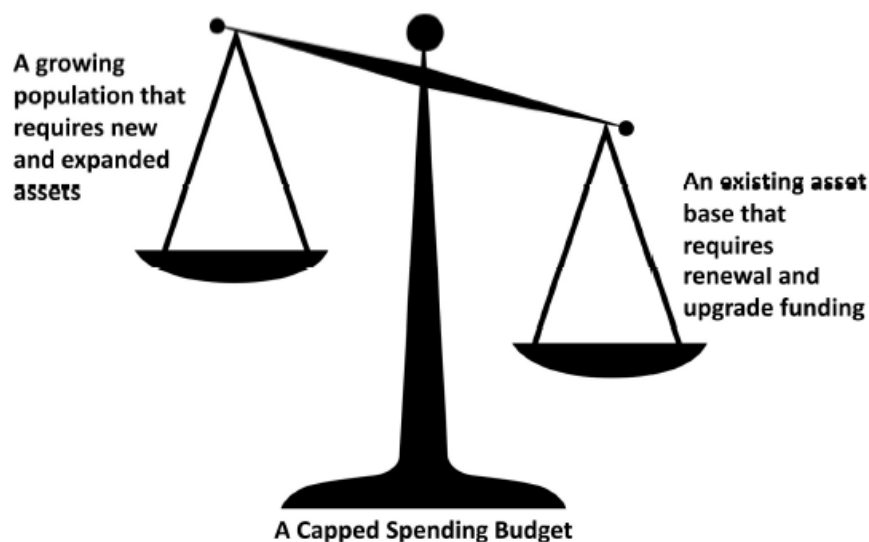


Figure 1: Asset Plan Guidance 2022, LGV, pg. 9

Scope of this Asset Plan

This Asset Plan is concerned with *tangible, non-financial assets*, either owned or financially controlled² by Rural City of Wangaratta. The assets included in this Asset Plan are identified in Table 1 below.

Asset Group (Portfolio)	Asset Category	Quantum of Assets
Transport	Sealed Roads (inc. Kerb & Car Parks)	702 km
	Unsealed Roads	1,276 km
	Bridges & Major Culverts	446 (Count)
	Pathways	277 km
Stormwater	Stormwater Pipes	190 km
	Stormwater Pits, End Structures	5753 (count)
	Gross Pollutant Traps	9 (count)
	Flood Mitigation (Pumps, levees)	11
	Water Sensitive Urban Design	76
Buildings	Buildings (inc. Aquatic Facilities) & Structures	150 (count)
Open Space	Playgrounds (inc. Skate Parks and Pump Tracks)	43 (count)
	Sports Grounds and Playing Courts	96

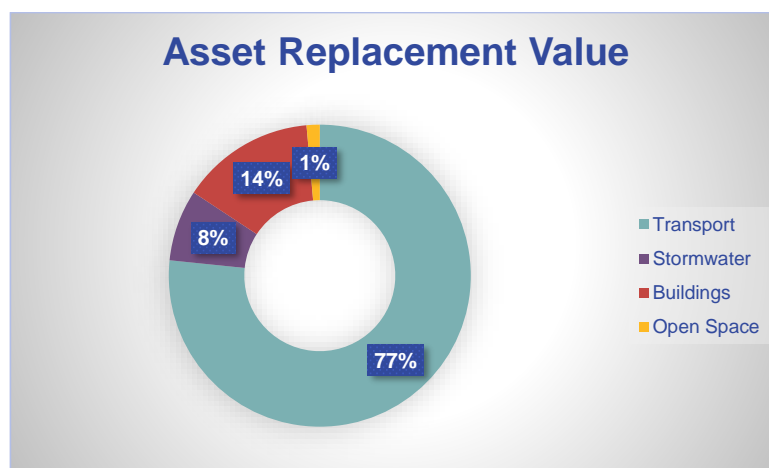
Table 1: Assets covered by this Asset Plan (as at Revaluation June 30, 2021)

² Statement of Account Concepts. SAC 4 "Definition and recognition of the elements of financial statements. Public Sector Accounting Standards Board. Sec (14) Pg. 13

The Financial Status of our Asset Portfolio is reported in Table 2 below.

Asset Group (Portfolio)	Replacement Value	Accumulated Depreciation	AAAC	Written Down Value	Asset Consumption Ratio
Transport	\$554,068,888	\$144,846,879	\$9,662,417	\$409,222,009	26.14%
Stormwater	\$55,281,065	\$16,834,466	\$803,010	\$38,446,599	30.45%
Buildings	\$103,531,451	\$32,222,091	\$1,707,982	\$71,309,360	31.12%
Open Space	\$10,172,860	\$2,939,763	\$664,028	\$7,233,097	28.90%

Table 2: Financial Status by Asset Group as at 30 June 2021.



Strategic Context

Regulatory Framework

The Asset Plan is an integral part of the legislated Integrated Strategic Planning and Reporting Framework introduced with the *Local Government Act 2020*.

Council must report on their Asset Management Plan within this Framework, via mechanisms such as Know Your Council and the Annual Report. The Asset Management Plan must align with and demonstrate its links to Councils long-term planning documents, the community Vision and Financial plan. Figure 2 demonstrates how the Asset Plan fits into this framework.

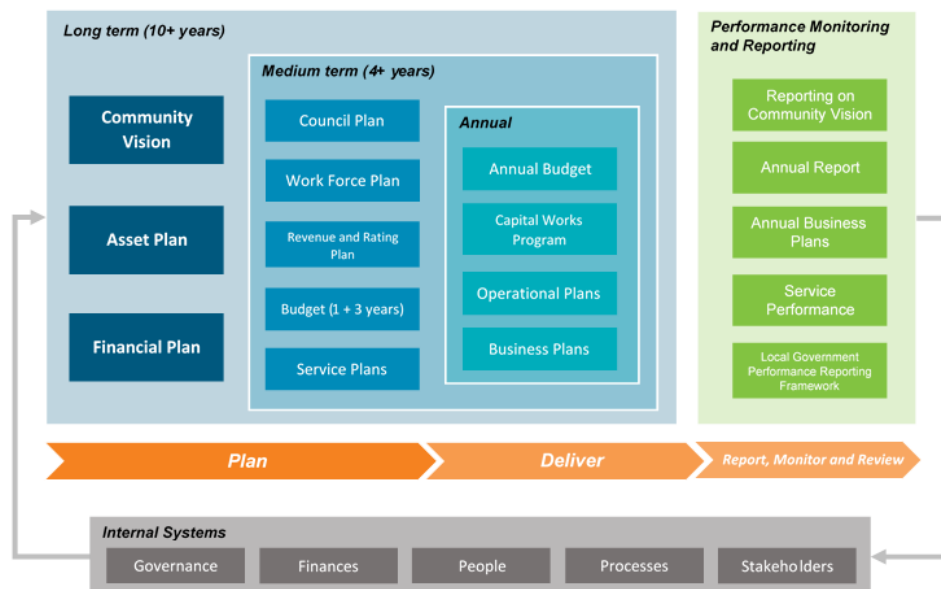


Figure 2: Integrated Strategic Planning and Reporting Framework

Community Vision

The Community Vision is a statement of our community's goals and aspirations for the future. It considers where we are, where we want to be, and how will we get there.

Community Vision - Our community is connected, sustainable and contemporary. We are the place where good things grow.

Rural City of Wangaratta's Community Vision 2021-2033 was developed following extensive community engagement and ties in with the Council Plan. The Community Vision was adopted by Council on 28 June 2021 and has effect from July 2021 over a 10-year period³.

Our Vision describes our Values and Purpose, City Planning, and Our Community Promise.

Values and Purpose

Our values and purpose describe our aspirations and intent regarding Leadership, Engagement, Respect and Progression.

We will show diligence and good governance in all decision making. We will actively and openly consult to achieve the best outcome for the community. We value the contribution and individuality of others and strive to have honest, healthy relationships with all our citizens. And we will aspire to continually improve our performance and achieve the highest standards and.

City Planning

As a vibrant regional centre in Northeast Victoria with a population over 29,000 residents, we aim to balance employment and lifestyle opportunities, with diverse industry and manufacturing, tourism, health services, agriculture, retail and education options.

Over the next 10 years we will achieve this by:

- The Wangaratta Project: CBD Master Plan
- Creative Marketing
- Aquatic Strategy
- Organic Processing Plant
- Strategic Planning Projects

Our Community Promise

Our promise is that we will work our hardest to be a team you can be proud of.

Acknowledging and respecting Council's position as decision makers, rule enforcers and fee collectors, we will carry out our obligations with a humble and responsible approach to deliver things that make it great to be a part of our community.

³ <https://www.wangaratta.vic.gov.au/files/assets/public/files/policies-and-documents/your-council/strategies-and-plans/community-vision-2021-2033.pdf>

Council Plan

The Council Plan makes a commitment to outcomes and priority initiatives across several strategic objectives that align with the principles of the Council Vision for a connected, sustainable, and contemporary community.

In creating the Council Plan, through deliberative engagement and the Shape Wangaratta Project, our aim was to listen, understand and respond to the community's wants, needs and desires to meet our community vision.

We not only deliver traditional council services, but act as champion, influencer, advocate, and enabler to be a leader that brings benefit to the community. Our assets are important for the delivery of quality services to the community.

Effective asset management will support the outcomes of the Council Plan 2021-25⁴.



⁴ <https://www.wangaratta.vic.gov.au/files/assets/public/files/policies-and-documents/your-council/strategies-and-plans/council-plan-2021-2025.pdf>

Financial Plan

The Financial Plan provides a long-term view of the financial and in-kind resources that we expect to be available to Council and how these will be allocated and prioritised over the next ten years.

Our Financial Plan identifies our current and projected financial capacity to continue delivering high quality services, facilities, and infrastructure while identifying critical new capital investment to support our community's prosperity and to respond to future challenges.

This Asset Plan is linked with the budgets and projections outlined in our Long-Term Financial Plan.

Ongoing affordability and financial sustainability are our key objectives and obligations. The Financial Plan, in combination with the Asset Plan, supports us in achieving this aim.⁵



Our financial plan objectives have been shaped by community engagement and the 'Shape our Financial Future' survey conducted in 2021.

To fund and plan future work we will:

- Seek funding and grant opportunities for our strategic priorities and report annually on our success rates to our community.
- Plan for and decide on whether we set a fixed percentage of our operating costs to respond to climate change.
- Carefully and thoughtfully consider the need for a rate rise to support increased capital investment in the municipality and increased environmental sustainability or climate change action.
- Monitor our Council Plan actions and requirements for increased operating costs or capital investment to deliver on those actions. The Council Plan was adopted in June 2021 and the long term financial plan will be continually updated as we work through projects, initiatives and services that will achieve our strategic objectives.

⁵ https://www.wangaratta.vic.gov.au/files/assets/public/files/policies-and-documents/your-council/strategies-and-plans/financial-plan-attachment-3-26-october-2021-final-financial-plan-2021-2031_1.pdf

Asset management best practice

Local government organisations follow recognised and standard asset management best practice methodologies. There are three standards that set benchmarks and define best practice:

- ISO55000:2014 An international standard that provides and overview of principles, terminology, and definitions.
- International Infrastructure Management Manual (IIMM) that provides guidance and methodologies on how to implement ISO55000.
- National Asset Management Assessment Framework (NMAF) an Australian framework used to measure local government asset management capability and maturity defined by ISO55000

These standards and best practice methodologies are referred to throughout this Plan, they guide Council's approach to implementing sound asset management principles.



Assets and how we manage them?

What is an Asset System?

An Asset Management System is made up of the people, processes, data, and technology systems that guide how best practice asset management should be carried out. It guides and sets direction for Council to follow for long-term strategic and financial planning. It also directs day-to-day asset management activities needed to ensure assets are built and maintained to meet required service levels for today and well into the future.

The Asset Plan provides the framework of the Asset Management System and is the link to the Integrated Planning and Reporting Framework as shown in Figure 3 below.

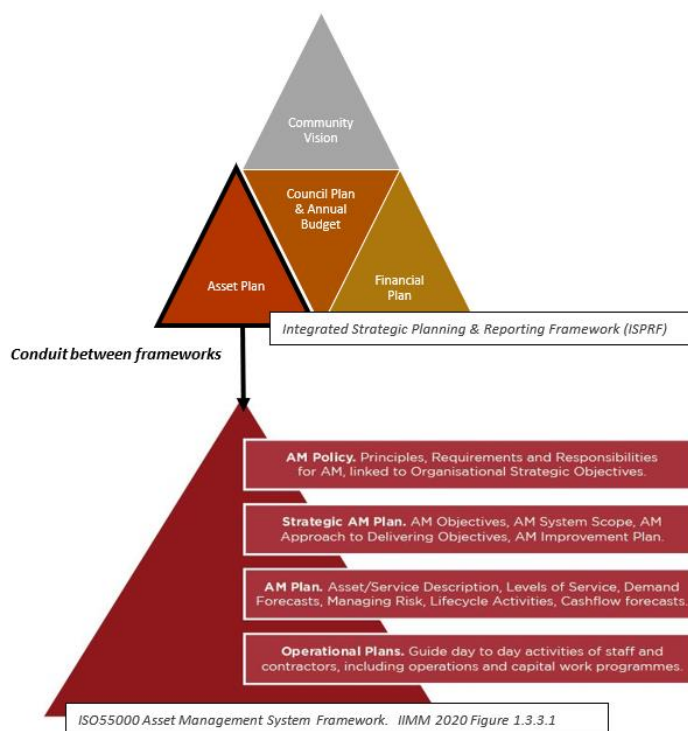


Figure 3: Asset Plan is the Guiding Document of the Asset Management System

Lifecycle Management

Assets must be managed from beginning to the end of their useful life, whether that be renewal or disposal.

Assets incur costs at each stage of their life. From planning and constructing new assets, to operating and maintaining, renewing, or upgrading to extend or restore their useful life, and eventual disposal if Council no longer wish to provide the service given by the asset (e.g., a Road Closure, Land or Building Sale). The costs of managing these assets must be recognised financially by Council and are reflected on the annual balance sheet of the organisation. All asset management costs are reported annually in the Council Annual Report.

Effectively managing these long-term costs over the life of an asset, to ensure the asset provides the most cost efficient and beneficial service, is known as lifecycle management, as seen in Figure 4.



Figure 4: Asset Lifecycle Activities (IPWEA IIMM 2015. Fig 1.3.2)

Application of good lifecycle management practices by Council will support cost-effective decision-making over the entire asset portfolio.

Key elements for achieving effective asset management require:

- Adopting a life-cycle approach
- Developing cost-effective management strategies for the long term
- Providing defined and agreed levels of service
- Monitoring performance
- Understanding and meeting the impact of changing service needs
- Managing the risk associated with asset failures
- Sustainability of physical resources
- Continually improving asset management processes and practices within the defined asset system framework.



Life cycle management approach

At the core of our asset life cycle approach are the following six principles applied to all asset classes in this Asset Plan.

Lifecycle Principle	Our Strategic Intent
Optimising Asset Life	Effective and timely Operation and Maintenance of assets will ensure we optimise assets to reach their full useful life potential. We will continue to apply our current approaches of reactive, preventative, and run to failure (breakdown) maintenance regimes. We recognise the need to continue to invest in procedures and technologies that will advance our predictive maintenance capabilities (advanced renewal planning) and risk-based maintenance for critical assets.
Replacement of ageing Infrastructure	We will progressively replace assets as they reach the end of their useful life. While we acknowledge the rate of asset renewal for each portfolio should ensure the overall condition of assets within the portfolio is maintained at minimum service levels that reflect the criticality, demand drivers and age profiles, we recognise budgetary constraints in the LTFP will necessitate < 100% of the renewal gap for any given asset portfolio will funded over the next 10 years.
Maintaining Levels of Service	Service Levels will be set and defined for each Asset Portfolio. We will strive toward reaching a position in the next 10 years where all decisions on asset lifecycle management will be data driven, to ensure we meet minimum stated service levels while maximising asset performance and useful life.
Managing Impacts of growth and land use change.	Our Strategic Plans adopted into the Planning Scheme for identified North and South Urban growth areas provide guidance on future asset needs. Developer Contributions will co-fund necessary infrastructure construction, so the costs are fairly borne by established communities/locations.
Compliance with legislative requirements	In accordance with Local Government Finance and Reporting Regulations Council report annually via the Annual Report and the Local Government Reporting Framework via Know Your Council Website on the current reporting period (FY) asset expenditure across all life-cycle stages of acquisition, operation, maintenance, renewal disposal by all asset classes outlined in this plan.
Long Term affordable Services and intergenerational equity	Our Financial Strategy and Long-Term Financial plan recognise and reflect the need to balance rate-payer affordability against current and future community needs and aspirations that ensure our community vision is achieved.

Levels of service

The level of service for each Asset Portfolio sets how each service provided by an asset will be delivered to the community and other stakeholders. Levels of service are grouped into categories based on:

- Customer levels of service
- The community's expectation of what a service will deliver in terms of performance and presentation, measured by condition, capacity, function and utilisation measures
- Technical levels of service
- Ensure the service meets any legislative, compliance, design, and safety standards, operating, maintenance and reliability standards

Levels of service are measured by condition, capacity, function, and utilisation. The performance measures set for each grouping will indicate how well the service to the community is being delivered.

Naturally, the higher the level of service needed, the higher the cost to operate, maintain, and retain the asset to the standard required over its lifetime. Community expectations for service delivery must be balanced with affordability of service delivery in accordance with the long-term financial outlook of Council.

Levels of service for each asset portfolio at Council have not yet been fully established. Current practice for managing asset lifecycles relies on statutory requirements where they exist, such as the Road Management Plan, general community expectations and the capacity of Council to fund life cycle activities based on current programs funded in the Long-Term Financial Plan.

Future community engagement activities to establish detailed service levels for each asset portfolio will be undertaken as each detailed Asset Portfolio Plan is developed.

Asset monitoring

When planning asset maintenance and renewal Council uses condition-based service levels to determine the appropriate action.

We are adopting standardised asset condition ratings based on the IPWEA 5-point scale across all asset classes to ensure assets are maintained at an optimum condition to reach their maximum potential useful life

When an asset is assessed as part of a condition inspection or routine operational inspection, the condition will determine the service level intervention required.

Council will routinely conduct network wide condition assessments on each asset class every 4 to 6 years in accordance with the Asset Valuation Policy. This is done to determine the overall health and service levels of assets. For long-lived assets such as roads, pathways, drainage, buildings, and open space, this is a critical activity to ensure Council is achieving the full useful life potential of our assets.

The table below provides the general assumptions and over-arching objectives we will apply for meeting affordable and sustainable minimum service levels across all asset classes.

Condition Rating	Asset Condition	Useful Life Age Estimate	Applied Service Level Intervention
1	Excellent	Almost New < 15% Estimated Age	No intervention required
2	Good	Minor Ageing Evident 15-20% Estimated Age	Only Minor Defects are observed. Schedule for rectification during programmed pro-active maintenance regimes.
3	Fair	Moderate Ageing Evident	Operational defect level has been exceeded. Schedule for immediate re-active maintenance to return asset to accepted level of service. Continue to monitor with programmed condition assessment for renewal in medium term (5-15 years).
4	Poor	Significant Ageing Evident > 50% Estimated Age	Operational defect level has been exceeded. Schedule for immediate re-active maintenance to return asset to accepted level of service. No immediate risk to health or safety but failure likely in short term. Undertake risk assessment, investigate options, and program Renewal in the Short Term (2-5 years).
5	Failed	Exceeded Potential Life	Take immediate action to rectify defect. Immediate rehabilitation or renewal required. Consider if asset service is still required and if replacement aligned with Council Vision/Plan/Other Strategic Plans.

If over 90% of an asset class is meeting condition rating 3 or higher, we consider the asset class to be performing at or above its deemed service level standard. Any individual asset or asset component performing at condition 4 or 5 is considered not to be meeting service level standard.

In time, as Council refines service level planning, each Asset Class Plan will evolve to provide specific service attributes and objectives in terms of not just condition, but function, capacity, and utilisation metrics. This will further aid and target renewal and maintenance prioritisation where there are numerous assets within an asset class requiring renewal but limited funding resources.

Maintenance

Maintenance is periodically required to ensure that assets achieve their useful life and provide the required level of service.

Examples of maintenance activities include repairing a pothole in a road, repairing the decking on a timber bridge, repairing a drainage pipe, or repairing a park fence.

Maintenance is categorised into the following categories:

- **Proactive** - is planned to reduce the chance of future failures and lowers the organisational risk exposure
- **Reactive** - is only performed in response to an inspection or customer request identifying an asset defect has exceeded defined intervention levels
- **Run to failure** - no maintenance is performed on the asset, and it is replaced/renewed when failed

The standards for maintenance are described by the hazard intervention levels and emergency works, which vary across each asset portfolio and asset class. These are specified in the operational management plans within the organisation, such as the Road Management Plan and Tree Management Plan. Others are yet to be formally developed and will be developed in conjunction with the service level planning to be undertaken.

Prioritisation of maintenance works

Assets are inspected on a scheduled frequency based on the risk associated with the asset and in accordance with Operational Management Plan for that asset class. In some instances, assets of low risk may not be inspected and will be subject to unplanned maintenance only.

Response times to correct defects will vary for each asset class and its functional hierarchy. These are specified in the operational management plans. Council's Customer Service Charter sets time frames that Council officers must respond when investigating a customer request to inspect or assess a reported issue.

Defect works are prioritised in accordance with established criteria. The criteria consider:

- severity of the defect
- relative risk or importance of the defect compared to other defects
- location and/or functional hierarchy of the asset (for example a defect on a Link Road would take priority over a defect of the same type on an Access Road)

Assumptions for determining future maintenance costs

Future maintenance costs modelled in the 10-year outlook for lifecycle costs within this Asset Plan assume that the current maintenance expenditure is adequate with variations based on:

- an increase in asset quantity from new and upgrade assets
- a decrease in asset quantity from the rationalisation/disposal of assets
- changes in the agreed level of service
- any increase in the cost of maintaining older assets if renewal works are not undertaken

Renewal

Assets for which the condition score is above the intervention level are considered for inclusion in the long-term capital renewal program.

Condition inspection programs are scheduled every 4-6 years according to the asset class and asset capitalisation policy. Works may also be identified from ad-hoc inspections, customer requests and routine maintenance and hazard inspections identify works beyond the scope and cost of the routine and reactive maintenance program.

Annual renewal programs are prioritised by condition and remaining life, with consideration to functional hierarchy.

Assumptions for determining future renewal costs

To provide services in a financially sustainable manner, Council aims to ensure that it is renewing assets at the rate they are being consumed over the medium to long-term and funding the lifecycle costs for all new assets and services in its Long-Term Financial Plan.

Future renewals are determined from the following input data:

- Asset condition and the condition intervention level
- Remaining asset useful life
- Asset quantity
- Asset replacement cost
- Deterioration profile
- 10-year planned renewal budget
- Actual maintenance expenditure

As asset portfolio specific service level plans are developed, the addition of function, capacity, utilisation performance metrics will be used to assess renewal prioritisation. Over time there will be increasing volume of assets at or exceeding condition-based intervention level, and to prioritise customer service level and additional technical service level metrics will be required.

Strategic Intent

Embedding asset management

The asset management system framework requires deliberate, strategic intent to enable the objectives of the Asset Plan, the Asset Management Policy, and the Asset Management Strategy to be achieved.

Embedding asset management into corporate governance, including enterprise planning, reporting and risk management frameworks will help drive overall asset management maturity and provide improvement asset management decision making and service delivery for the community.

Our key principle over the next 10 years is for asset management to become service driven and align with the strategic priorities and directions of Council.

Strategic actions

The high-level strategic intentions to be achieved over the 10-year horizon of this Asset Plan are outlined below.



No	Intended AM Strategy	Desired Outcome
1	Annually review life-cycle cost modelling within Asset Management Plans (AMPs) to provide funding scenarios for annual budgeting and LTFP review.	Council provided relevant and current funding positions required to optimise whole of life costs at agreed service levels. May trigger review of service level if funding targets cannot be met.
2	LTFP incorporates expenditure projections from each Asset Management Plan with a sustainable funding position.	Council Services are provided with a sustainable funding model.
3	Annually update AMPs and LTFP after adoption of annual budget to communicate consequences of funding decisions on service levels and risk.	Engaging with the community so that Council and the community are aware of changes to service levels and costs arising from budget decisions.
4	Council decisions on assets made from accurate and current information in asset registers, service level performance and whole of life cycle costs.	Improved decision making and better value for money on asset expenditure.
5	Ensure responsibilities for asset management are identified and incorporated into staff position descriptions	Responsibility for asset management is defined.
6	Implement and support the Improvement Plan to re-assess, benchmark and progress asset management maturity competencies within next 4 years.	Improved asset management capability and capacity within whole of Council.
7	Move from annual budgeting to Long Term Planning across all asset categories, ensuring Year 1 of LTFP expenditure projects is incorporated into annual budgets, on rolling annual basis.	LTFP drives decision making and long-term implications of Council decisions are considered during annual budget deliberations.
8	Report by AM Steering committee bi-annually to Council on development and implementation of Asset Management Strategy, Class, and Portfolio Level AMPs and LTFP.	Council oversight of resource allocation and asset management performance.
9	Monitor and assess opportunities for implementing advanced data collection technologies and capability.	Improve data collection methods, reduce human error, and save time and effort (resources to other improvement activities)
10	Benchmark current Asset Management Practice against NMAF to set targets for improving core capability and competency in practices.	Reach core maturity over the life of this plan.

Table 3: Asset Management Strategic Intentions

Future challenges and opportunities

To provide, manage and maintain our assets to be of optimal benefit for the community, we must consider and allow for the future potential of both challenges and opportunities that may impact our service delivery and asset management practices.

Population growth

Our current municipal population is 29,660⁶ and is expected to reach 32,200 by 2036 a projected population growth rate of 0.6%.

What does this mean for asset management?

- Careful consideration of all future asset acquisitions and upgrades are made considering the financial ability of Council to provide necessary levels of lifecycle funding with constrained rate revenue growth to maintain the assets at desired service levels.
- Review assets across all asset portfolios (but in particular buildings) to assess viability of ongoing service provision where an asset may have exceeded reasonable community demand and utilisation, functional service, reached the end of its useful life and where viable alternative service provision exists.

Urbanisation

Development of North and South Growth Corridors will increase our urban density in Wangaratta, placing higher demands on our open spaces, roads, footpaths, flood mitigation and drainage constructed through developer contributions.

What does this mean for asset management?

- Costs to maintain and renew a growing asset base will increase and will need to be planned for in financial projections.
- We will require innovative thinking and approaches to the way we deliver services and optimisation of our existing assets
- We will need to look towards forming partnerships and alliances to provide cost effective asset service delivery.
- Likelihood of increased customer and community demand for provision of greater areas of open space and established tree canopy within areas of future development to mitigate urban heat island effects.

⁶ Council Plan 2021-2025.

Ageing infrastructure

One of the biggest financial challenges facing Council is the cost of renewing ageing infrastructure, reducing risk, meeting changing industry standards, and increasing construction costs.

What does this mean for asset management?

- Council needs to significantly improve existing asset management systems and processes to ensure optimal planning for renewal and maintenance activities on existing assets, through targeting expenditure on the right assets at the right time.
- As assets continue to age and the renewal gap increases year-on-year, investment in maintenance and renewal expenditure will need to increase to ensure continued levels of service now and in the future.
- Risk to asset renewal programs and financial income given a high reliance on external funding.



Technology

The way Council does business is ever increasingly online and advances in technology to connect, deliver and access services, obtain information and perform our day-to-day activities continues to evolve.

What does this mean for asset management?

- Asset and works management enterprise software and digital monitoring will soon give Council real-time information about assets, improving understanding of asset performance, cost impacts and interventions required.
- Council will have increased capability to share data on assets with other agencies and service providers, enabling them to interact with Council services digitally.
- Technology is enabling a more mobile workforce, improving efficiency and effectiveness as once office-bound activities can be completed anywhere, anytime, on any platform.

Climate Adaption & Natural Disasters

All councils, whether rural, regional, or urban, are already experiencing the impacts of climate change. Frequency of large-scale natural disasters, such as the bushfires in 2019/20 and severe east coast flooding in both 2021 and 2022, and localised extreme events such as the Flash 100-year flood within our municipality experienced in late 2018 washing out three bridges and closing numerous local roads tells us this should now be expected as normal. We must expect and plan for future damage to our infrastructure assets from storm and fire damage, decreased water security and hotter urban spaces.

What does this mean for asset management?

- Infrastructure needs to be assessed against its resilience to climate extremes and where vulnerable infrastructure identified, actions taken to mitigate against potential risks.
- Asset condition information must be up to date and maintained to meet all State and Federal Natural Disaster funding guidelines to ensure in the case of an event, Council can recoup maximum rehabilitation and reconstruction funding available.
- Be innovative and stay abreast of current research trends in the use and application of materials with greater climate resiliency when considering asset construction or renewal.

Legislative, policy and external influences

We operate in a complex legislative and policy environment that directly influences the way we do business. Recent international influences such as the current crisis in Eastern Europe have seen fuel prices reach unprecedented highs. If the government reduces the fuel excise tax to provide relief to consumers, this will have direct impact on the future of federally funded infrastructure programs for upgrade and renewal such as the Roads to Recovery Program.

What does this mean for asset management?

- We need to meet our statutory obligations while being conscious of maintaining affordability and financial sustainability. This requires good decisions to be made to manage competing funding demands across a broad range of projects, programs and services.
- Our long-term financial sustainability for renewal programs relies on federal and state funding sources which cannot be guaranteed beyond immediate legislated programs.
- The renewal gap, particularly across transport and stormwater assets may be a significant risk of dramatic increase if funding programs reduced and material prices continue to increase at current rates.

Specific challenges and opportunities related to each asset class have been identified and provided in this plan in the current state of the assets.



State of the Assets

Asset Summary: Sealed Roads

Objectives

- Rural City of Wangaratta's Road infrastructure provides safe and connected community links to residential, business, and recreational spaces.
- Council will meet all regulatory and compliance standards of our Road Management Plan to ensure our roads are meeting service level standards and will continue to regularly monitor performance condition of our network.

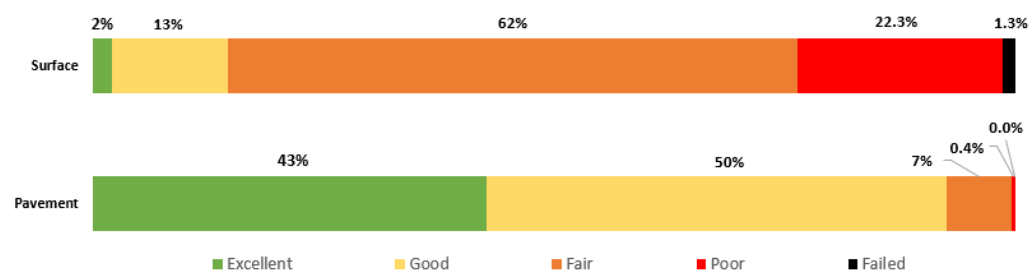
Asset Class Value

- Replacement Value \$291.22 M
- % Total Asset Base 37.92%

Asset Categories

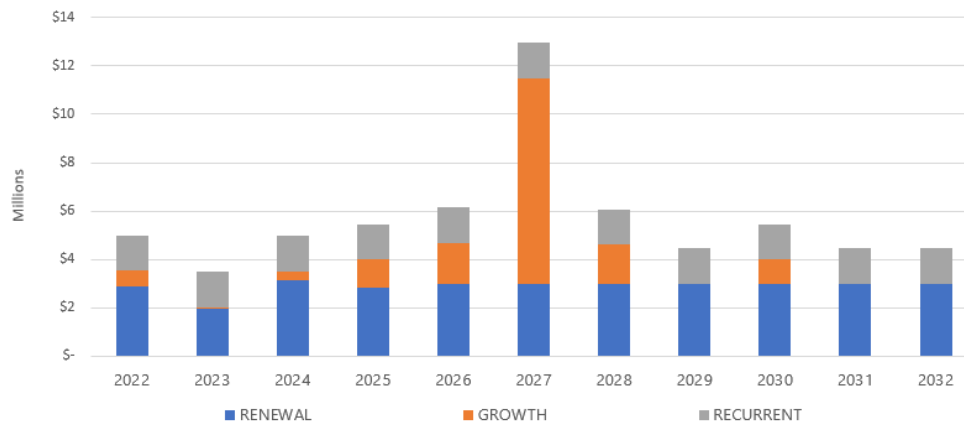
- Sealed Pavements
- Asphalt Surfaces
- Spray Seal Surfaces
- Kerb and Channel
- Car Park
- Aerodrome Runway and Taxiway

State of the Assets



Condition Assessment May 2020

10 Year Financial Projections



- Significant growth in 2027 due to \$5M forecast DCP South Projects RD01 and DR01 and \$1.5M on CBD Master Plan Ford Street Upgrade.
- Continued investment in Annual Reseal Program increasing to \$1M per annum from 2026 and \$850K per annum allocated to Kerb and Channel Renewal. \$750K per annum from 2025 allocated for road reconstruction (pavement rehabilitation for poorest condition pavements)

Planned Growth

New

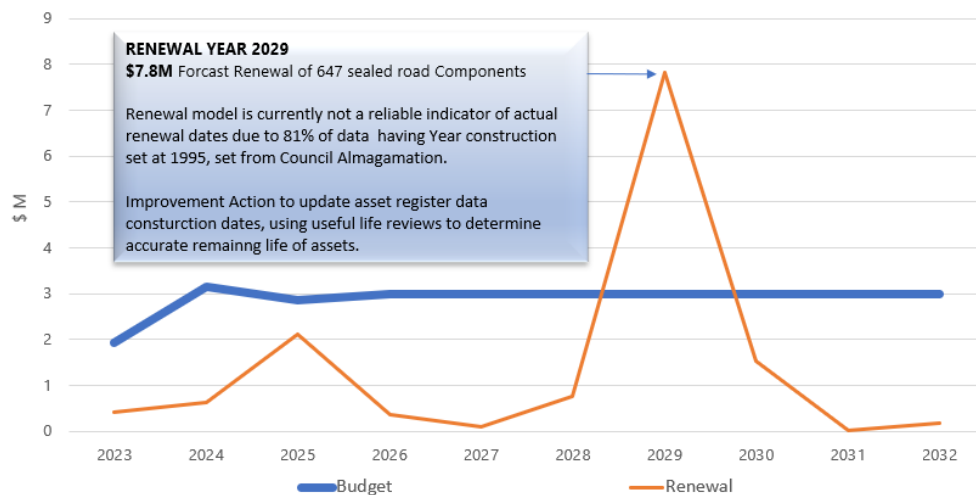
- DCP South Growth Areas - RD01 and DR01
- Developer Contributed Subdivision Roads

Upgrade/renewal

Planned upgrades to increase capacity/ function identified in LTFP include:

- Completing the CBD Master Plan – Faithfull Ford, Reid, Ovens (Stage 2) Street Upgrades
- Wangandary Road Intersection Upgrade
- Sandford Road (Stage 2) Upgrade
- Merriwa Park Master Plan
- Open Space and Recreation Strategy 2012 (to be updated 2022/23)

Renewal Gap



Improvement Actions

- Increase the usage of recycled and environmentally sustainable materials in construction/renewal/maintenance of pavement and surface components of our sealed roads.
- Revise and Improve Service Level specifications in next review of Road Management Plan to improve alignment of Road Asset Hierarchy and Traffic Volumes
- Increase traffic count collection for improved reporting on sealed road service level performance metrics and renewal planning.
- Continuous improvement to overall quality and structure of data captured in asset register, including regular interim condition assessment updates, review of construction dates and regular updated useful life reviews to enable reliable renewal modelling directly from Asset Register.

Challenges and Opportunities

Category	Details
Demographic	Community demands for improved traffic management on sealed road network resulting from population growth
Climate Adaption	<p>Increased likelihood and frequency of Natural Disasters (e.g. flooding) impacting roads</p> <p>Increasing frequency of extreme heat events resulting in faster rates of road surface deterioration</p> <p>Increasing community demand to provide street trees for shade</p>
Growth	Ensuring gifted road assets built and handed over to Council are constructed to acceptable IDM standards to minimise ongoing maintenance costs
Financial	<p>Impact of maintaining roads with increased traffic volumes and heavy vehicles movements</p> <p>Managing long term costs and getting the right balance of maintenance, renewal and upgrade works on sealed roads</p> <p>Increasing size of the sealed road network to maintain due to Gifted Road Assets</p>
Regulatory	<p>Compliance with Road Management Plan 2022-2025</p> <p>Compliance with Electric Line Clearance Management Plan to balance street trees for shade and clearance obligations</p> <p>Ensuring Council Public Road Register is current and accessible</p>
Risk	<p>Defects exceeding intervention levels of Road Management Plan are rectified within specified time frames</p> <p>Financial Impact to Sealed Road network from future natural disasters</p>

Asset Summary: Unsealed Roads

Objectives

- Rural City of Wangaratta's unsealed road network retains community satisfaction survey target of 55 or greater annually.
- Council will meet all regulatory and compliance standards of our Road Management Plan to ensure our unsealed roads are meeting service level standards and continue to regularly monitor performance condition of our unsealed road network

Asset Class Value

- Replacement Value \$102.91 M
- % Total Asset Base 13.40%

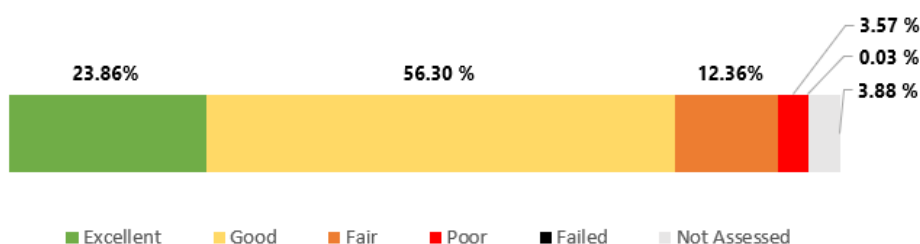
Asset Categories

- **Unsealed Roads:** Predominantly Rural Roads formed and surfaced using local gravel material and blended materials and declared on Councils Public Road Register.

Note: Council maintain certain limited access unsealed roads once a year prior to the declared fire season on behalf of CFA. These roads are designated in the Municipal Fire Management Plan and are not declared roads on Council Public Road Register.

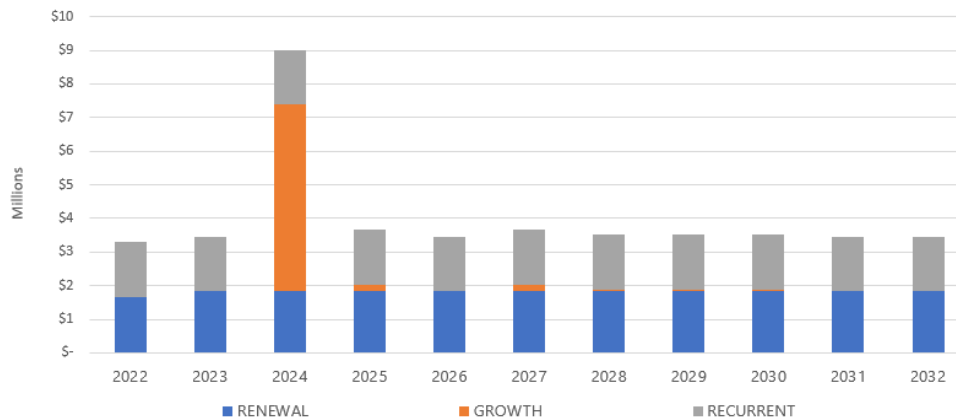
- **Table Drains:** An excavated open channel, within the road reserve, running alongside an unsealed road to drain accumulated surface water from the road.
- **Minor Culverts:** Within the Road Reserve of unsealed roads, excluding culverts under vehicle cross-overs for private property access.

State of the Assets



Condition Assessment May 2021

10 Year Financial Projections



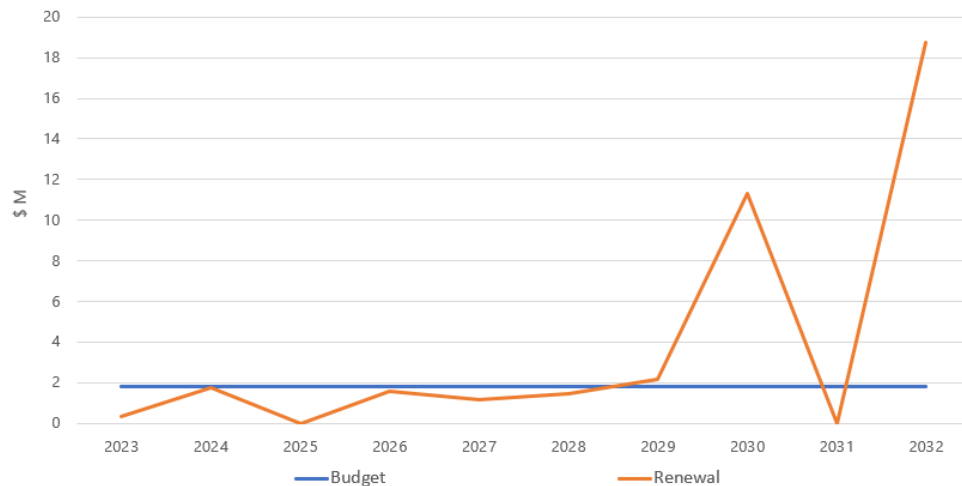
- Significant growth in 2024 due to \$5.5M forecast for the upgrade of Benalla-Whitfield Road. This project will only proceed if fully funded from non-council sources (Potential fundings sources R2R, LRCI).
- Continued investment in Gravel Re-Sheeting Program to remain stable at \$1.8M per annum from 2023 onward and \$1.6M per annum on unsealed maintenance activities (grading, table drain reshaping).
- No forecast expenditure allowance for sealing of unsealed access roads prioritised on the unsealed road-sealing program.

Planned Growth

Upgrade

Seal the remaining 6km unsealed section of Benalla-Whitfield Road once 100% external funding for project has been secured.

Renewal Gap



- Significant growth in 2024 due to \$5.5M forecast for the upgrade of Benalla-Whitfield Road. This project will only proceed if fully funded from non-council sources (Potential fundings sources R2R, LRCI).
- Continued investment in Gravel Re-Sheeting Program to remain stable at \$1.8M per annum from 2023 onward and \$1.6M per annum on unsealed maintenance activities (grading, table drain reshaping).
- No forecast expenditure allowance for sealing of unsealed access roads prioritised on the unsealed road-sealing program.

Improvement Actions

- Investigate use of innovative, environmentally sustainable, products for dust suppression treatment on unsealed roads
- Revise and Improve Service Level specifications in next review of Road Management Plan to improve alignment of Road Asset Hierarchy and Traffic Volumes
- Develop Renewal Plans for gravel road re-sheeting and table drain cleaning from condition assessment data and regular routine inspections conducted from the RMP.

Challenges and Opportunities

Category	Details
Demographic	Increases in planning/building permits issued for life-style blocks on unsealed roads leading to increased community demand / expectation for sealing of unsealed roads
Climate Adaption	Increased likelihood & frequency of Natural Disasters (flooding) impacting unsealed roads Competing demands of retaining roadside vegetation for climate mitigation and ensuring roadside safety
Growth	Increase rural subdivision increases community service level expectation for unsealed road network
Financial	Limited funding in LTFP for sealing of unsealed roads Finding the right balance of expenditure on renewal (re-sheet) versus maintenance (grade) of unsealed roads Seek lower cost, innovative, sustainable alternative materials for dust suppression treatments of unsealed roads instead of traditional bitumen sealing
Regulatory	Compliance with Road Management Plan 2022-2025 Ensuring Council Public Road Register is current and accessible
Risk	Defects exceeding intervention levels of Road Management Plan are rectified within specified time frames Impacts to Unsealed Road network from future natural disasters Potential future funding constraints from Federal NDFA following natural disasters

Asset Summary: Bridges and Major Culverts

Objectives

- Rural City of Wangaratta is responsible for providing bridges and major culverts that are safe for all road and pedestrian users.
- Part of this responsibility is addressing the Renewal Gap of the Bridge Asset Class to ensure adequate budget allocation for renewal and upgrade capital works. This involves allocating sufficient maintenance budget to ensure the 404 structures for which Council are responsible can be maintained to minimum standards in accordance with VicRoads Bridge Maintenance Manual.

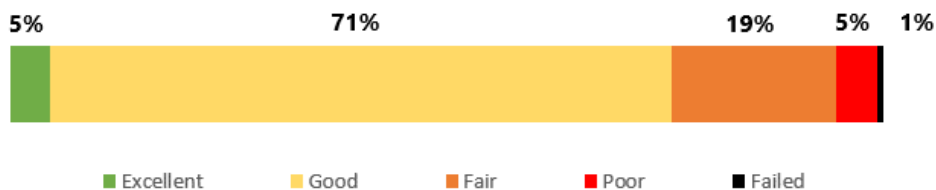
Asset Class Value

- Replacement Value \$109.31 M
- % Total Asset Base 14.23%

Asset Categories

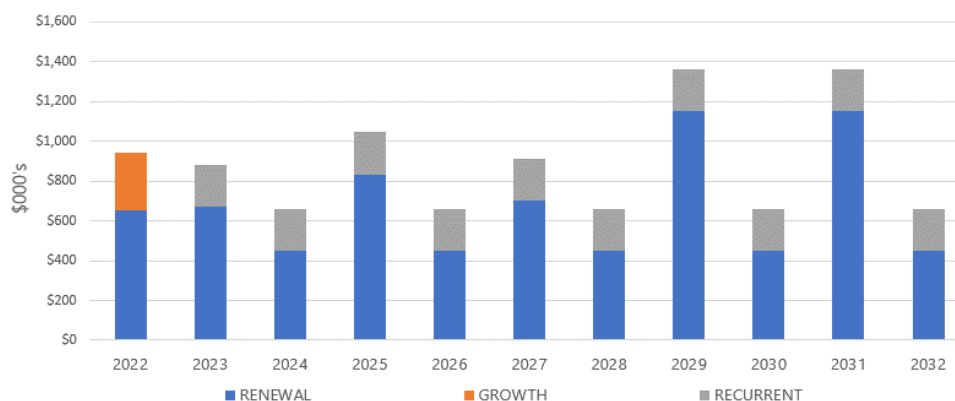
- **Bridges:** A structure with a minimum span or diameter ≥ 1.8 m or a waterway area ≥ 3 m² for the primary purpose of carrying a road or path over an obstacle.
- **Bridge Types:** 24 Timber Structure; 136 Steel/Concrete Structure; 49 Footbridges
- **Major Culverts:** A structure with a minimum span or diameter ≥ 1.8 m or a waterway area ≥ 3 m² for the primary purpose of carrying water.

State of the Assets



Condition Assessment Jan 2022

10 Year Financial Projections



- Renewal costs inclusive of Replacement and/or Upgrade works.
- Many bridge structures must be upgraded when renewed to meet current Vic Roads Bridge Technical Standards and Code of Practice to ensure Council adhere to AS5100:2017 for design of road structures.
- Recommend future LTFP review should apportion upgrade expenditure into Growth category
- 6% of the Bridge Portfolio is at end of life or poor condition requiring renewal in the immediate or short term 2-5 years

Planned Growth

New

No planned construction of new bridges or major culverts over the 10-year horizon.

Upgrade

Planned upgrades to increase capacity/ function or to meet required bridge standards (where replacement occurring) identified on LTFP include:

- Redcamps Bridge on Boggy Creek Road (BN335) in FY23
- Fosangs Bridge on Fosangs Lane (BN350) in FY25
- Schules Bridge on Rose River Road (BN394) in FY27

Priority bridge renewal and upgrade capital works program to be updated following review of the 2022 Bridge Condition Assessment results currently underway. Revised program will be updated in LTFP review 2024 onwards.

Renewal Gap

Bridge Asset Data in the Asset Register is pending financial componentisation following the Jan 2022 Bridge Condition Assessment and application of revaluation. Meaningful renewal model cannot be generated at this time. Refer Improvement Actions.

Improvement Actions

- Review and enhance process for interim condition assessment of Bridges between 4 yearly condition assessments.
- Ensure photographic evidence repository of Bridge Condition not greater than 4 years to maintain compliance with National Disaster Recovery Guidelines, in the event of a future natural disaster impacting a Council Bridge.
- Enhance condition information and improve data quality in asset register to support renewal modelling, forward capital works program and LTFP.
- Review Service Levels and intervention levels at which Bridge Assets are renewed.
- Update Bridge Asset Management Plan.

Challenges and Opportunities

Category	Details
Demographic	<p>Predicted increase in Heavy Vehicle Traffic and impact to Bridges structures</p> <p>Council maintains a number of Bridges servicing single private properties, where bridge is nearing end of life and requires renewal/upgrade</p>
Climate Adaption	<p>High Risk of Bridge Impairment from future natural disaster events, particularly flash flood events</p> <p>Integration of ecologically sustainable design principles in construction renewal of Bridges where appropriate</p>
Growth	<p>No future new bridge acquisitions forecast on the 10-year horizon</p> <p>Growth will occur in the upgrade of existing structures only</p>
Financial	<p>Bridge renewals require significant proportion of upgrade works to ensure current Bridge Standards are met, increasing renewal cost</p> <p>Capture more accurate future replacement costs or Bridge Components in Asset Register to improve overall renewal modelling and budget forecasting</p>
Regulatory	<p>Bridge Design and construction for all renewal and upgrades of existing bridges must adhere to VicRoads Bridge Technical Standards and Code or practice guided by AS5100:2017</p>
Risk	<p>Ageing Bridge Infrastructure, particularly Timber Bridge Structures that will require replacement in medium to long term</p> <p>Application and enforcement of Bridge Load Limits, particularly on older Timber Bridges</p> <p>Subdivision approvals over past decades have not sufficiently factored existing flood plain mitigation requiring Council to fund upgrade of major culverts to manage drainage in areas of rapid urbanisation</p>

Asset Summary: Pathways

Objectives

- A community that is safe and welcoming for pedestrians and cyclists
- Deliver the objectives of the Walking & Cycling Strategy.
- To ensure the established path network remains fit for purpose

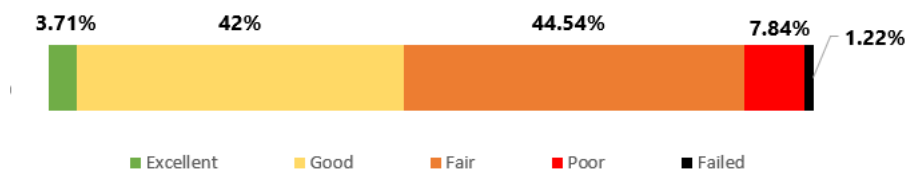
Asset Class Value

- Replacement Value \$28.85M
- % Total Asset Base 3.76%

Asset Categories

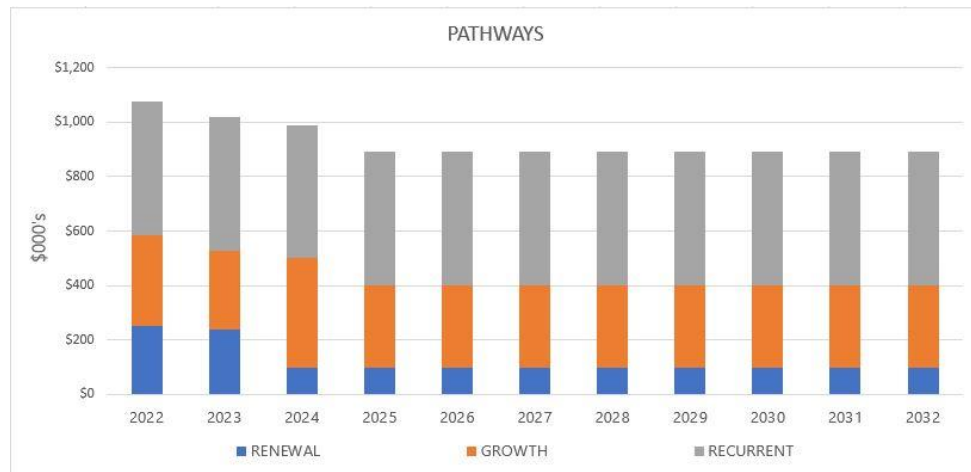
- **Footpaths:** A formed path used primarily for pedestrian use. Typically, 1.5m width (or less for older paths) constructed of concrete, asphalt, aggregate, or brick.
- **Shared Paths:** A formed path of same materials as Footpath but constructed to 2.5m width to allow shared for use by pedestrians and bicycles.
- **Rail Trail:** Part of the Murray to Mountains rail trail network, formed paths typically 2.5m wide, constructed of pavement base with spray seal surface for purposes of both bicycle and pedestrian use.
- **Natural Paths:** Formed, earthen pathways. Mostly found in some public and sports reserves to persevere a more natural environment.

State of the Assets



Condition Assessment 2019

10 Year Financial Projections



- New/Upgrade expenditure is the focus for the Pathway Asset Class over 10-year horizon to address network infill and extensions of urban path network in response to Action Items 5.4.1.2 of the Council Plan and objectives of the Walking & Cycling Strategy (5.4.1.3).
- Councils projected renewal expenditure is expected to remain stable with 0% increase over the 10-year period due to 90% of the network reported in Fair or better condition. The estimated average useful life of a newly installed concrete pathway is 80 years. Rail Trail and Asphalt pathways between 20-30 years.
- Maintenance costs forecast at \$490K p/a with no allowance for growth of network, from gifted pathway assets and new acquisitions over 10-year projections.

Planned Growth

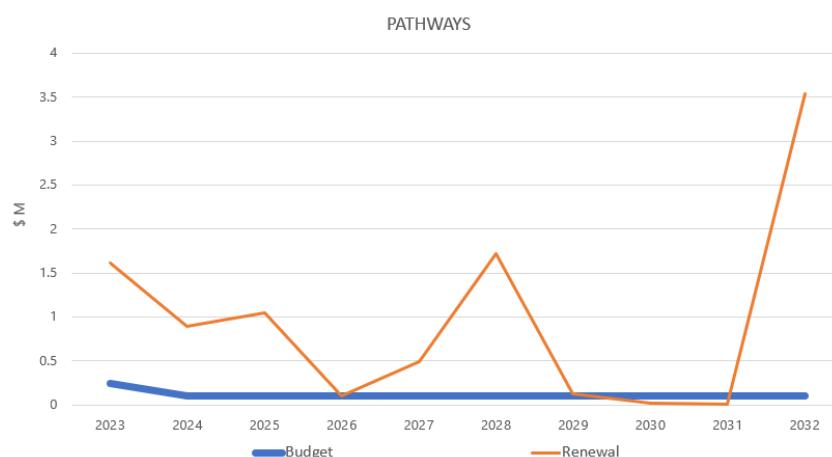
New Assets

- Prosecco Road Rail Trail
- Kaluna Park / Merriwa Park Walking Track
- Ongoing Wangaratta Urban Pathway Infill under the annual new footpath acquisition program

Growth Areas - Developer Contribution Plans

- Three Mile Creek (South of Cruse St)
- Reith Road - Lindner to Wangandary Road
- One Mile Creek – Silver Wattle Drive to Clarkes Land

Renewal Gap



- Renewal modelling will be updated in forthcoming Pathway Asset Plan.
- Current modelling indicates that \$1.6M of pathway will reach end of useful life in 2023, \$1.7M in 2028 and \$3.5M in 2032.
- State of the Asset condition data does not reflect the priority need for the level of renewal modelling based on current asset register data indicates.
- Review of Pathway asset useful life performance will be completed in late 2022 and will lead to updated acquisition dates of assets, most of which currently carry Council amalgamation date of 1995.
- Priority renewal over the 10-year horizon will focus on all Condition 4 and 5 assets, the 10% of network in poor or failed condition.

Improvement Actions

- Increased usage of recycled and environmentally sustainable materials in construction/renewal/maintenance of pathways
- Develop technical and community service levels targets to manage demand levels and expectations and provide clarity of future investment decisions.
- Develop and implement performance monitoring measures to report on network performance against target levels of service.
- Develop an Asset Management Plan for Pathways.

Challenges and Opportunities

Category	Details
Demographic	Community Demand & Expectations for Footpaths to be provided in built up areas. Servicing an ageing population requiring pathways maintained to sufficient standard for mobility aides.
Climate Adaption	Providing Shaded footpaths where possible Seek increased renewable product content in path construction while balancing long-life construction of paths
Growth	Planning controls to ensure Land Subdivisions provide cohesive, connection of paths to existing network. Paths built to an acceptable standard by developers
Financial	Maintenance and renewal of extensive Rail Trail network significant tourism benefits to municipality with little external funding provisions to maintain. Remaining network in overall good condition, higher proportion of funding to be directed toward network infill and extension over 10-year horizon.
Regulatory	Compliance with Road Management Plan 2022-2025 Compliance with Electric Line Clearance Management Plan to balance street trees for shade and clearance obligations
Risk	One of the highest asset classes in which insurance claims made against Council (generated predominantly from trip hazards).

Asset Summary: Stormwater

Objectives

- A community that is safe and welcoming for pedestrians and cyclists
- Improve our data quality of existing sub-surface drainage to improve our renewal planning for this asset class.

Asset Class Value

- Replacement Value \$55.28 M
- % Total Asset Base 7.64%

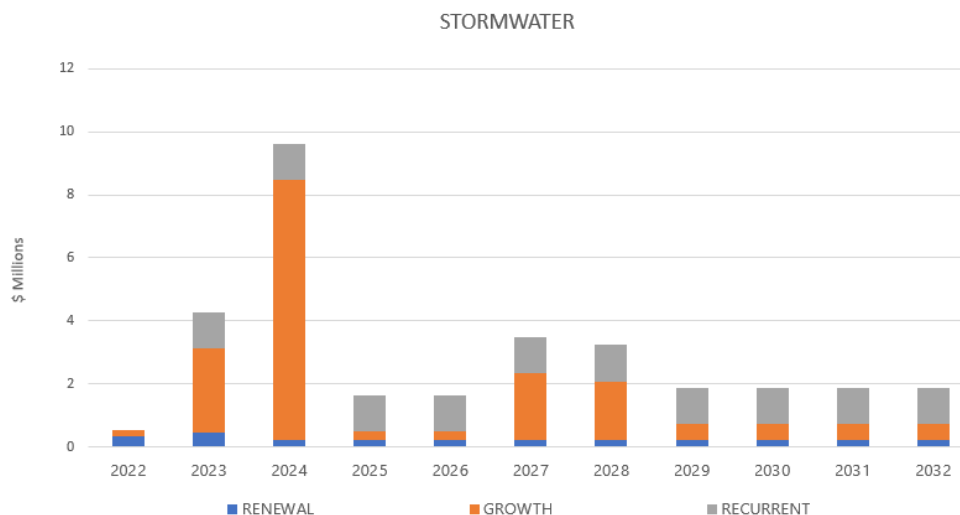
Asset Categories

- **Pits & Pipes:** Below ground structures that form part of the urban stormwater system to remove excess stormwater from our roads and properties, includes headwalls and end structures (outflows)
- **Gross Pollutant Traps:** To capture litter and debris before reaching natural creek systems through stormwater outlets
- **Open Drains:** Earthen, brick or concrete lined channels
- **Retention basins:** Formed structures that hold large volumes of excess stormwater run-off from pits, pipes, channels.
- **Pumps and Pump Wells:** For purpose of pumping stormwater from one network to another where the network levels are different.
- **Flood Mitigation:** Levee Bank Structures, Dams, Detention Basins
- **Other:** Misc. Other Drainage Structures
- *Note: Excludes minor culverts (these fall under the road asset class).*

State of the Assets

Condition data of Stormwater assets, in particular existing sub-surface drainage is not sufficiently collected to provide a comprehensive condition assessment of the stormwater network. This is noted as improvement item.

10 Year Financial Projections



- Renewal costs inclusive of Replacement and/or Upgrade works. Most major culvert renewal requires upgrade to increase capacity.
- Council is taking ownership from DEWLP and hence financial control of Wilson Road and Parfitt Road Levee Banks.
- Significant growth forecast in 2024 is contributed from Newman Street Drainage Upgrade works and Levee Bank Upgrades
- Due to ageing sub-surface drainage infrastructure, much of the network is nearing end of useful life current funding levels of drainage maintenance and renewal in LTFP will require review.

Planned Growth

New Assets

Planned growth from the North-West Growth Area Structure includes:

- DR01 – Wangandary Road Trunk Drainage
- DR02 – Lindner Road Trunk Drainage
- Various drainage assets gifted to Council from subdivision development

Upgrade / Renewal

Planned upgrades to increase capacity identified on LTFP include:

- South Wangaratta Industrial Estate Drainage upgrades FY27/FY28
- Extension to HP Barr Reserve Oval 1 Drainage FY23/FY24

- Newman Street Upgrade FY23/FY24
- Flood Mitigation Levee Bank Upgrades FY23/FY24
- Major Culvert Upgrade Old School Road – TBD

Priority stormwater renewal capital works program to be updated following review and update of Stormwater Asset Management Plan and further stormwater condition assessment data (CCTV) data collection in FY23.

Renewal Gap

Programmed condition assessments are not currently performed for stormwater assets and defect inspections are performed as required.

Stormwater Asset Data in the Asset Register is not sufficient as a result to provide meaningful renewal modelling at this time. Useful life and acquisition date estimates of subsurface stormwater assets acquired at Council amalgamation require review and update in the asset register. Refer Improvement Actions.

Improvement Actions

- Programmed maintenance and routine inspection regimes to be implemented when the corporate Asset and Works Management system upgrade occurs over 2022/23 as part of the ICT Strategy.
- Develop condition assessment program to incrementally target trunk drainage networks and document the assessment methodology.
- Review and document condition intervention levels at which stormwater assets, in particular sub-surface drainage are to be renewed.
- Enhance condition information and improve data quality in asset register to support renewal modelling, forward capital works program and LTFP.
- Based on condition data, develop a 10-year capital works program for specific renewal works to be undertaken on the drainage network.

Challenges and Opportunities

Category	Details
Demographic	<p>Increasing Customer Requests relating to issues of stormwater drainage in easements on private property.</p> <p>Service Level expectations of customers exceeding organisational service level capacity.</p>
Climate Adaption	<p>Increasing flood events will put strain on the stormwater network</p> <p>Flash flood events more likely to occur</p> <p>Road Network impacted, hence road assets compromised when stormwater network fails.</p>
Growth	<p>Increase to network capacity to be maintained</p> <p>Historically approved subdivisions have not provided adequate stormwater / flood mitigation that must now be upgraded to manage capacity demands.</p>
Financial	<p>Increase to network capacity from growth outpaces increase in maintenance and renewal budget in LTFFP and human resourcing to maintain.</p>
Regulatory	<p>Numerous Acts and Legislative Regulations that stormwater design and implementation must adhere, including but not limited to Building Act 1993 and Building Regulations 2004, Catchment and Land Protection Act 1994, Environment Protection Act 1994, Water Act 1989, Local Government Act 1989 and 2000.</p>
Risk	<p>Ageing drainage infrastructure that will require high renewal demand in future years</p> <p>Failure to execute renewal in a timely manner generating safety risk or premature loss of asset.</p>

Asset Summary: Buildings

Objectives

- To provide Council Facilities fit for purpose that enable us to deliver quality services and programs to the community.
- We will review accessibility of all current Council owned/controlled buildings.
- We will take bold decisions with appropriate community consultation to decommission buildings that are no longer safe or functional, where a viable alternative is available. (Council Plan Action 2.3.4.4)

Asset Class Value

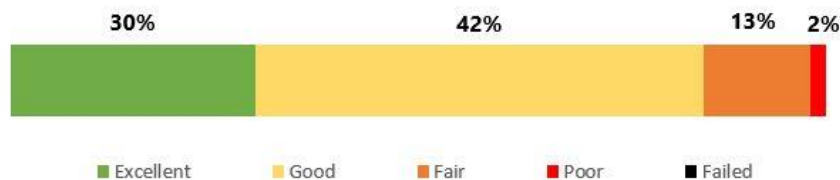
- Replacement Value \$104.51M
- % Total Asset Base 13.62%

Asset Categories

- **Commercial:** Aerodromes, Retail and Rental Properties, Tourist Info
- **Community:** Public Halls, Kindergartens, Senior Centres
- **Municipal/Civic:** Government Centre, Depot, Gallery, Performing Arts Centre
- **Sport & Rec:** Sports Stadiums, Playing Courts, Sports & Aquatic Centre, Splash Park
- **Waste Management:** Transfer Stations, Organics Processing Facility, Land Fill
- **Other:** Remaining Buildings not specified in above categories

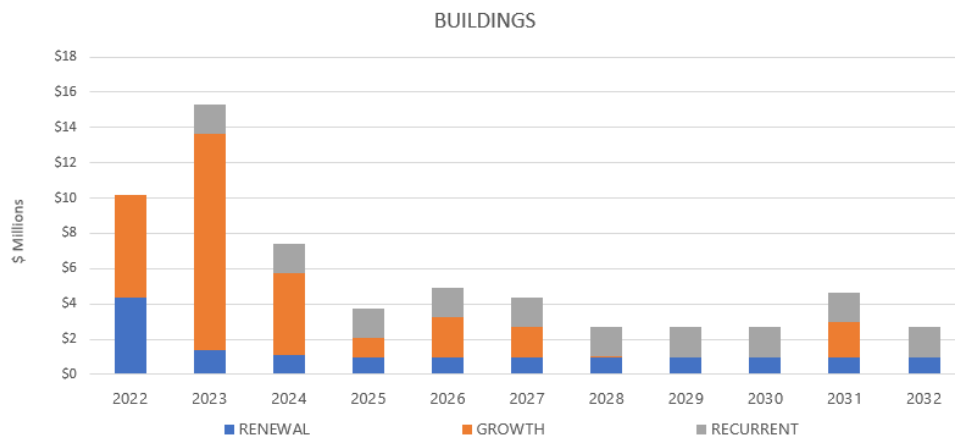
**Excludes Wangaratta Livestock Exchange in all renewal modelling.*

State of the Assets



Condition Assessment 2021

10 Year Financial Projections



- We allocate renewal and recurrent (operational & maintenance) funding at a level aimed to keep pace with the deterioration of our buildings, as assessed by 4 yearly condition assessments to ensure our building portfolio is maintained in an overall Good-Fair Condition.
- We believe this can be achieved keeping the building renewal budget capped at \$1M from 2025.
- Implementation of Parklands Masterplan, Wareena Park Masterplan, Art Gallery Feasibility Study

Planned Growth

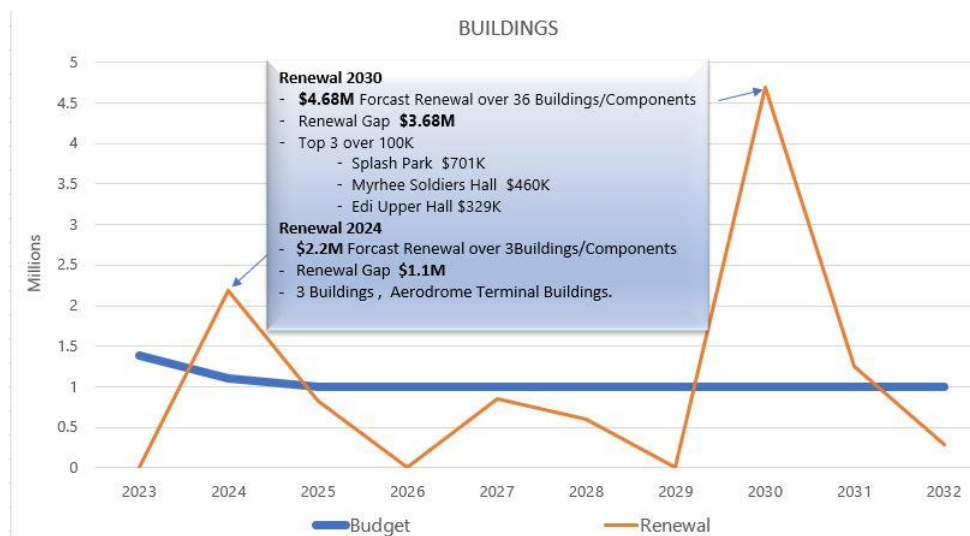
New Assets

- Glenrowan Ned Kelly Interpretive Centre (2022/23)
- Wareena Park Masterplan Implementation
- Bowser Landfill Cell 5a & Cell 5b Construction

Upgrade

- WSAC Extensions
- Government Centre HVAC Upgrade (2023)
- Creative Precinct Masterplan Implementation
- Transfer Station Redevelopment

Renewal Gap



Renewal Objective: Proposed funding to meet renewal demand for Building Portfolio.

10 Year Building Renewal Programs

- Public Toilet Upgrade Program
- Upgrade Public Halls
- Mechanical and Electrical Services
- Civic Buildings Renewal (WPAC; WSAC Art Gallery, Government Centre, Depot)

Improvement Actions

- Engage with community to establish agreed Building Service Levels
- Asset Categories (The Functional Use) to be reviewed, confirmed and assigned to each facility in the Asset Management System.
- Implement Proactive Building Maintenance Program to transition away from a highly reactive focused maintenance program.
- Ensure all building maintenance and service contracts are following current Australian Standards to reduce cyclical maintenance costs.
- Improve quality and quantity of Asset Data collected and maintained for buildings and their components to enable system automation for scheduled regulatory and statutory safety checks.
- Store all reactive maintenance history information in the building asset register to improve end of asset life estimations.

Challenges and Opportunities

Category	Details
Demographic	Population changes resulting in shifts in demand and utilisation of specific facilities Addressing Building Accessibility across our existing building portfolio Servicing an aging population
Climate Adaption	Reduce carbon emissions through reduced electricity consumption and increased solar generation on Council owned buildings. Integration of ecologically sustainable design principles in construction and refurbishment of buildings for better energy efficiency.
Growth	Asset Growth to meet demand for community facilities, infrastructure to support economic growth and community expectations
Financial	Increase in utility and maintenance costs Dependency on grant opportunities to provide modern facilities to meet community expectations Rationalising under-utilised buildings through co-location and multi-use facilities where applicable.
Regulatory	All new building works will need to meet Building Code Australia (BCA) requirements New and upgraded buildings to comply with AS1428 Design for Access and Mobility
Risk	Ageing Infrastructure Unanticipated asset deterioration and structural failure accelerated by the increasing severity in extreme weather (increased likelihood of storm damage) resulting from climate change conditions.

Asset Summary: Open Space

Objectives

- To provide beautiful and accessible parks, gardens and open spaces that are fit for purpose and enable our community to be connected.
- We will work with the community on placemaking projects to improve safety and use of our parks and playgrounds (Council Plan Action Item 2.5.3.2).
- Undertake and deliver a new and contemporary Open Space and Recreation Strategy setting the vision for the next 10 years (Council Plan Action Item 2.4.2.5)

Asset Class Value

- Replacement Value \$10.2 M
- % Total Asset Base 1.32%

Asset Categories

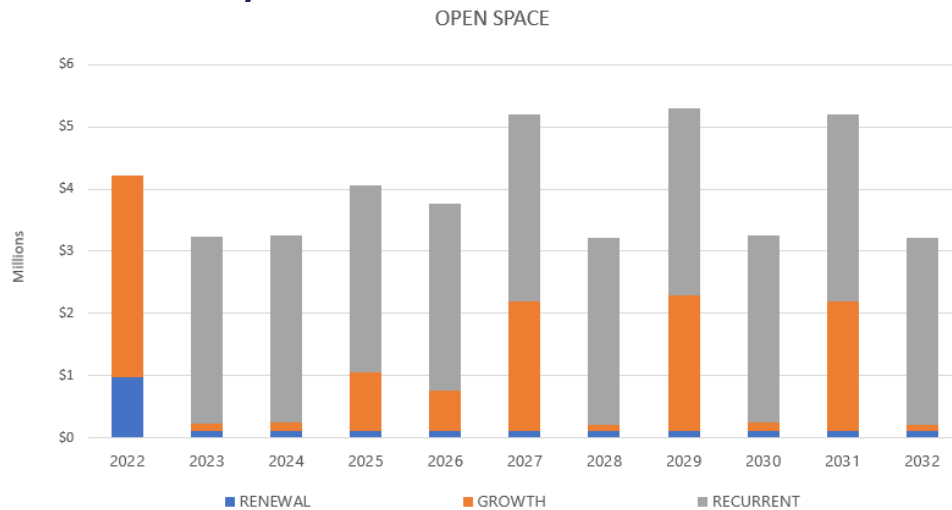
- **Playgrounds:** Public areas containing play equipment, including Pump Tracks, Skate Parks. We have 39 Playgrounds and 4 skatepark/pump tracks to maintain.
- **Sports Grounds:** Maintained surfaces for formal sports. We have 74 playing field and grounds to be maintained across the municipality.
- **Parks/Gardens/Reserves:** Passive open spaces. Formally maintained. Precise Quantum (area m2) unknown at this time. Improvement Action Item.
- **Streetscapes:** Landscaping and visual elements of Road Reserves, including street furniture, street trees, median strip, verge and roundabout plantings. We maintain **14,145** Street trees.
- **Irrigation:** Located within Sports Grounds, Parks and Gardens, Streetscapes.

NOTE: Open Space assets, with the exception of Sports Grounds are currently not financially recognised in the Asset Register for purposes of asset renewal modelling. Public Toilets are recognised in the Building Portfolio.

State of the Assets

Council do not currently collect condition data of Open Space assets. This is noted as improvement item.

10 Year Financial Projections



- Recurrent operational and maintenance expenditure is capped at \$3.01M over the 10-year LTFP projections.
- Projected expenditure does not account for future and recent growth in Open Space assets from Gifted Subdivision landscaping, street trees, open space areas, upgraded sports grounds requiring higher maintenance service levels, and a number of new open space assets such as Pump Tracks, Skate Parks, Children's' Garden and Regional Play Space/Parkour in Apex Park.
- Growth in 2027, 2029, 2031 is driven by the Wangaratta Sports & Event Precinct Master Plan.
- Annual Street Tree Planting Program

Planned Growth

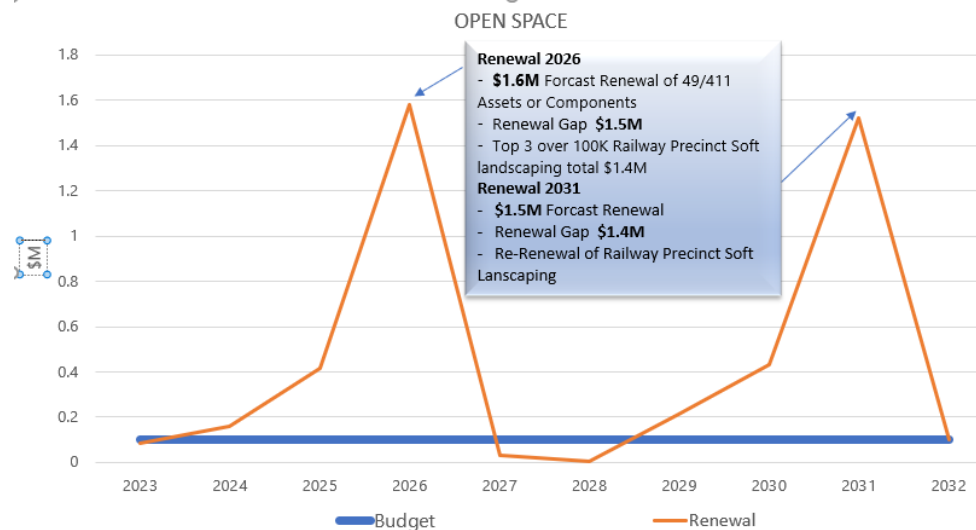
Growth

- Delivery of Apex Park and King Valley Regional Play Spaces (Council Plan 5.7.2.2)
- Developer contributed open space assets through on-going subdivision

Master Plans & Strategies

- Parklands Master Plan
- Merriwa Park Master Plan
- Open Space and Recreation Strategy 2012 (to be updated 2022/23)

Renewal Gap



Renewal Objective: Proposed funding to meet renewal demand for Open Space Portfolio.

Current Renewal Programs

- Annual Playground Renewal
- Urban Street & CBD Tree Renewal Plan is under development
- Other renewal programs for Active Open Space (Sports Ovals and Grounds) and Passive Open Space (Parks, Gardens, Landscaping) to be developed.

Improvement Actions

- Engage with community to establish agreed Open Space Service Levels
- Investigate provision of CCTV and passive surveillance in our open spaces to improve safety and reduce anti-social behaviour. (Council Plan 2.5.3 & 2.5.3.5)
- Condition Audit all Open Space assets over the next 2-5 years.
- Establish Financial Recognition and Capitalisation Policy thresholds for Open Space assets.
- Ensure Operational Asset Inventory is established and maintained in Asset System to enable proactive maintenance Work Order Management for effective and efficient use of resources and improved tracking of recurrent, non-capitalised expenditure to maintain our Open Space portfolio.

Challenges and Opportunities

Category	Details
Demographic	Post COVID Pandemic increasing reliance by community for provision of accessible, well-maintained playgrounds and passive recreation spaces.
Climate Adaption	Ensuring all our playgrounds are safe and comfortable to use in warm weather Providing access to shade and cool spaces to mitigate days of extreme heat Look to innovative methods for watering and maintaining of our green spaces to cope with future dry years.
Growth	Population Growth and development of North/South Growth areas placing increased pressure for provision of neighbourhood Open Space and Playgrounds.
Financial	Increasing operational and maintenance funding required to support a growing Open Space portfolio Staff Resourcing and Long Term planned funding insufficient to support the operational, maintenance and renewal demands of the Open Space Portfolio.
Regulatory	Inspecting and Maintaining our Playgrounds to ensure they meet required Australian Standards for child safety.
Risk	Finding the right balance of providing the community new and diverse play and adventure spaces without assuming increased liability exposure.

Monitoring the Plan

Strategic Planning Principles of the Act (Section 89) stipulate that Councils must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances within the Integrated Planning and Reporting Framework (refer Figure 2).

With respect to this Asset Plan, to demonstrate effective performance of asset management over the long term, providing transparency and public engagement in the way in which we manage the assets for which we are trusted custodians we will monitor the plan in the following ways:

- Review of the Asset Management System Framework
- Asset Management Maturity Assessment
- Delivery of Individual Asset Management Plans
- Progress Reporting
- Asset Plan Review



Figure 5: Asset Management Enablers. IIMM 2020, Section 4

Reviewing the Asset Management System

The Asset management system is made up of the suite of documents, business processes, people, data and technology used to manage our assets.

Key documents that form our system of Asset Management and support this Asset Plan include:

AMS Document	Purpose	Monitoring	Timeline
Asset Management Policy	Specified Principles, Requirements, and Responsibilities for Asset Management (AM). Is linked to organisation and strategic objectives	Review	Sep 2022
Asset Management Strategy	Specifies AM Objectives, AM System Scope, AM approach to delivering Objectives, AM Improvement Plan	Review	Dec 2022
Portfolio Plans (Service Levels)	Documented Service Level Agreements following engagement with community	Implement	Jun 2023
Asset Management Plans	Define Asset Service, Levels of Service, Demand Forecasts, Managing Risk, Lifecycle Expenditure Forecasts	Review Implement new where required.	Jun 2023-24

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Operational Plans	Guides day to day activities of staff and contractors, including maintenance works and capital works intervention levels.	Review Implement new where required.	Annually
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As our data and systems improve, so too will the analysis and information on which this *Asset Plan* is based. It is intended that our *Asset Plan* should always reflect as closely as possible the actual practices we use in managing our assets. In this way will we be best able to ascertain the long term needs for our infrastructure.

Asset Management Maturity

Asset Management Maturity is a staged approach to the development and continuous improvement of asset management practices that asset intensive organisations such as local governments can use to achieve an appropriate level of practice for the size, resourcing and assets managed by their organisation.

The Asset Management Maturity Index determines where an organisation currently sits and where it aims to be in the maturity journey. The index is recognised by both ISO55000 Asset Management Standards and the International Infrastructure Management Manual.



Figure 6: Asset Management Maturity Index Scale (IIMM)

There are 11 core elements of asset management under the National Asset Management Assessment Framework (NAMAF) used in the Australian context to self-assess and determine and organisations competencies and maturity.

1. Strategic Planning
2. Annual Budget
3. Annual Report
4. Asset Management Policy
5. Asset Management Strategy
6. Asset Management Plans
7. Governance and Management
8. Levels of Service
9. Data & Systems
10. Skills and Processes
11. Evaluation

We will use NAMAF to establish a new baseline of our current competencies in Asset Management Practice and then establish an Asset Improvement Plan to improve those competencies.

We aspire to be achieving 100% Core competency across all 11 elements in the first 4 years of the plan and have shifted into Intermediate competency by year 10. For a Council of our size and resourcing Advanced competency is not a target required in the next 10 years.

Our Asset Management Strategy will outline our intentions for achieving improved asset management practice and in doing so how we will meet our organisational strategic objectives.

Asset Management Plan Delivery

Using the maturity index with respect to the Development of Asset Plans (Figure 7 below), Council has achieved **Aware Status** by adopting this Asset Plan and has partially met requirements of **Intermediate Status** having previously adopted early iterations of various Asset Class Plans.

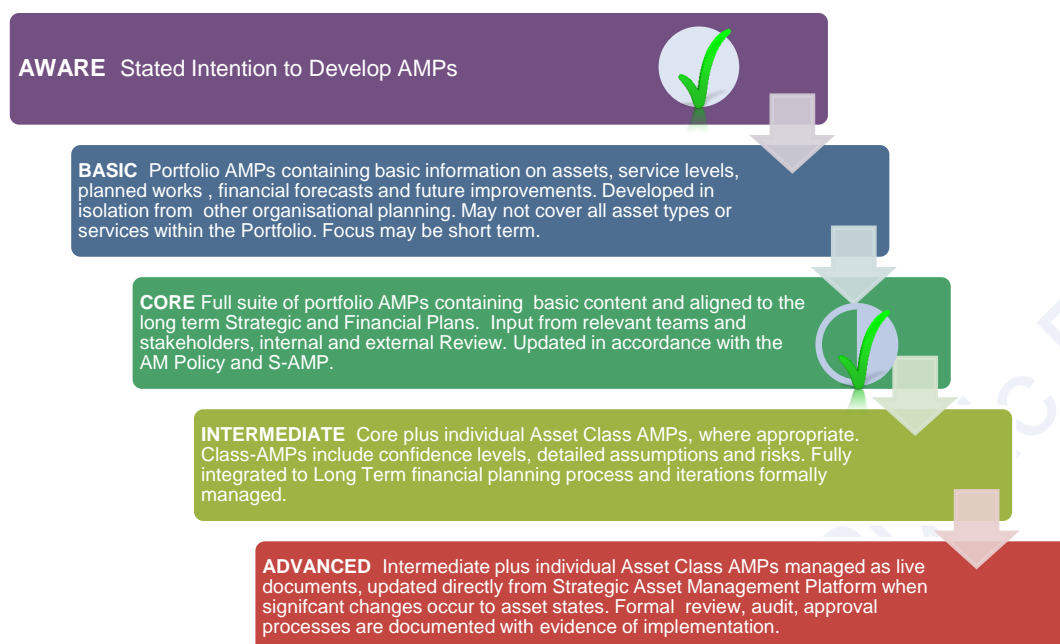


Figure 7: Council Progress on Asset Maturity Index for Development of Asset Plans.

Future Asset Plans to Deliver

To progress our asset management maturity to ensure we are delivering asset management best practice for our municipality, Council will deliver a structured hierarchy of Portfolio Asset Plans and Individual Class level Plans as outlined in Table 4. This will ensure continuous asset management practice improvements for the organisation and ensure those plans are tightly linked to the strategic and financial plans for the organisation over the next 10 year horizon.

Asset Portfolio	Asset Class Plan	Adopted	AMI	Timeline
Transport				
	Roads	YES	Intermediate	Update Dec-23
	Pathways	NO	Aware	Dec-23
	Bridges	YES	Intermediate	Update Dec-23
	Car Parks	NO	Aware	Jun-24
	Street Lighting	NO	Aware	Jun-24
Stormwater				
	Drainage	YES	Intermediate	Update Dec-23
	Flood Mitigation	NO	Aware	Jun-25
	WSUD	NO	Aware	Jun-25
Buildings				
	Buildings	NO	Aware	Jun-23
	WPAC	NO	Aware	Jun-23
	WSAC	NO	Aware	Jun-23
Open Space				
	Playgrounds	NO	Aware	Dec-23
	Parks, Gardens Sporting and Grounds	NO	Aware	Dec-23
	Trees	NO	Aware	Dec-23
Waste Management				
	Organics Processing Facility	NO	Aware	Jun-24
	Land Fill & Transfer Stations	NO	Aware	Jun-24

Table 4: Rural City of Wangaratta Asset Plan Hierarchy

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Asset Management Improvement Plan

No.	Improvement Type	Asset Management Improvement Plan	Responsible Service Unit	Timeline
1	Strategic	Establish an Asset Management Steering Committee and Asset Management Working Group – defining membership, purpose, objectives, ensuring alignment with key strategic asset management objectives.	IPD	Dec 2022
2	Strategic	Implementation of Predictive Asset Modelling, via the corporate Enterprise Resource Platform (ERP) upgrade to systematically establish and update 10-year asset renewal plans to inform the Financial Plan for all asset categories.	IPD/Corp Services	Dec 2024
3	Strategic	Review and Update Councils Asset Management Policy & Strategy to ensure alignment with this Asset Plan and other Council Policies following implementation of Local Government Act 2020.	IPD	Dec 2022
4	Business Process	Develop Business Process Manuals (BPM) for each of the 4 main Asset Portfolios: Transport, Stormwater, Buildings and Open Space, ensuring alignment to Councils Asset Management Framework.	IPD	Jun 2023
5	Business Process	Develop Condition Audit Manuals for all asset categories, in order to systematically standardise condition rating to IPWEA guidelines, specifying attributes to be collected, as well as stating rules on the provision of imagery/videos to adhere to disaster recovery funding guidelines.	IPD	Dec 2022
6	Business Process	Document and implement a standardised workflow process for the provision of condition audit data through to proactive maintenance/renewal program creation.	IPD	Jun 2023
7	Business Process	Continuous Improvement and documentation of processes for asset handover and financial asset capitalisation.	IPD / Finance	Ongoing
8	Business Process	Review current revaluation processes and document agreed process.	IPD / Finance	Ongoing
10	Data Management	Identify critical assets in Council's AMS and the potential risks of their failure identified from condition audit reports, for incorporation into Council Corporate Risk Register.	IPD	Ongoing

11	Data Management	Continuous Improvement of Council Asset Register to ensure alignment with corporate ERP upgrade.	IPD	Ongoing
12	Data Management	Undertake a comprehensive gap analysis to assess asset data completeness, taking into account service capacity and functionality, currency, and accuracy (confidence level) for each asset category, prioritising resulting data collection needs.	IPD Field Services Community & Recreation	Dec 23
13	Data Management	Undertake condition audits of assets as per Council's AM and Valuation policies. Establish a pre-determined schedule of condition audits, for each Asset Category to go in the relevant Business Process Manual.	IPD	Annually, based on 4 yearly condition audit schedules.
14	Data Management	Undertake revaluation of assets as per Council's Asset Valuation Policy.	IPD	Annually, based on 4 yearly condition audit schedules.
15	Professional Development	Develop a training plan and schedule to upskill stakeholders across the organisation on relevant asset management skills, processes, and procedures where relevant.	IPD / People & Culture	Jul 23
16	Professional Development	Adopt a culture of continual process improvement by engaging with industry and government at all levels to seek innovative methods and technologies to deliver strategic asset management.	IPD	Ongoing
17	Systems	Upgrade current Enterprise Asset Management and Work Order Management Systems as part of the corporate ERP upgrade.	IPD / Corporate Services	Dec 23
18	Systems	Continuous improvement reporting and communicating state of the assets internally and externally for mandatory government reporting using available technologies such as Power BI and Corporate ERP Analytics tools.	IPD / Corporate Services	Ongoing
19	Systems	Continuous improvement in the use and application of ASPEC data standards for the delivery of internal capital works programs and developer contributed assets to inform and improve asset handover processes (No. 7).	IPD	Ongoing

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20	Systems	Improve integration between Councils Enterprise Asset and Works Management, Customer Service and Geographic Information Systems to facilitate improved information sharing and decision making for capital (new and renewal) works program development.	IPD / Corporate Services	Jun 24
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Progress Reporting

We will publish a State of Our Assets report annually that documents movement in asset function, condition and capacity

The progress of implementing the Asset Management Strategy and its associated improvement plan will be monitored and reported to Council on a bi-annual basis.

We will report on the Asset Plan in the Local Government Reporting Framework for publishing on the Know Your Council Website, as required by the governance and management reporting checklist compliance of Sec 92 of the *Local Government Act 2020*.

Asset Plan Review

This Asset Plan will be reviewed every 4 years. Council must adopt an Asset Plan by 31 October in the year following a general Council election in accordance with the *Local Government Act 2020*.

The next revision of this Asset Plan will be due 31 October 2025.

Intermediary reviews of the Asset Plan may be undertaken from time to time as improvements are implemented or major financial decisions are made. This is to make sure that it retains consistency with our strategic goals and objectives. having regard to:

- The available financial resources of Council.
- Long term works programs that are reviewed annually.
- The consideration of any external factors that are likely to influence the *Asset Plan*.

Any review and update to the Asset Plan must be adopted by Council at an ordinary meeting of Council.

Glossary

Term	Definition
AMI	Asset Management Maturity Index
ISO55000:2014	International Standard for management of assets. Provides an overview of asset management, its principles, and terminology, and the expected benefits from adopting asset management.
IIMM	International Infrastructure Management Manual
IPWEA	Institute of Public Works Engineers Australia
ISPRF	Integrated Strategic Planning and Reporting Framework
IPD	Infrastructure, Planning, Delivery business unit that sits within Infrastructure Directorate at Rural City of Wangaratta.
LTFP	Long Term Financial Plan
RMP	Road Management Plan





64-68 Ovens Street
P.O. Box 238
WANGARATTA, VIC 3676
Telephone: (03) 5722 0888
Fax: (03) 5721 9526
E-mail: council@wangaratta.vic.gov.au

Date: 15th December 2021

NOTICE OF INTENTION TO SELL LAND

Wangaratta Rural City Council is formally seeking community feedback in accordance with section 114 of the Local Government Act 2020 (the Act) on its intention to sell the land at 75 Carboor-Whorouly Road, Whorouly South being the land described in Certificates of Title being Crown Allotment 77E, Parish of Whorouly Volume 6045 Folio 886 and Crown Allotment 77D, Parish of Whorouly Volume 5462 Folio 254 and shown on the land below outlined in red.



As per section 114 of the Act Council is calling for community feedback on its proposal to sell the land and the Land be negotiated by Council in accordance with the market valuation of the site.

For all enquiries, please contact Celeste Brockwell, Manager Economic Development, Environment & Strategic Planning on 5722 0888 or council@wangaratta.vic.gov.au.

How do I make my written submission?

In their written submission, a person may also request to be heard by a Committee of Council in support of their submission, prior to Council considering the proposal. Submitters will be notified before the relevant meeting date.

By Email: council@wangaratta.vic.gov.au. Please include "Notice of Intention to Sell Land - Whorouly South" in the subject line.

By Mail: PO Box 238, Wangaratta VIC 3676. Please include "Notice of Intention to Sell Land - Whorouly South" as the reference.



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WANGARATTA, VIC 3676
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In Person: You may submit your written submission to Customer Services, Wangaratta Government Centre – Corner Ford and Ovens Street, Wangaratta. Please include “Notice of Intention to Sell Land - Whorouly South” as the reference to your submission.

Closing Date: Written submissions on each of the below proposals will be received up to **5.00pm on Friday 28th January 2022.**

Authorised by:

(Fridays – Chronicle) Please place in 'Rural City Connection Page'	<input type="checkbox"/>	Newspaper & Dates to be advertised
(Other than Fri. Chronicle) Please Insert Under RCoW logo	<input type="checkbox"/>	
Ledger Number:		