



**STRATHBOGIE SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE STRATHBOGIE SHIRE COUNCIL  
HELD ON TUESDAY 15 JULY 2014, COMMENCING AT 6.00 P.M. AT THE EUROA  
COMMUNITY CONFERENCE CENTRE**

**Councillors:** Debra Swan (Chair)  
Colleen Furlanetto  
Malcolm Little  
Alister Purbrick  
Patrick Storer  
Graeme (Mick) Williams

**Officers:** Steve Crawcour - Chief Executive Officer  
Roy Hetherington - Director, Asset Services  
David Woodhams – Director, Corporate and Community

**BUSINESS**

1. Welcome
2. Acknowledgement of Traditional Land Owners  
*'In keeping with the spirit of Reconciliation, we acknowledge the traditional custodians of the land on which we are meeting today. We recognise indigenous people, their elders past and present'.*
3. Apologies

Councillor Robin Weatherald  
Phil Howard – Director, Sustainable Development

4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 17 June 2014 and Special Council Meetings held on Tuesday 10 and Tuesday 24 June 2014

80/14 **CRS FURLANETTO/WILLIAMS** : *That the Minutes of the Ordinary Meeting of Council held on Tuesday 17 June 2014 and Special Council Meetings held on Tuesday 10 and Tuesday 24 June 2014 be confirmed*

**CARRIED**

5. Disclosure of Interests

Cr Storer declared a Direct Interest in Item 9.7.3 due to being a member of the Violet Town Community House. Cr Storer left the meeting during discussion / consideration of this matter.

6. Petitions

7. Reports of Mayor and Councillors and Delegates

The Mayor and Councillors provided verbal reports on meetings / events attended in the past month. Councillor Furlanetto provided a written report (refer Attached).

8. Public Question Time

## EXCERPT FROM MEETING PROCEDURE LOCAL LAW NO. 1

### **CONDUCT OF PUBLIC**

#### **52. VISITORS**

- (1) Visitors must not interject or take part in debate.
- (2) Silence shall be preserved in the gallery at all times.
- (3) If any visitor is called to order by the Chairperson and again acts in breach of this Local Law, the Chairperson may order that person to be removed from the gallery.

#### **53. CALL TO ORDER**

Any person who has been called to order, including any Councillor who fails to comply with the Chairperson's direction, will be guilty of an offence.

Penalty: \$500

#### **54. REMOVAL FOR DISRUPTION**

The Chairperson has discretion to cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction under the provisions of this Local Law.

#### 9. Reports of Council Officers

- 9.1 Climate Change
- 9.2 Infrastructure
- 9.3 Private Enterprise
- 9.4 Public Institutions
- 9.5 Housing and Recreation
- 9.6 Tourism
- 9.7 Organisation

#### 10. Notices of Motion

#### 11. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2) of the Local Government Act 1989

#### 12. Urgent Business

**Cr Colleen Furlanetto (Deputy Mayor) report for 15<sup>th</sup> July | 2014 Council meeting.**

Date	Meeting / contact	Details
2/7/14	VLGA Delegates meeting Melbourne	Discussed the VLGA action plan and role out for LG comments on issues in LG about governance and goals of the VLGA supporting councils.
3/7/14	Lions Euroa Changeover	Council representative to changeover dinner of Euroa Lions. Incoming President Rob Stackhouse. Guests included new Rotary President John Heal and Mrs. Wendy Heal and Euroa Health CEO Elena McShane.
6/7/14	Swaggy tree celebration Euroa	Attended the Swaggy tree celebration with the Euroa Friends of the sevens the Euroa environment group and Apex Euroa members who contributed to the construction. A council, environment groups and Apex joint project.
8/7/14	Nagambie Mail Street in Nagambie	Funding announcement by Deputy Premier Peter Ryan.
8/7/14	Council AOC meeting in Euroa	Council briefings and Assembly of Council also the special council meeting with the budget approved 2014 /15 at 5.5% rate increase
8/7/14	GMLLEN Shepparton after council meeting	Board meeting Goulburn Murray Education Network Committee meeting Deputy Chair.
9/7/14	Meeting with Shire Rural Access officer	Meeting with Shire Rural access officer re: access issues and information for Victorian Disability Advisory council meeting debrief.
11/7/14	North East ALGWA Benalla	Regular meeting with North East ALGWA members, I stepped down as secretary after 5 years as the secretary. Cr Rhonda Sanderson from Mitchell shire is the new Secretary.
14/7/14	Strathbogie shire ADAC meeting Euroa	Access Disability Advisory Committee meeting
<i>Dates in Diary</i>	<i>For the rest of July</i>	
15/7/14	<u>Council AOC</u>	<i>Midet town library funding arancement State \$300K Council \$140K + UTAC.</i>
16/7/14	DPTAC Melbourne	<i>Disabled Persons Taxi Advisory Committee, committee member personally but report to council after meetings with relevant information for our shire. I advocate for Rural communities with taxi issues and challenges etc...</i>
16/7/14	Fairly fellow lecture Shepparton	<i>Latrobe and Fairly lecture with Mr. Tim Fisher AC</i>
22/7/14	Council AOC	
24 <sup>th</sup> /7/14	GVRLC Board meeting Shepparton	<i>Council representative on the GVRLC Board.</i>
24/7/14	WHGNE PVAW Meetings Benalla	<i>Womens Health Goulburn North East Prevention Of Violence Against Women project. Steering committee meeting and Local Government Sub group meeting.</i>



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## **9. REPORTS**

### **9.6 TOURISM**

#### **9.6.1 High Country Targa – Euroa Leg**

##### **Author & Department**

Economic Growth Officer / Sustainable Development Directorate

##### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

##### **Summary**

Targa Australia have approached Strathbogie Shire Council with regard to their Targa High Country Rally event held annually in Mansfield. The event attracts over 200 classic and sports car teams. Targa are reviewing the event and would like to incorporate their first day of the event, being Friday 7 November 2014, within our Shire. The event involves undertaking time trials along the route to and from Mt Buller, with the first time trial commencing at Merton, travelling via Euroa Mansfield Road to Polly McQuinns then completing a second time trial commencing at Creek Junction Road, along a portion of Harrys Creek Road, followed by travel to Euroa, stopping for lunch in Euroa, parking along Binney Street. The event will then leave Euroa and re-trace its steps for the third time trial back along Harrys Creek Road to Creek Junction Road, then travel to Galls Gap Road for the fourth and final time trial along Galls Gap Road, finishing prior to the Euroa Mansfield Road intersection.

The proposed route for the time trials has been completed in consultation with the above mentioned stakeholders at a meeting hosted by Strathbogie Shire. (refer attached map).

VicRoads has provided the following written comments in response to the proposed event;- *‘VicRoads has no objection to the use and closure of the Euroa-Mansfield Road between Merton and Galls Gap Road during the times specified subject to the appropriate approvals being in place and traffic management/communications plans to VicRoads satisfaction.’*

This event is well recognized and has a high profile within Victoria and Tasmania. The opportunity for Strathbogie Shire to be given the opportunity to host such a high profile event would be advantageous for the economy of the region. For our local businesses to benefit from this opportunity, it is seen that to be able to utilize Binney Street for a road closure, it would be most advantageous to bring the cars into Binney Street to showcase the vehicles as well as the town.

The Officer is seeking support to close Binney Street between Railway and Bury for the rally cars to park over lunch. The closure would be from approximately 9.30am until 12.30pm. At the Business Enterprise Euroa meeting of Wednesday 2nd July, the proposal for the Targa event was discussed and support has been given from BEE.

9.6.1 High Country Targa – Euroa Leg (cont.)

**RECOMMENDATION**

**That in principal support be given for the road closures as detailed within this report.**

*81/14 CRS FURLANETTO/WILLIAMS : That the Recommendation be adopted.*

**CARRIED**

**Background**

Targa High Country is a tarmac-based rally event held in the High Country annually. The inaugural event was 2010. The event has a short course design of approximately 200 competitive kilometres covered in two days over sixteen closed road competitive rally stages. The reinstatement of a town visit on the first day of the rally will transform the event this year to have a greater community focus. The Targa High Country Rally has had support from RDV in previous years and is positive about RDV providing funding again in 2014.

No request has been made for funding or sponsorship but rather 'in kind' support.

The event is run very professionally, with full traffic management, emergency management, paramedics on site and extensive communications. and under CAMS (Confederation of Motor Sports) terms and conditions. CAMS also provide insurance.

They have crews who work in front of the event and follow on behind to ensure that road closures have as minimal impact on residents as possible.

**Alternative Options**

Other alternative routes for the time trials have been considered, but not supported by the police or VicRoads.

The alternative of closing parts of Kirkland Avenue for the lunch were considered, however, at that time the Seven Creeks toilets will be under construction and one end of the street will be a construction site. At the other end, the Third Age Club are holding a 10th anniversary lunch that day; consequently their toilets would be unavailable and they have indicated that they have objections to the road closure outside their club, as they need access / parking for their guests.

**Risk Management**

Targa Australia have advised that if the Council impose terms conditional on resident acceptance, they will withdraw the event as it is too difficult to go out for community consultation with the route undecided, given the timeframe, considering VicRoads and VicPol have given in principal approval.



### 9.6.1 High Country Targa – Euroa Leg (cont.)

#### **Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan. In particular, the adoption of this report will support initiatives outlined with Council's Economic Development Master Plan item 6.3;-

*“Encourage product development and event planning having regard to a borderless regional context so as to leverage off (not replicate or compete against) regional tourism and events”.*

#### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

#### **Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

#### **Economic Implications**

This event will provide economic benefits both pre-event with visitation to inspect the track and town, then on event day with as many as 400 + people in town for the event.

#### **Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

#### **Community Implications**

Properties along the proposed road closure routes will be affected for ½ day on the 7th November. It is anticipated that via exemplary communication from the event organisers that the inconvenience for the landowners will be minimized.

It is anticipated that the closure of Binney Street will create an almost festive atmosphere and have a positive community response. Whilst parking will be restricted in the main street, access will still be available from adjacent streets and the car park in McGuinness Street.

Through Media promotion, there will be increased exposure for the community and town of Euroa.

#### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

#### **Legal / Statutory Implications**

Through the event application process, Council's Economic Growth department will ensure that all relevant processes are adhered to through submission of application documenting Certificate of Currency for their insurance.

Appropriate road closure notices will be adhered advertised as required.

#### 9.6.1 High Country Targa – Euroa Leg (cont.)

##### **Consultation**

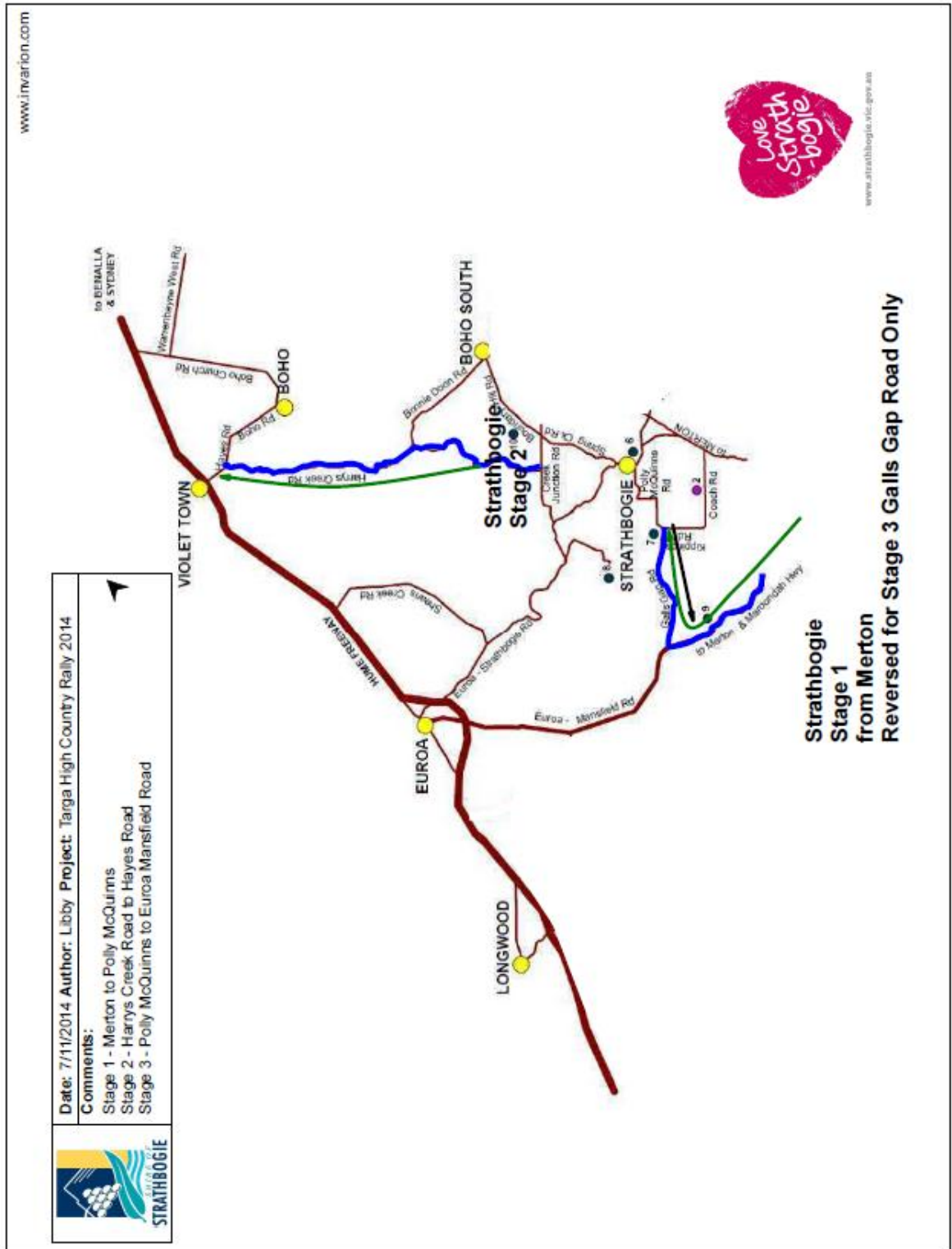
The Officer has consulted with VicRoads, Victoria Police, including – Seymour, Benalla, Euroa and Mansfield, Business Enterprise Euroa, further consultation will be undertaken with relevant stakeholders as the event planning continues.

Once the event has been in principal approved, Targa will advertise in the relevant local newspapers, letter drop and door knock all affected properties, well in advance of the event date, to ensure that all the community is well aware of the event and alternative arrangements can be made.

BEE has unanimously agreed, in writing, to support the road closure of Binney Street for the ½ day. Direct consultation with all traders in the affected area will be undertaken.

##### **Attachments**

Route map



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## **9.7 ORGANISATION**

### **9.7.1 2013-2017 Shire of Strathbogrie Council Plan - Fourth Quarter Report ~ 1 April to 30 June 2014**

#### **Author & Department**

Chief Executive Officer / Executive Services Directorate

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

#### **Summary**

The 2013-2017 Shire of Strathbogrie Council Plan was adopted by Council at a Special Council meeting held on Wednesday 16 June 2013.

The 2013-2017 Shire of Strathbogrie Council Plan has, in summary:

A total of 114 Actions -

- > *Goal 1 - Community Wellbeing ~ 20 Actions*
- > *Goal 2 - Environment ~ 17 Actions*
- > *Goal 3 - Financial ~ 14 Actions*
- > *Goal 4 - Governance ~ 7 Actions*
- > *Goal 5 - Industry, Business and Investment ~ 10 Actions*
- > *Goal 6 - Infrastructure ~ 38 Actions*
- > *Goal 7 - Tourism and Hospitality ~ 8 Actions*

- 32 Actions are listed for commencement and completion in 2013-2014
- 18 Actions are listed for commencement and completion in the period 2013-2015
- 4 Actions are listed for commencement and completion in the period 2013-2016
- 15 Actions are listed for commencement and completion in 2014-2015
- 2 Actions are listed for commencement and completion in the period 2014-2016
- 1 Action is listed for commencement and completion in 2015-2016
- 42 Actions are spread out over the life of the Council Plan (2013-2017), with completion by June 2017

Quarterly reports are presented to Council to provide an update on the status of the Actions. The Actions of the Plan have been reviewed for the April to June 2014 quarter and progress updated, and details are provided in the attached report.

There are 96 Actions which were listed for commencement in 2013 and cover the periods 2013-2014, 2013-2015, 2013-2016 and 2013-2017 which have, to date, either been 'Completed' (61), 'In Progress' (19), 'Not Started' (1), 'Ongoing' (12) or are 'Under Review' (3).

Out of the 96 actions listed for the year, there was only one (1) Not Started and three (3) Under Review. That means, 92 out of 96 Actions have either been 'Completed', are In 'Progress', or are 'Ongoing'.

9.7.1 2013-2017 Shire of Strathbogie Council Plan  
- Third Quarter Report ~ 1 January to 31 March 2014 (cont.)

**RECOMMENDATION**

**That the report be noted.**

*82/14 CRS WILLIAMS/LITTLE : That the Recommendation be adopted.*

**CARRIED**

**Background**

Council is required to prepare a Council Plan every four years with the actions within that plan changing yearly in accordance with section 125 of the *Local Government Act 1989*. The Council Plan includes the strategic objectives of Council and actions for achieving those objectives. The Council Plan is prepared in conjunction with the yearly budget to ensure cost implications are considered and accounted for.

This report is for the fourth quarter (April to June 2014) of the 2013-2017 Council Plan.

**Alternative Options**

Officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

**Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

All Council Plan actions are considered during the budget process at the start of the financial year.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

**Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

9.7.1 2013-2017 Shire of Strathbogie Council Plan  
- Third Quarter Report ~ 1 January to 31 March 2014 (cont.)

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

**Consultation**

The author of this report considers that the matter under consideration did not warrant a community consultation process.






**Attachments**

Strathbogie Shire Council Plan Progress Report for the April to June 2014 quarter.



# COUNCIL PLAN PROGRESS REPORT

## Status Indicators Key:

-  In Progress
-  Not Started
-  Completed
-  Under Review
-  On Going

Created: 4 July 2014





COUNCIL PLAN PROGRESS REPORT



**GOAL: 1 A community that has equitable access to a range of quality services which respond to its diverse needs and supports the wellbeing of our communities (Community Wellbeing)**

**OBJECTIVE: 1.1. Plan, support and / or deliver a broad range of responsive and accessible services to our diverse community**

**STRATEGY: 1.1.1. Enhance the wellbeing and participation of our community**

**ACTION: 1.1.1.01. Continue to support and participate in the Strathbogie Health and Community Services Consortium**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	100%		Fourth Meeting for the year to be conducted on Friday 4th July 2014

**ACTION: 1.1.1.02. As part of Council's Health and Wellbeing Plan identify ways to promote shire-wide health and wellbeing**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%		new projects include participation in Act Belong Commit - a mental health program; membership of the executive committee of the GVPCCP;

**ACTION: 1.1.1.03. Investigate the formation of a Youth Council and seek funding**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%		Funding for a youth council has not yet been identified; however Youth Engage Funding may offer an opportunity to incorporate a youth council into the program - this depends on youth participation. The Youth Strategy has been adopted.



COUNCIL PLAN PROGRESS REPORT



**ACTION: 1.1.1.04. Reintroduce a shire-wide Disability Advisory Committee**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%		The preparation work for a renewed Disability Advisory Committee has been completed. The committee has been formed and has met. The committee will review the Inclusive Communities Plan as one of its first projects. No further action - committee formed.

**ACTION: 1.1.1.05. Support Community Action Groups to develop methods of improved communication during emergencies**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%		Actions have been completed throughout the year to support community action groups to improve communications in emergencies.

**ACTION: 1.1.1.06. Advocate that every child should have a competent learn to swim opportunity**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%		Letter drafted and will be sent to Minister for Education and Sport and Recreation Victoria advocating that learning to swim programs to be incorporated in the school curriculum

**ACTION: 1.1.1.07. Collaborate and provide support to the development of Community Action Group Action Plans**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%		The community development officer has provided significant support to the action groups across the Shire this year. Plans have been reviewed and updated. Funding has been provided. The action groups form part of the community planning program and council support is ongoing.

**ACTION: 1.1.1.08. Support the "Prevention of Violence Against Women and Children Supporting Safer Communities" Action Plan**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%		Council has provided ongoing support for the Action Plan and continues its involvement in white ribbon day events and involvement in the Preventing Violence Against Women network.



COUNCIL PLAN PROGRESS REPORT



**ACTION: 1.1.1.09. Review and improve the Community Engagement Plan**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	80%	+	Training to take place in August 2014 for key identified staff, Management and Councillors

**ACTION: 1.1.1.10. Investigate opportunities for shire-wide youth cultural activities**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	↻	Council's youth program includes FReeZA events, national youth week events, Youth Engage program, and strategic planning. Support for youth is ongoing and partly dependant on continued state government funding.

**ACTION: 1.1.1.11. Design in consultation with VicRoads a suitable drop off / pick up area in Anderson Street, Euroa (Euroa Primary School)**

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	31-Dec-2013	100%	+	Met with Principal of school. Explained purpose of survey and design. Engaged consultants to undertake work. Sent the Preliminary Plan to School Principal and have received comments back from the school council. Design modified to suit school council comments. VicRoads representatives have visited the site. Consultants have the design 100% complete. VicRoads have inspected the plans.

**ACTION: 1.1.1.12. Work with Euroa Rotary / Euroa Citizens Band to design and construct a sound shell at Euroa Band Hall**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	28-Feb-2014	100%	✓	Following initial discussions with the Band Hall Committee, the Rotary Club has re-scoped its project and redirected funding towards the Memorial Oval "Euroa Conference Centre" project. In February 2014, the club proposed to relocate a verandah from memorial oval to the Band Hall to function as a sound shell. Council has assisted with the preparation of construction drawings. The Rotary Club intends to complete the construction by end of September 2014.



COUNCIL PLAN PROGRESS REPORT



**ACTION: 1.1.1.13. Support the development of a men's shed program across the shire.**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	Support for the Men's sheds across the Shire has been provided and will continue into the future as part of Council's community development program.

**STRATEGY: 1.1.2. Increase community services to Nagambie post bypass**

**ACTION: 1.1.2.01. Advocate for a full time child care facility in Nagambie**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	Letters advocating for full time childcare in Nagambie have been sent to relevant Ministers.

**ACTION: 1.1.2.02. Advocate for funding of Nagambie Lakes Community House**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	All actions required to support the funding of the Nagambie Lakes Community House have been completed. Council will continue to offer support to neighbourhood houses across the Shire through its community development program.

**ACTION: 1.1.2.03. Advocate for an ambulance service based in Nagambie**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	letter has been completed and sent to Ambulance Vic.

**ACTION: 1.1.2.04. Advocate for a high school in Nagambie**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	Letter sent to relevant Ministers advocating for a High School in Nagambie.



COUNCIL PLAN PROGRESS REPORT



**STRATEGY: 1.1.3. Provide equitable and high standard public transport services / facilities**

**ACTION: 1.1.3.01. Advocate for improved train station facilities across the shire**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	100%	✓	Cr Williams will represent the Shire on the Railway Reference Group which is an ongoing committee established by the Government and relevant authorities.

**ACTION: 1.1.3.02. Advocate for better time-tabling and shuttle services between Shepparton to Seymour and Wodonga to Seymour**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	100%	✓	The Transport Ombudsman attended an Assembly of Council Meeting to discuss timetabling, Myki and various other VicTrack and VLine issues.



COUNCIL PLAN PROGRESS REPORT



## GOAL: 2 To promote and foster sustainable development in our natural and built environment (Environment)

**OBJECTIVE: 2.1. To continue to protect and enhance the natural and built environment for current and future generations**

**STRATEGY: 2.1.1. Encourage clean, green environmental initiatives**

**ACTION: 2.1.1.01. Work with GBCMA to review flood mitigation requirements for residential buildings in Euroa and surrounds with the ability to release land for residential use**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Draft report (euroa post flood mapping) adopted by Council on April 15, 2014.

**ACTION: 2.1.1.02. Consult with GWV to improve and boost water storage facilities on the Seven Creeks**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Completed

**ACTION: 2.1.1.03. Establish a Shire-wide Sustainable Development Reference Group**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	31-Dec-2014	75%	?	Terms of reference adopted by Council - June 14 Council Meeting. Call for nominations - July 14

**ACTION: 2.1.1.04. Continue to develop the Violet Town flood mitigation scheme**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	95%	+	Council is in the process of finalising design of an alternative option for protection houses currently prone to flooding by installing a number of culverts and construction of flood retaining walls instead of raising houses.



COUNCIL PLAN PROGRESS REPORT



**ACTION: 2.1.1.05. Introduce an Organic Household Waste Service**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-Jan-2014	100%	✓	Council is working with other Councils in the region for green organics to be included in the next waste contract. Contract will be let in the 2014/15 financial year.

**ACTION: 2.1.1.06. Provide a secure water supply to the Euroa Showgrounds**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	The project has been deferred by Council. It is listed for potential funding in the future.

**ACTION: 2.1.1.07. Participate in Regional Street Lighting Retro-Fit Program**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	+	Council has obtained Government funding for the project and is working with other Council's in the GBGA region to implement the contract. Physical works will commence in 2014/15 financial year.

**ACTION: 2.1.1.08. Complete the Violet Town Landfill capping project**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	55%	+	Council has received verbal confirmation from EPA regarding the reclassification of the landfill to a 'Type 3' landfill. This will enable Council to utilise the existing design with minimum modification. Council has commenced monitoring of landfill gas, storm water and ground water to compile data in support of the application to determine the classification of the landfill type. We have submitted further information in support of the landfill reclassification to EPA and awaiting response.

**STRATEGY: 2.1.2. Develop, maintain and protect our natural and built assets**

**ACTION: 2.1.2.01. Support Violet Town Action Group in preparation of a master plan for the Violet Town Recreation Reserve area**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	The Community Development Officer has provided support to Violet Town Action Group and the master plan has commenced; the consultant has been appointed; and funding from Council has been allocated



COUNCIL PLAN PROGRESS REPORT



**ACTION: 2.1.2.02. Support the Euroa Environment Group to develop a Shire-wide Significant Tree Register on public land**

Position(s)	Target Date	% Complete	Status	Comments
				Second meeting planned for February 2014.
Director Asset Services	30-Jun-2014	100%	✓	Dicussions at that time revealed that there will be some delay until other projects are completed. Council support remains on offer to the group to assist when the group can proceed.

**ACTION: 2.1.2.03. Update Council's Tree Management Plan**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Consultation complete and urgent works completed at Violet Town Recreation Reserve.

**ACTION: 2.1.2.04. Support the actions in the Shire's Community Safety Fire Action Plan**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Action plan completed.

**ACTION: 2.1.2.05. Work with the "Bush Crew" where possible as part of the Shire's revegetation programs**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	80%	↻	Council is working with the 'Bush Crews' on projects wherever this is possible. Some Council officers and Bush Crew team have received a training together with the view of working in tandem to maintain vegetation regrowth.

**ACTION: 2.1.2.06. Investigation cost neutral funding options for the employment of an Environment / Planning / Sustainable Development Officer once an industry standard position description is developed and costed**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	60%	+	Investigating options with neighbouring Councils, as per the current budget deliberations.





COUNCIL PLAN PROGRESS REPORT



**GOAL: 3 To ensure prudent, transparent and strategic financial planning which results in a sound legacy for the future (Financial)**

**OBJECTIVE: 3.1. Provide best practice management and administrative systems and structures to support the delivery of Council services and programs**

**STRATEGY: 3.1.1. Rationalise Council owned assets**

**ACTION: 3.1.1.01. Sell the Euroa Youth Club Hall and relocate current use to a suitable location**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Agreement with users reached, relocation to occur late 2014.

**ACTION: 3.1.1.02. Relocate Nagambie Shire Depot to Industrial Estate**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-Mar-2014	100%	✓	Construction of the new depot offices is completed and functioning as planned. Council staff moved into the new depot in November 2013.

**ACTION: 3.1.1.03. Develop for residential use and sell Nagambie Shire Depot**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Land available for purchase.

**ACTION: 3.1.1.04. Investigate and determine underutilised assets within the Shire**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Asset sales program has been included in 2014/15 budget.



**COUNCIL PLAN PROGRESS REPORT**



**STRATEGY: 3.1.2. Continue to focus on improving operational efficiencies by decreasing costs**

**ACTION: 3.1.2.01. Continue to drive the Shared Service Project with Shepparton and Moira Council's in an endeavour to reduce operating expenditure and ensure efficiencies of service**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	100%	✓	Strathbogie and Shepparton as the Regional Collaborative Alliance have sent out their first EOI's for Legal Services and Service Planning Projects. In addition to this Shared Grader operations are being investigated.

**ACTION: 3.1.2.02. Target major Capital Works Projects to seek government funding to reduce Council's costs**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Funding secured for Violet Town pedestrian link and fire access roads. Funding application made for Nagambie main street. Heritage grants for Kirwans Bridge applied for but not successful.

**ACTION: 3.1.2.03. Explore and take up partnership opportunities of non-core services with other Shires and Organisations**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	60%	+	Council continues to review HACC Services and will also commence a new Meals on Wheels program from the 1st July using COmmunity Chef.

**ACTION: 3.1.2.04. Benchmark Business Units under the Best Value Legislation to ensure efficient, effective and relevant services are provided**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2014	30%	?	CT Management has been engaged to progress service plans for all Council services.

**ACTION: 3.1.2.05. Review Council's Long Term Financial Plan and Rating Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Oct-2013	100%	↻	Council has developed the draft 2014/2015 budget including reviewing the rating strategy and the LTFP.



COUNCIL PLAN PROGRESS REPORT



**ACTION: 3.1.2.06. Reduce Council's infrastructure gap in a financially responsible manner as per Council's Long Term Financial Plan**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2014	100%	✓	2013/2014 budget developed based on Asset Management Policy but reduced due to funding constraints. LTFP to maintain gap = renewal at 2017/18 and renewal gap closing at 2024/25 - from briefing 10 Dec 2013. Draft 2014/2015 Budget has capital renewal expenditure at greater than the Long Term Financial Plan.

**ACTION: 3.1.2.07. Seek grant funding opportunities wherever possible**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	100%	✓	Ongoing.

**ACTION: 3.1.2.08. Conduct a cost benefit analysis for the following operations - Shire wide operated swimming pools / Euroa Saleyards / Nagambie Lakes / Regatta Centre / Boating safety (compliance) operations in Nagambie / Shire wide Youth Services / Open Space/Parks Management**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2014	20%	+	Start January 2014. Deferred to take into Service Plans associated with Step Program. CT Management has been engaged to under service plan reviews

**STRATEGY: 3.1.3. Ensure Council has equitable support financially from both Federal and State Governments**

**ACTION: 3.1.3.01. Advocate for Constitutional recognition of Local Government**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	100%	✓	Due to the Calling of the Federal Election early this did not proceed.



**COUNCIL PLAN PROGRESS REPORT**



**ACTION: 3.1.3.02. Advocate to both Federal and State Government to ensure that the current funding formulas provide equitable funds to Local Government**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	50%		Continuing to advocate to various levels of Government and also provide submissions where required regarding funding ratios.

**GOAL: 4 A Shire that builds trust and recognises community needs through transparent, accountable and democratic decision making (Governance)**

**OBJECTIVE: 4.1. To provide all our stakeholders with consistent and timely decision making**

**STRATEGY: 4.1.1. Engage our community in our decision making processes**

**ACTION: 4.1.1.01. Develop a program that delivers increased Councillors interaction with the community in their local settings**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	90%		Social Media Exposure continues, Community Engagement Training in August 2014 and promotion of community involvement in Council meetings.

**ACTION: 4.1.1.02. Introduce an online system for improved community engagement**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Nov-2013	100%		Facebook and Twitter fully operational.

**ACTION: 4.1.1.03. Review Council's Communication Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Sep-2013	80%		Holistic Strategy under development for Community Relations Team



COUNCIL PLAN PROGRESS REPORT



**STRATEGY: 4.1.2. Provide a workforce that is accountable and transparent in its operations**

**ACTION: 4.1.2.01. Support gender equality in our workforce development**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	100%	✓	Gender balance greater than industry average. Recruitment policies support gender diversity. Report to be included in new Annual Report format.

**ACTION: 4.1.2.02. Address the actions required from the Internal Auditors reports and report back to Council via the Audit Committee**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2014	100%	+	All internal audit reports are being addressed and reported to the Audit Committee.

**ACTION: 4.1.2.03. Executive Management Team to monitor and review the ongoing performance of all staff operations**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	80%	↻	A service review program to review all services that the Council provides is being designed to commence in May 2014.



COUNCIL PLAN PROGRESS REPORT



**GOAL: 5 Encourage investment and development into the Shire by having a responsive and proactive business development culture (Industry, Business and Investment)**

**OBJECTIVE: 5.1. Pursue opportunities to increase the range of businesses and industries in the Shire to further strengthen our economy**

**STRATEGY: 5.1.1. Ensure Council has the ability to provide a single point of contact for its customers**

**ACTION: 5.1.1.01. Review the planning approval processes; staffing levels and operations for greater efficiencies**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	92%	+	Manager Eco Growth and Team Leader Planning reviewed Director's draft approval process for planning applications April/May. Additionally, Council has signed up to the pilot MAV Step Program for Planning.

**ACTION: 5.1.1.02. Develop online and hard copy methods for self-service enquiry and resolution for planning applications**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	31-Mar-2014	90%	+	Website updated for "Development" section. Purchase of new smartforms approved. Due to extend to 31 Dec 2014 to allow new draft process to be adopted (refer item 5.1.1.01).

**ACTION: 5.1.1.03. Investigate a system to broaden Council's current Business Directory on the website to also include individual skill-based details**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	15%	+	Having issues with data transfer, should be rectified next week. This needs transferring to Customer Relations Manager



COUNCIL PLAN PROGRESS REPORT



**STRATEGY: 5.1.2. Support Nagambie traders post bypass**

**ACTION: 5.1.2.01. Develop a marketing / events campaign program**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	100%	✓	Love Strathbogie Campaign developed and will be ongoing.

**ACTION: 5.1.2.02. Establish a working group for strategic planning on branding, marketing and development of High Street retail area**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Nov-2013	100%	✓	Internal working group has been established between Communications and Economic Growth to promote the Love Strathbogie brand in all possible locations.

**STRATEGY: 5.1.3. Support and enhance a 'Can-Do' culture**

**ACTION: 5.1.3.01. Conduct a Grants Forum / Expo on External Grants for all our community**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	⌚	Information has been provided to applicants for community grants. The community development officer will provide information sessions across the Shire later in 2014 to follow on from the new round of community grants. Info sessions will be run regularly each year as an ongoing activity. Smarty Grants is now fully implemented and information sessions have been provided to community members, including one on one instruction and support.

**ACTION: 5.1.3.02. Investigate the formation of an education alliance group around advocacy, information sharing, strategic partnership and economic development**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	Formation of an early years network has commenced. Council representative on the Board of the Local Learning Education Network. A formal wide-ranging alliance in the Strathbogie Shire has not been formed at this point in time - education is a key issue explored by networks in existence including early years network, LLEN, youth network, U3A and neighbourhood houses.



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**ACTION: 5.1.3.03. Develop and implement a change program focusing on a 'Can-Do' culture in business service**

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2014	70%		In relation to development / business enquiries, there is a 'one stop shop' approach to assist new businesses through the approval processes. - In practice but need to develop procedures around this. In addition we are embarking on creating a handout for new businesses to the area Working with a metropolitan Council in developing a "Priority Paid" application process.

**ACTION: 5.1.3.04. Support development and investment with a commitment to fast efficient services to all customers**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	50%		Full training program will be provided to Community Relations Department and benchmarks will be set for continuous improvement. Training will also encompass coaching on an ongoing basis.  3/07/2014 - First stage Customer Service Training complete - ongoing coaching will be supplied by Brainpower Training to ensure we improve our practices.

**ACTION: 5.1.3.05. Support actions in Council's Economic Development Master Plan**

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2014	100%		Actions commenced in Economic Development Master Plan, e.g. implementation of the Munciiipal Strategic Statement.  Advocating for business etc. We have engaged Claire Hannel to assist in the implementation work.  Economic Development Strategy has been uploaded to Cambron and we are about to assign tasks to individuals. This will be ongoing over the next 3/12 years





COUNCIL PLAN PROGRESS REPORT



**GOAL: 6 Ensure the Shire's infrastructure enhances efficiency for people and freight movement, service delivery and community amenities (Infrastructure)**

**OBJECTIVE: 6.1. Provide well maintained, affordable and appropriate infrastructure**

**STRATEGY: 6.1.1. Provide industry standard facilities**

**ACTION: 6.1.1.01. Develop a Risk Management Plan for Euroa Saleyards**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	✓	Planning for the construction of the new roof for sale yard which will alter the risk profile of the facility is underway. The final risk Management Plan will be revised at that time.

**ACTION: 6.1.1.02. Investigate options for the long term sustainability of the Euroa Saleyards including funding models and major Capital Works Programs**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Saleyards roof project funded and construction planned for Sept to Nov 2014.

**ACTION: 6.1.1.03. Investigate management options for the Euroa Saleyards**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Special committee charters adopted and committees established.

**STRATEGY: 6.1.2. Support history and cultural monuments**

**ACTION: 6.1.2.01. Continue to support the RSL Avenue of Honour project in main street of Violet Town**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Tree planting project complete and opened.



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**ACTION: 6.1.2.02. Continue to support Euroa RSL's VC Winners Bronze Statue project**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	By agreement, the construction project is being managed by Council's project team. Grant application approved. Construction underway.

**ACTION: 6.1.2.03. Investigate the development of a long term master plan for the Euroa RSL and Third Age precinct**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Plans finalised.

**STRATEGY: 6.1.3. Deliver Council's bridge replacement in line with industry best practice**

**ACTION: 6.1.3.01. Review the management plan for Kirwan's Bridge including funding opportunities**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Structural assessment complete. Consideration been given to heritage grant application. Heritage Grant Application made.

**ACTION: 6.1.3.02. Support community initiative in securing funding to link the Apex Walking Track across the Seven Creeks near the Rockies**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	65%	+	Committee established and working on master plan for Sevens Creek, which includes Apex Walking Track. Additionally, Council Plan updated to include investigation of linkages with all walking track/trail strategies.



COUNCIL PLAN PROGRESS REPORT



**STRATEGY: 6.1.4. Provide passive and active recreational facilities and paths / tracks**

**ACTION: 6.1.4.01. Investigate the development of a no boating or fishing area at River Street and introduce a no life guard swimming area**

Position(s)	Target Date	% Complete	Status	Comments
Manager Statutory Services	30-Jun-2014	100%	✓	The Council Plan nominated no boating area at River Street is currently set aside in the Waterway Rules as prohibited to vessels as per Schedule 91.12(a) and designated by markers accordingly. Whilst Council does not designate swimming areas in the waterway, including the lake, it does set aside no boating areas where passive use of the waterway can be enjoyed.

**ACTION: 6.1.4.02. Support the Nagambie Lakes Recreational and Commercial Stakeholders Waterways Committee in implementing the actions in the On-Land and On-Water Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Manager Statutory Services	30-Jun-2014	100%	✓	Steven Hicks, Manager Statutory Services provides ongoing support in action implementation as Council representative on the Nagambie Lakes Recreational and Commercial Stakeholders Waterway Committee and Council representative on the Goulburn-Murray Water On-Land On Water Implementation Working Group.

**ACTION: 6.1.4.03. Secure funding to develop options for an additional sport and recreation precinct in Nagambie**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	%	✗	Action to be reviewed July 2014 against budget and Eco Dev initiatives.

**ACTION: 6.1.4.04. Repair Violet Town tennis club rooms**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	✓	This project is completed



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**ACTION: 6.1.4.05. Design, develop and apply for funding for a new library in Violet Town**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	31-May-2014	100%	✓	Final drawings and costings complete. Living Library Program opened Feb 3, 2014 application lodged.

**ACTION: 6.1.4.06. Continue to support the Euroa Recreational Committee of Management for the redevelopment of Euroa Memorial Oval**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	31-Jan-2014	100%	✓	Funding approved and announced 10th January 2014, project will commence March 2014.

**ACTION: 6.1.4.07. Work with shire-wide environment groups to develop programs that deliver community benefits**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	✓	Council had involved the environmental groups in its projects as needed and this is working well. Each project is consulted upon to ensure that environmental outcomes

**STRATEGY: 6.1.5. Provide best practice asset management**

**ACTION: 6.1.5.01. Advocate for a pedestrian crossing at the railway gates on Birkett Street, Euroa**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Concept plans complete. Negotiations with VicTrack underway.

**ACTION: 6.1.5.02. Upgrade to digital projection for the Euroa Community Cinema**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Works completed.



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**ACTION: 6.1.5.03. Investigate potential uses for Wesley Hall**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Listed for sale in Councils 14/15 program.

**ACTION: 6.1.5.04. Clean up town entrances in the Shire**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	✓	There is an ongoing program of cleaning town entrances within the Shire as required and Council is progressing program. This is done on 'as need' basis.

**ACTION: 6.1.5.05. Investigate and communicate with the community the development of pedestrian crossings in Brock Street, Railway Street and Binney Street area.**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Safety audit completed. Recommendation relating to review of pedestrian crossings accepted by Council Feb 2014.

**ACTION: 6.1.5.06. Provide RV directional signage to Shannon's Lane car park in Euroa**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	80%	+	Planning of the project has started but installation is planned to take place in mid 2014 once details of location is confirmed. Waiting for permission from VicRoads approval prior to installing the signs.

**ACTION: 6.1.5.07. Continue to design and seek funding for town drainage / sewerage schemes**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	✓	Council continues to seek funds for projects as the opportunities become available to for budgeting. Future works plans are available for funding applications.



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**ACTION: 6.1.5.08. Investigate the expansion of additional street lights in the Shire**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	80%		Investigation of funding for additional streetlights for the Shire is an ongoing process.

**ACTION: 6.1.5.09. Advocate to VicRoads and VicTrack for the creation of a roundabout resulting in a safe intersection at Queen Street / Bank Street / Avenel railway crossing**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%		Project included in Regional Freight Strategy. Excepted as higher priority for Regional Development Australia funding.

**ACTION: 6.1.5.10. Investigate costs for Plain Road, Nagambie, to be sealed as an alternative truck route away from the town centre**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	30%		This project is dependent on funding availability for Council to use on the project.

**ACTION: 6.1.5.11. Widen Nagambie-Locksley Road to a uniform width and improve signage 'to Euroa'**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%		Work for the 2013/14 year is completed

**ACTION: 6.1.5.12. Investigate improved signage and road condition of Mullers Road, Nagambie, in line with Council's Road Management Plan**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%		Proposal for sealing of Mullers Road finalised.



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**ACTION: 6.1.5.13. Seek funding for the Nagambie Main Street Redevelopment Post By-Pass**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	100%	✓	Application submitted.



COUNCIL PLAN PROGRESS REPORT



**GOAL: 7 A desirable and safe destination that supports the development of tourism and hospitality enterprises that drive economic growth across our Shire (Tourism and Hospitality)**

**OBJECTIVE: 7.1. Ensure a coordinated and effective approach to economic and tourism development is maintained at all times**

**STRATEGY: 7.1.1. Ensure there is consistent branding and marketing of the Shire**

**ACTION: 7.1.1.01. Advocate to relevant State Government departments for extra tourism funding**

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	100%	✓	GRVT Association have completed on Council's behalf. Ongoing via the association. Manager Economic Growth appointed to Board to ensure ongoing activity.

**ACTION: 7.1.1.02. Provide RV friendly car parking signage**

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-May-2014	90%	+	Planning of locations for the signs are underway along with designs are completed. Installation in progress

**ACTION: 7.1.1.03. Develop a tourist map of all the horse studs in Strathbogie Shire in partnership with North East Thoroughbreds**

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Apr-2014	25%	?	Still collecting data for the map. Map can be created for the horse studs from our GIS area however we are awaiting data transfer from ABR and hope this will provide the information required.  This item needs further discussion with Councillors. In speaking with Lindsay Park this idea may not be of assistance to our horse owners. This could potentially backfire on Council with complaints from these facilities.





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**ACTION: 7.1.1.04. Investigate funding for a marketing company to work with tourism groups across the Shire**

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	20%		We are progressing and funding sources have been identified

**ACTION: 7.1.1.05. Ensure the successful implementation of the Tourism Strategies in the Economic Development Master Plan**

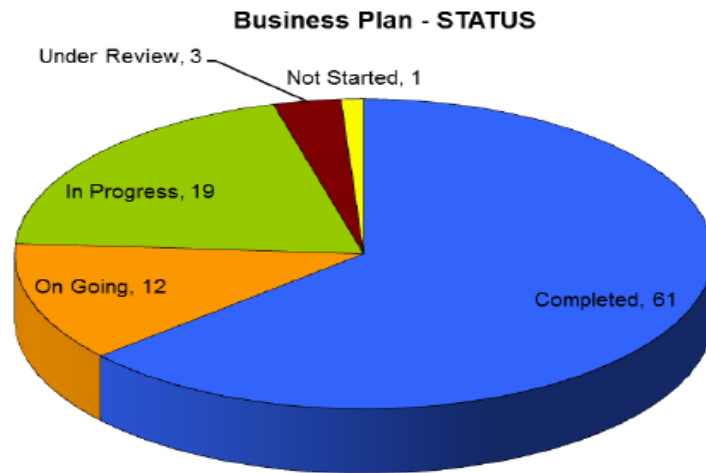
Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2014	80%		To be commenced January 2014.:- Early stages of the Economic Development Strategy implementation work.  Now that the Strategy has been uploaded into Cambron, we can assign tasks for completion. This will be ongoing over the next 3 1/2 years.



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## ACTION STATUS CHART



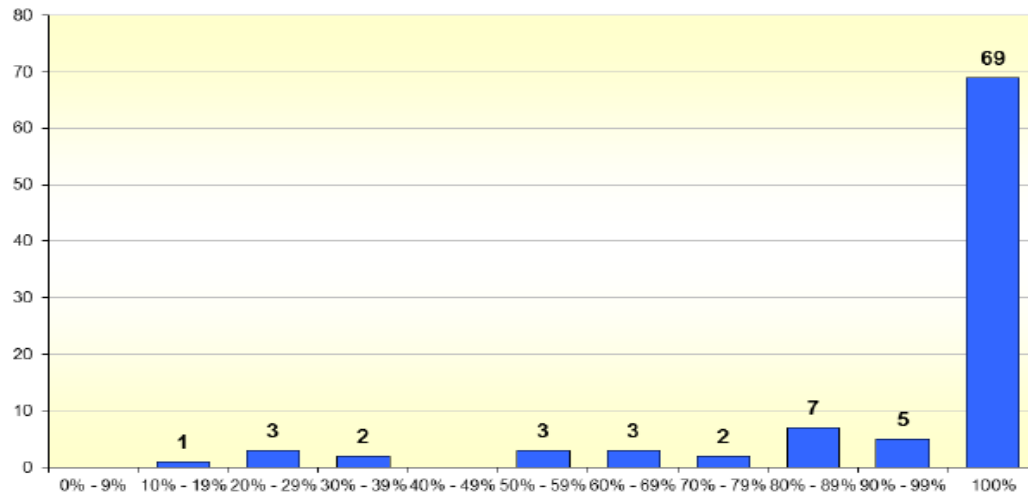


COUNCIL PLAN PROGRESS REPORT



## ACTION % COMPLETE CHART

Business Plan % COMPLETE



### **9.7.2 Contract 08/09-01 – Waste Services - Extension to Contract**

#### **Author & Department**

Waste Engineer / Projects & Works Department

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

#### **Summary**

The purpose of this report is to seek Council's approval to extend the current Waste Services Contract (the Contract) – Contract 08/09-01, with Wheelie Waste Pty Ltd, as outlined in a Briefing Note to Assembly of Council on 25 February.

#### **RECOMMENDATION**

**That Council exercises its option to extend Contract No. 08/09-01, Waste Services Contract, with Wheelie Waste Pty Ltd for a further period of five months, effective from 1 February 2015.**

*83/14 CRS FURLANETTO/WILLIAMS : That the Recommendation be adopted.*

**CARRIED**

#### **Background**

Strathbogie Shire Council entered into its current Waste Services Contract with Wheelie Waste Pty Ltd on 1 February 2009. The contract incorporates the following services:

- Collection and disposal of waste and recyclables from households and commercial premises within the municipality.
- Collection and disposal of waste and recyclables from public litter bins
- Provision of skips and bulk bins for waste and recyclables to Council Transfer Stations and Collection Points.
- Collection and disposal of waste and recyclables from Council Transfer Stations and Collection Points.

The existing contract has an initial contract term of five years, with Council having the option to extend for up to a further three years (1+1+1).

At its meeting of 16 July 2013, Council resolved to ***“Exercise its option to extend Contract No. 08/09-01, Waste Services Contract, with Wheelie Waste Pty Ltd for a further period of twelve months, effective from 1 February 2014.”***

The primary reason behind extending this contract was to better align our expiry date with the expiry dates of contracts within neighbouring municipalities to allow these municipalities to coordinate the tendering of their waste and recycling services.

9.7.2 Contract 08/09-01 – Waste Services  
- Extension to Contract (cont.)

The neighbouring municipalities of Strathbogie, Murrindindi, Benalla, Mitchell and Mansfield have now commenced this coordinated tendering process. It is anticipated that tenders will be sought in September, with the tenders being evaluated and contracts awarded over October / November.

**Table 1: Waste & Recycling Collection Contract Arrangements at Neighbouring Councils.**

<b>Council</b>	<b>Expiry Date</b>	<b>Comments</b>
Benalla Rural City Council	July 2015	Council has exhausted its option to extend its existing contract. Expiry date locked in.
Mansfield Shire Council	31 December 2014	Council has exhausted its options to extend its existing contract. Investigating options to continue until 31 Jan 2015.
Murrindindi Shire Council	6 December 2014	Council has exhausted its option to extend its existing contract. Investigating options to continue until 31 Jan 2015.
Mitchell Shire Council	1 February 2017	Has options to extend for a further 3 years after this date

In order to allow sufficient time for the successful contractor / contractors to mobilise, both Murrindindi and Mansfield Shire Councils are investigating their options to allow their current contracts to run past their expiry dates. It is their intention to both commence their new contracts on 1 February 2015.

Therefore, commencing a new contract in February 2015 would mean that Strathbogie Shire Council would be faced with the following issues:

- The successful contractor has only a three month window for the mobilisation stage of the contract. This stage will incorporate the purchase / preparation of new trucks, the purchase and roll out of new green organics bins and, where required, the purchase and replacement of garbage and recycling bins.
- The successful contractor will be required to mobilise plant and roll out new bins in three municipalities within this three month window.
- Administratively, a new “Organics Collection Charge” would need to be introduced into our 2014 / 2015 rates on relevant township properties to cover the five month period February to June 2015. Introducing such a charge before the service is actually available will cause confusion and possible negativity within the community.

It is therefore recommended that our current Waste Services Contract with Wheelie Waste be extended for a further five month period to June 30, 2015 to suitably address the above issues and to align with the financial year cycle.

**Alternative Options**

Should Council choose not to extend the current contract, Council would be faced with the issues outlined above.

9.7.2 Contract 08/09-01 – Waste Services  
- Extension to Contract (cont.)

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation

**Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan. In particular, the following Guiding Principles listed in the Strathbogie Shire Council Plan 2013 – 2017:

***Working together** – We value the ability to maximise outcomes by working in partnership and collaboration with an engaged community, government, regional bodies and other stakeholders.*

***Quality Services** – We value the role of research, strategic planning, flexibility and innovation in delivering accessible and effective services and regional solutions that enhance the quality of life.*

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

If the Waste and Recyclables Collection Contract is extended, the amount payable under the contract continues to be adjusted. This adjustment is based on a CPI cost increase applied every six months from each anniversary of the commencement of the contract. The increase is calculated based on Australian Bureau of Statistics (ABS) data applicable to this service. The calculation uses the movement in the All Groups (Melbourne) Index Number and applies this increase to the variable portion of the contract rate.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

**Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community Implications**

Extending the contract until June 30 2015 will allow the introduction of a new “Organics Collection Charge” to align with the implementation of the collection service. This will eliminate confusion and possible negativity within the community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006

9.7.2 Contract 08/09-01 – Waste Services  
- Extension to Contract (cont.)

**Legal / Statutory Implications**

The current Waste Services Contract contains the following clause:

**9.1 Extension of Contract**

The Principal may, at its option, extend the operation of this Contract beyond the Initial Contract Term for up to three (3) additional periods of one (1) year each from the expiration of the Initial Contract Term, if it gives notice of its intention to extend the operation of this Contract at least three (3) months prior to:

- 1.1.1 the expiration of the Initial Contract Term, in the case of the first additional period;
- 1.1.2 the expiration of the first additional period, in the case of the second additional period; or
- 1.1.3 the expiration of the second additional period, in the case of the third additional period.

**Consultation**

Discussions have been held with representatives from Council's Waste Services Contractor, Wheelie Waste, into the possibilities of extending the current contract. They have advised that they would have no difficulty in continuing their existing services with Council.

**Attachments**

Nil

**6.34 p.m.**

**Cr Storer declared his interest in this matter and left the meeting.**

**9.7.3 Shadforth Reserve, Violet Town**

**Author and Department**

Director, Asset Services / Asset Services Directorate

**Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

**Summary**

A meeting of representatives of Violet Town Golf Club members and Violet Town Community House has been held to discuss the potential transfer by Council of management responsibility for the reserve from the Golf Club to the Community House.

The meeting discussed Council's need to have the whole site managed by one group, and considered the details of Council's standard licence agreement. The Community House representatives indicated their willingness to become facility managers if that was Council's will.

It was recognised that other community groups would have capacity and may have interest in becoming managers.

**RECOMMENDATION**

**That Council:**

- 1. Accept as a proposal the management of the site by Violet Town Community House all in accordance with the standard licence agreement, and with the continuance of \$3,000 support in work or cash; and**
- 2. Authorise the giving of public notice to invite submissions under Section 223 of the Local Government Act 1989 to be heard by Council at a Special Council meeting.**

*84/14 **CRS LITTLE/PURBRICK** : That the Recommendation be adopted, subject to amendment to wording under 'Consultation' component of the report, as shown by strikethroughs, italics and underlining.*

**CARRIED**

**Background**

Following correspondence from the Violet Town Golf Club advising of its decision to conclude its Committee of Management agreement with Council, the Violet Town Community House Committee has expressed interest in taking up the agreement.



### 9.7.3 Shadforth Reserve, Violet Town (cont.)

#### **Alternative Options**

The author has considered potential alternative courses of action. No feasible alternatives have been identified.

#### **Risk Management**

The author considers that there are no significant Risk Management factors relating to the report and recommendation.

#### **Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

#### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

#### **Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations

#### **Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

#### **Environmental / Amenity**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

#### **Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

#### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

#### **Legal / Statutory Implications**

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

#### **Consultation**

Consultation will be via the Section 223 process calling for public submission on the ~~proposed sale~~ proposals.

#### **Attachments**

Nil

6.35 p.m.

**Cr Storer returned to the meeting**

#### **9.7.4 Contract No. 13/14-23 - Atkins Street Drainage Project**

##### **Author & Department**

Projects and Contracts Co-Ordinator / Projects and Works Department

##### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

##### **Summary**

Strathbogie Shire Council was to invite tenders for the construction of the Atkins Street Drainage Project.

Five tenderers were contacted with closure intended at 4pm on 6 May 2014. The tender documents were not released at this stage.

An application for "Works on Waterways" was submitted on 23 April 2014. Concurrently, discussions with Goulburn Valley Water were held for the water pipe ductile iron replacement at the Atkins Street / Kirkland Avenue intersection, and drawings sent for review on 5 May 2014. These two issues were outstanding and, as a result, when they were not easily resolved we didn't release the tender documents until they could be reasonably finalised. In an effort to keep the project on track we re-scoped the works to exclude the road crossing and the water main issue, revised the tender, leaving the Waterways application the only outstanding matter. Responses to this waterways application are still not formalised to date, however, a satisfactory solution within the scope of works has been agreed with the Goulburn Broken Catchment Management Authority (GBCMA). Potential tenderers were kept informed of these issues.

Tenders were then invited on Monday 19 May 2014.

Only one tender was received when tenders closed at 4.00pm on Friday 30 May 2014.

As the one tender price substantially exceeded the available budget, the project was reviewed, and timing was seen as critical.

The price provided was approximately twice the budget of \$80,000.

The timing in relation to the pending close of financial year, and contractors commitments, are seen as the main reasons for a lack of response and the high pricing. Council will re-tender these documents in a more timely manner, to a broader list of tenderers in the new year, in a hope of achieving a more competitive result.

9.7.4 Contract No. 13/14-23  
- Atkins Street Drainage Project (cont.)

**RECOMMENDATION**

1. That Council resolve to not accept any tender for Contract 13/14-23 – Atkins Street Drainage Project in the 2013-14 financial year.
2. That Council endorse the action taken to seek new tenders in the coming 2014-15 financial year.
3. That Council endorse the action to carry over funds, \$80,000, from the 2013-14 financial year into the 2014-15 financial year for these works.

85/14 **CRS WILLIAMS/LITTLE** : *That the Recommendation be adopted.*

**CARRIED**

**Alternative Options**

Do nothing and have flooding upstream of the proposed project works.

**Risk Management**

Not applicable.

**Strategic Links – policy implications and relevance to Council Plan**

Not applicable.

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

Not applicable.

**Financial / Budgetary Implications**

Not applicable.

**Economic Implications**

Not applicable.

**Environmental / Amenity Implications**

Not applicable

**Community Implications**

Not applicable

**Victorian Charter of Human Rights and Responsibilities Act 2006**

Not applicable

**Legal / Statutory Implications**

Not applicable

**Consultation**

Not applicable

9.7.4 Contract No. 13/14-23  
- Atkins Street Drainage Project (cont.)

**Conclusion**

No tender should be accepted during this 13-14 financial year.

Carry over funds, \$80,000, from 13-14 financial year into the 14-15 financial year for these works.

Tenderers should be advised that the project will be offered for tender at a later date.

**Attachments**

Nil

**9.7.5 Audit Committee Community Representative  
- Re-Appointment of Ms Claire Taranto**

**Author & Department**

Director, Corporate and Community / Corporate and Community Directorate

**Disclosure of Conflicts of Interest in relation to advice provided in this report**

No officers providing advice in relation to this report have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

**Summary**

The current Strathbogie Shire Council Audit Committee community representative members' terms expire in May each year, on a 3 year rotational basis. The term of one community representative, Ms Claire Taranto, expired on 31 May 2014. Ms Taranto has confirmed her commitment to continue as a community representative, therefore, is now required to be re-appointed under the terms of the Audit Committee Charter.

**RECOMMENDATION**

**That Ms Claire Taranto be re-appointed as a Community Representative on Strathbogie Shire Council's Audit Committee for a period of three years (3) years, effective from 31 May 2014.**

*86/14 CRS WILLIAMS/STORER : That the Recommendation be adopted.*

**CARRIED**

**Background**

The Strathbogie Shire Council Audit Committee Charter details the membership as follows:

Membership

- (a) The Audit Committee will comprise a minimum of three members – one Councillor and a minimum of two external independent persons. Council will appoint a substitute member who may only attend meetings in the absence of the principal Council representative. All members shall have full voting rights, including the Council substitute member.
- (b) External independent persons will have senior risk, business, financial or legal knowledge and experience, and be conversant with the financial and other reporting requirements. The evaluation of potential members will be undertaken by the Mayor and Chief Executive Officer taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.

9.7.5 Audit Committee Community Representative  
- Re-Appointment of Ms Claire Taranto (cont.)

- (c) Appointments of external persons shall be made by Council by way of a public advertisement. The terms of the appointment will generally be for a period of 3 years and should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives. Council may reappoint current external members from time to time.

Ms Taranto has been advised that Council may reappoint current external members from time to time, and has indicated a desire to continue as a Community representative on the Audit Committee. Ms Taranto's term of re-appointment will expire at the end of May 2017.

The terms of appointment of other Community representatives on the Audit Committee, Mr John McInnes and Mr John McCracken, expire on May 2016, and May 2015, respectively.

**Alternative Options**

Council can call for interested parties by way of a public advertisement. The preferred option is to re-appoint as per the current recommendations.

**Risk Management**

The risk management issues which will result from the non-implementation of the recommendation would be that Council advertise for Community Representatives with the potential that no members be found in time for the next meeting, scheduled to be held on Monday 4 August 2014.

**Strategic Links – policy implications and relevance to Council Plan**

The report is consistent with Council Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act 2010 requirements.

**Financial / Budgetary Implications**

The Audit Committee members are remunerated after each sitting and this is provided for annually in Council's budget.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

**Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

9.7.5 Audit Committee Community Representative  
- Re-Appointment of Ms Claire Taranto (cont.)

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The recommendation has no further legal or statutory implications which require the consideration of Council.

**Consultation**

The author of this report considers that the matter under consideration did not warrant a community consultation process.

**Attachments**

Nil.

**9.7.6 Instrument of Delegation Review**  
**- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer**

**Author & Department**

Director, Sustainable Development / Sustainable Development Directorate

**Disclosure of Conflicts of Interest in relation to advice provided in this report**

Officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

**Summary**

Council is a subscriber to Maddocks Lawyers Delegations and Authorisations service in preparing Instruments of Delegation to the Chief Executive Officer and other staff. Advice is received after each sitting of Parliament on the changes to legislation affecting Local Government. The Local Government Act 1989 requires that Council at least once annually review its authorisations and delegations as a good risk management practice. Maddocks provides these updates in June and December each year.

The current Instrument of Delegation to the Chief Executive Officer was signed and sealed by Council on 18 February 2014. It is recommended that Council reviews its Instrument of Delegation to the Chief Executive Officer so as to ensure the certainty of the delegations in place and reduce the risk of a successful challenge being made to anything done by the Chief Executive Officer under delegation.

This delegation, once approved by Council, will remain in force until further reviews are conducted.

**RECOMMENDATION**

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

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.**
- 2. The Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument.**
- 3. On the coming into force of the Instrument, all previous delegations to the Chief Executive Officer (S5) are revoked.**



9.7.6 Instrument of Delegation Review

- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer (cont.)

4. **The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council.**
5. **The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
6. **It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.**
6. **The Instrument of Delegation to the Chief Executive Officer (S5) be signed and affixed with the Common Seal of Strathbogie Shire Council.**

87/14 **CRS FURLANETTO/LITTLE** : *That the Recommendation be adopted.*

**CARRIED**

**Background**

Council subscribes to a service provided by Maddocks Lawyers whereby updates to various legislative Delegations and Authorisations are updated and provided to Council for updating of its Instruments of Delegation to ensure legislative requirements are up to date. These updates are provided in June and December each year.

Maddocks also recommend that Council re-makes its delegations on a regular basis to ensure that they remain up to date and cover all provisions. This includes the S5 Instrument of Delegation from Council to the Chief Executive Officer.

The delegation, once approved by Council, will remain in force until further reviews are conducted.

**Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

9.7.6 Instrument of Delegation Review  
- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer  
(cont.)

**Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

**Environmental / Amenity**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The delegations and authorisations are controlled by the Local Government Act and Planning and Environment Act.

**Consultation**

Community consultation is not applicable.

**Attachments**

S5 Instrument of Delegation from Council to the Chief Executive Officer

|||||  
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Maddocks Delegations and Authorisations

***S5. Instrument of Delegation to Chief Executive Officer***

**Strathbogie Shire Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**





## SCHEDULE

The power to

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

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

### Conditions and Limitations

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

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



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7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - 7.1 policy; or
  - 7.2 strategyadopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

**9.7.7 Instrument of Delegation Review**  
**- S6 ~ Instrument of Delegation from Council to Council Staff**

**Author & Department**

Director, Sustainable Development / Sustainable Development Directorate

**Disclosure of Conflicts of Interest in relation to advice provided in this report**

Officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

**Summary**

Council is a subscriber to Maddocks Lawyers Delegations and Authorisations service in preparing Instruments of Delegation to the Chief Executive Officer and other staff. Advice is received in June and December each year, after each sitting of Parliament, on the changes to legislation affecting Local Government. The Local Government Act 1989 requires that Council at least once annually review its authorisations and delegations as a good risk management practice. This enables the incorporation of new legislation and for Council to review its conditions of approval if required. Delegations can be revoked at any time by Council or the Chief Executive Officer where that Officer has sub-delegated.

Maddocks also recommend that Council re-makes its delegations on a regular basis to ensure that they remain up to date and cover all provisions.

The current Instrument of Delegation from Council to Council Staff (S6) was signed and sealed by Council on the 17 December 2013. Since that time, a number of parts of legislation have been amended necessitating a review of the current Delegations. In addition to the legislative changes, there have also been changes to some positions now having a new position title.

There are currently a number of provisions within current legislation (Acts and Regulations) which cannot be sub-delegated by the Chief Executive Officer to members of Council Staff and these are listed in the Instrument of Delegation (S6) presented to Council for adoption. These delegations must be made direct from Council to the staff positions named.

In order to avoid all matters requiring a decision to go to formal Council meetings, a good system of delegation to the Chief Executive Officer, and further sub-delegation to other staff positions, ensures that Council can deal with business in an efficient manner. This means greater customer satisfaction in a quicker turnaround time of ratepayer applications and enquiries. Delegation legally allows staff other than the Chief Executive Officer to enforce provisions of legislation under conditions and limitations imposed by Council.

This amended delegation, once approved by Council, will remain in force until further reviews are conducted.

9.7.7 Instrument of Delegation Review  
- S6 ~ Instrument of Delegation from Council to Council Staff (cont.)

A new Instrument of Delegation from Council to Members of Council Staff (S6) has been prepared for adoption, signing and sealing by Council, and incorporating all changes. A copy of the Delegation is tabled for information and identification purposes.

**RECOMMENDATION**

**That, in the exercise of the powers conferred by section 98(1), 224 and 232 of the *Local Government Act 1989*, (the Act) and other legislation referred to in the Instrument of Delegation (S6), Strathbogie Shire Council resolves that:-**

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the *Instrument of Delegation to Members of Council Staff* the powers, duties and functions set out in the instrument, subject to the conditions and limitations specified in that Instrument.**
- 2. The instrument comes into force immediately the Common Seal of Council is affixed to the instrument.**
- 3. On the coming into force of the instrument, all previous delegations from Council to Members of Council Staff (S6) are revoked.**
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
- 5. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with Section 98(3) of the Act.**
- 6. Council agree to sign and seal Instrument of Delegation from Council to Members of Council Staff (S6) and affix the Common Seal to this Instrument.**

*88/14 CRS WILLIAMS/FURLANETTO : That the Recommendation be adopted.*

**CARRIED**

**Background**

Delegating specific functions to staff members enables Council decisions to be made more speedily and ensures that council meetings are not tied down by procedural and every day administrative decisions. It also enables Councils to utilise the technical knowledge, training and experience of staff members to provide the best possible service.



9.7.7 Instrument of Delegation Review  
- S6 ~ Instrument of Delegation from Council to Council Staff (cont.)

Delegations are made at a formal Council meeting and specify what the officer is empowered to do. Delegates must observe the strategies, policies and guidelines adopted by the Council. Through the CEO and senior managers, the Council can monitor the actions of staff to ensure that they exercise their delegated authority within the general framework it has already determined. In this way the Council retains a measure of control over decision making.

Officers to whom delegated authority is generally given include the CEO, senior staff, environmental health officers, fire prevention officers, local laws and planning officers. Many routine decisions of a Council are made by members of staff as delegates.

Council staff are required to act impartially, with integrity and to avoid real or apparent conflicts of interest.

The Council must keep a register of all delegations and this is among the documents that must be available for public inspection. All delegations to staff must be reviewed by a Council within 12 months of it being elected.

Authorisations allow the relevant officers of Council to generally institute proceedings for offences against Acts and regulations as Authorised Officers under the various Act/s.

**Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

**Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

9.7.7 Instrument of Delegation Review  
- S6 ~ Instrument of Delegation from Council to Council Staff (cont.)

**Environmental / Amenity**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The delegations and authorisations are controlled by the Local Government Act and Planning and Environment Act.

**Consultation**

Community consultation is not applicable.

**Attachments**

S6. Instrument of Delegation – Members of Staff





## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:
  - CEO means Chief Executive Officer
  - DAS means Director Asset Services
  - DCC means Director Corporate & Community
  - DSD means Director Sustainable Development
  - ME means Manager Engineering
  - MPW means Manager Project & Works
  - MSD means Manager Sustainable Development
  - MSS means Manager Statutory Support
  - EHO means Environmental Health Officer
  - MBS means Municipal Building Surveyor
  - MFPO means Municipal Fire Prevention Officer
  - TLP means Team Leader Planning
3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 15 July 2014; 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:





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## SCHEDULE



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<b>DOMESTIC ANIMALS ACT 1994</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.41A(1)	power to declare a dog to be a menacing dog	DSD; MSS	Council may delegate this power to an authorised officer

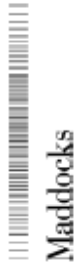
<b>ENVIRONMENT PROTECTION ACT 1970</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53M(3)	power to require further information	DSD; MSS; EHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	DSD; MSS; EHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	DSD; MSS; EHO	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	DSD; MSS; EHO	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	DSD; MSS; EHO	refusal must be ratified by council or it is of no effect





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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	DSD; MSS; EHO	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	DSD; MSS; EHO	If section 19(1) applies
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	DSD; MSS; EHO	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	DSD; MSS; EHO	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	DSD; MSS; EHO	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).	DSD; MSS; EHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DSD; MSS; EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	DSD; MSS; EHO	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	DSD; MSS; EHO	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	DSD; MSS; EHO	where council is the registration authority

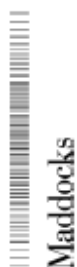


<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	DSD; MSS; EHO	where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	DSD; MSS; EHO	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	DSD; MSS; EHO	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	DSD; MSS; EHO	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	DSD; MSS; EHO	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	DSD; MSS; EHO	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DSD; MSS; EHO	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	DSD; MSS; EHO	where council is the registration authority
---	power to register, renew or transfer registration	DSD; MSS; 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))



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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	DSD; MSS; EHO	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 subsection (1)	DSD; MSS; EHO	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	DSD; MSS; EHO	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	DSD; MSS; EHO	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	DSD; MSS; EHO	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	DSD; MSS; EHO	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	DSD; MSS; EHO	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	DSD; MSS; EHO	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	DSD; MSS; EHO	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	DSD; MSS; EHO	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	DSD; MSS; EHO	where council is the registration authority



<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	DSD; MSS; EHO	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	DSD; MSS; EHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	DSD; MSS; EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	DSD; MSS; EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	DSD; MSS; EHO	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	DSD; MSS; 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	DSD; MSS; EHO	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	DSD; MSS; EHO	where council is the registration authority



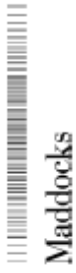
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HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.84(2)	power to sub-delegate Executive Director's functions	DSD; MSD; MSS; TLP	must obtain Executive Director's written consent first.



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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	DSD; MSD; MSS; TLP	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	DSD; MSD; MSS; TLP	
s.4H	duty to make amendment to Victoria Planning Provisions available	DSD; MSD; MSS; TLP	
s.4I	duty to keep Victoria Planning Provisions and other documents available	DSD; MSD; MSS; TLP	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	DSD; MSD; MSS; TLP	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	DSD; MSD; MSS; TLP	
s.8A(5)	function of receiving notice of the Minister's decision	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DSD; MSD; MSS; TLP	
s.12B(1)	duty to review planning scheme	DSD; MSD; MSS; TLP	
s.12B(2)	duty to review planning scheme at direction of Minister	DSD; MSD; MSS; TLP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DSD; MSD; MSS; TLP	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	DSD; MSD; MSS; TLP	
s.17(1)	duty of giving copy amendment to the planning scheme	DSD; MSD; MSS; TLP	
s.17(2)	duty of giving copy s.173 agreement	DSD; MSD; MSS; TLP	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DSD; MSD; MSS; TLP	
s.18	duty to make amendment etc. available	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	function of receiving notice of preparation of an amendment to a planning scheme	DSD; MSD; MSS; TLP	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	DSD; MSD; MSS; TLP	
s.21(2)	duty to make submissions available	DSD; MSD; MSS; TLP	
s.21A(4)	duty to publish notice in accordance with section	DSD; MSD; MSS; TLP	
s.22	duty to consider all submissions	DSD; MSD; MSS; TLP	
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	DSD; MSD; MSS; TLP	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	DSD; MSD; MSS; TLP	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	DSD; MSD; MSS; TLP	
s.26(1)	power to make report available for inspection	DSD; MSD; MSS; TLP	
s.26(2)	duty to keep report of panel available for inspection	DSD; MSD; MSS; TLP	





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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.27(2)	power to apply for exemption if panel's report not received	DSD; MSD; MSS; TLP	
s.28	duty to notify the Minister if abandoning an amendment	DSD; MSD; MSS; TLP	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	DSD; MSD; MSS; TLP	
s.30(4)(b)	duty to provide information in writing upon request	DSD; MSD; MSS; TLP	
s.32(2)	duty to give more notice if required	DSD; MSD; MSS; TLP	
s.33(1)	duty to give more notice of changes to an amendment	DSD; MSD; MSS; TLP	
s.36(2)	duty to give notice of approval of amendment	DSD; MSD; MSS; TLP	
s.38(5)	duty to give notice of revocation of an amendment	DSD; MSD; MSS; TLP	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	DSD; MSD; MSS; TLP	
s.40(1)	function of lodging copy of approved amendment	DSD; MSD; MSS; TLP	
s.41	duty to make approved amendment available	DSD; MSD; MSS; TLP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42	duty to make copy of planning scheme available	DSD; MSD; MSS; TLP	
s.46AS(ac)	power to request the Growth Areas Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DSD; MSD; MSS; TLP	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DSD; MSD; MSS; TLP	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	DSD; MSD; MSS; TLP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DSD; MSD; MSS; TLP	
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	DAS; DSD; MSD; MSS; TLP	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	DAS; DSD; MSD; MSS; TLP	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	DAS; DSD; MSD; MSS; TLP	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	DAS; DSD; MSD; MSS; TLP	
s.46Q(1)	duty to keep proper accounts of levies paid	DAS; DSD; MSD; MSS; TLP	



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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(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency	DAS; DSD; MSD; MSS; TLP	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc.	DAS; DSD; MSD; MSS; TLP	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DAS; DSD; MSD; MSS; TLP	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	DAS; DSD; MSD; MSS; TLP	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	DAS; DSD; MSD; MSS; TLP	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DAS; DSD; MSD; MSS; TLP	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	DAS; DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.46Y	duty to carry out works in conformity with the approved strategy plan	DSD; MSD; MSS; TLP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.47	power to decide that an application for a planning permit does not comply with that Act	DSD; MSD; MSS; TLP	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	DSD; MSD; MSS; TLP	
s.49(2)	duty to make register available for inspection	DSD; MSD; MSS; TLP	
s.50(4)	duty to amend application	DSD; MSD; MSS; TLP	
s.50(5)	power to refuse to amend application	DSD; MSD; MSS; TLP	
s.50(6)	duty to make note of amendment to application in register	DSD; MSD; MSS; TLP	
s.50A(1)	power to make amendment to application	DSD; MSD; MSS; TLP	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DSD; MSD; MSS; TLP	
s.50A(4)	duty to note amendment to application in register	DSD; MSD; MSS; TLP	
s.51	duty to make copy of application available for inspection	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	



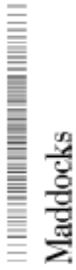
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	DSD; MSD; MSS; TLP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	DSD; MSD; MSS; TLP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	DSD; MSD; MSS; TLP	
s.52(3)	power to give any further notice of an application where appropriate	DSD; MSD; MSS; TLP	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DSD; MSD; MSS; TLP	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DSD; MSD; MSS; TLP	
s.54(1)	power to require the applicant to provide more information	DSD; MSD; MSS; TLP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.54(1A)	duty to give notice in writing of information required under section 54(1)	DSD; MSD; MSS; TLP	
s.54(1B)	duty to specify the lapse date for an application	DSD; MSD; MSS; TLP	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DSD; MSD; MSS; TLP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	DSD; MSD; MSS; TLP	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DSD; MSD; MSS; TLP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	DSD; MSD; MSS; TLP	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	DSD; MSD; MSS; TLP	
s.57(5)	duty to make available for inspection copy of all objections	DSD; MSD; MSS; TLP	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	DSD; MSD; MSS; TLP	
s.57A(5)	power to refuse to amend application	DSD; MSD; MSS; TLP	
s.57A(6)	duty to note amendments to application in register	DSD; MSD; MSS; TLP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57B(1)	duty to determine whether and to whom notice should be given	DSD; MSD; MSS; TLP	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	DSD; MSD; MSS; TLP	
s.57C(1)	duty to give copy of amended application to referral authority	DSD; MSD; MSS; TLP	
s.58	duty to consider every application for a permit	DSD; MSD; MSS; TLP	
s.58A	power to request advice from the Planning Application Committee	DSD; MSD; MSS; TLP	
s.60	duty to consider certain matters	DSD; MSD; MSS; TLP	
s60(1A)	power to consider certain matters before deciding on application	DSD; MSD; MSS; TLP	
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DSD; MSD; MSS; TLP	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DSD; MSD; MSS; TLP	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DSD; MSD; MSS; TLP	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DSD; MSD; MSS; TLP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	DSD; MSD; MSS; TLP	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DSD; MSD; MSS; TLP	
s.62(1)	duty to include certain conditions in deciding to grant a permit	DSD; MSD; MSS; TLP	
s.62(2)	power to include other conditions	DSD; MSD; MSS; TLP	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a), (b) and (c)	DSD; MSD; MSS; TLP	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DSD; MSD; MSS; TLP	
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 section 62(5) or section 46N	DSD; MSD; MSS; TLP	
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)	DSD; MSD; MSS; TLP	





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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)	DSD; MSD; MSS; TLP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	DSD; MSD; MSS; TLP	<a href="#">this provision applies also to a decision to grant an amendment to a permit - see section 75</a>
s.64(3)	duty not to issue a permit until after the specified period	DSD; MSD; MSS; TLP	<a href="#">this provision applies also to a decision to grant an amendment to a permit - see section 75</a>
s.64(5)	duty to give each objector a copy of an exempt decision	DSD; MSD; MSS; TLP	<a href="#">this provision applies also to a decision to grant an amendment to a permit - see section 75</a>
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	DSD; MSD; MSS; TLP	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	DSD; MSD; MSS; TLP	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	DSD; MSD; MSS; TLP	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	DSD; MSD; MSS; TLP	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



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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(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DSD; MSD; MSS; TLP	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	DSD; MSD; MSS; TLP	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	DSD; MSD; MSS; TLP	
s.69(1A)	function of receiving application for extension of time to complete development	DSD; MSD; MSS; TLP	
s.69(2)	power to extend time	DSD; MSD; MSS; TLP	
s.70	duty to make copy permit available for inspection	DSD; MSD; MSS; TLP	
s.71(1)	power to correct certain mistakes	DSD; MSD; MSS; TLP	
s.71(2)	duty to note corrections in register	DSD; MSD; MSS; TLP	
s.73	power to decide to grant amendment subject to conditions	DSD; MSD; MSS; TLP	



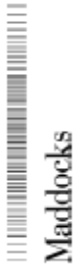
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.74	duty to issue amended permit to applicant if no objectors	DSD; MSD; MSS; TLP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DSD; MSD; MSS; TLP	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	DSD; MSD; MSS; TLP	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DSD; MSD; MSS; TLP	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	DSD; MSD; MSS; TLP	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	DSD; MSD; MSS; TLP	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	DSD; MSD; MSS; TLP	
s.83	function of being respondent to an appeal	DSD; MSD; MSS; TLP	
s.83B	duty to give or publish notice of application for review	DSD; MSD; MSS; TLP	



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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(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DSD; MSD; MSS; TLP	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DSD; MSD; MSS; TLP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	DSD; MSD; MSS; TLP	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DSD; MSD; MSS; TLP	
s.91(2)	duty to comply with the directions of VCAT	DSD; MSD; MSS; TLP	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	DSD; MSD; MSS; TLP	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	DSD; MSD; MSS; TLP	
s.93(2)	duty to give notice of VCAT order to stop development	DSD; MSD; MSS; TLP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.95(3)	function of referring certain applications to the Minister	DSD; MSD; MSS; TLP	
s.95(4)	duty to comply with an order or direction	DSD; MSD; MSS; TLP	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	DSD; MSD; MSS; TLP	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DSD; MSD; MSS; TLP	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DSD; MSD; MSS; TLP	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DSD; MSD; MSS; TLP	
s.96F	duty to consider the panel's report under section 96E	DSD; MSD; MSS; TLP	
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 <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DSD; MSD; MSS; TLP	
s.96H(3)	power to give notice in compliance with Minister's direction	DSD; MSD; MSS; TLP	
s.96J	power to issue permit as directed by the Minister	DSD; MSD; MSS; TLP	



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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	DSD; MSD; MSS; TLP	
s.97C	power to request Minister to decide the application	DSD; MSD; MSS; TLP	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	DSD; MSD; MSS; TLP	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DSD; MSD; MSS; TLP	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DSD; MSD; MSS; TLP	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DSD; MSD; MSS; TLP	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DSD; MSD; MSS; TLP	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DSD; MSD; MSS; TLP	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DSD; MSD; MSS; TLP	



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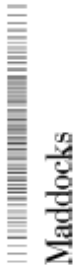
PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97Q(4)	duty to comply with directions of VCAT	DSD; MSD; MSS; TLP	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DSD; MSD; MSS; TLP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DSD; MSD; MSS; TLP	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DSD; MSD; MSS; TLP	
s.101	function of receiving claim for expenses in conjunction with claim	DSD; MSD; MSS; TLP	
s.103	power to reject a claim for compensation in certain circumstances	DSD; MSD; MSS; TLP	
s.107(1)	function of receiving claim for compensation	DSD; MSD; MSS; TLP	
s.107(3)	power to agree to extend time for making claim	DSD; MSD; MSS; TLP	
s.114(1)	power to apply to the VCAT for an enforcement order	DSD; MSD; MSS; TLP	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	DSD; MSD; MSS; TLP	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DSD; MSD; MSS; TLP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.123(1)	power to carry out work required by enforcement order and recover costs	DSD; MSD; MSS; TLP	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DAS; DSD; MSD; MSS; TLP	except Crown Land
s.129	function of recovering penalties	DSD; MSD; MSS; TLP	
s.130(5)	power to allow person served with an infringement notice further time	DAS; DSD; MSD; MSS; TLP	
s.149A(1)	power to refer a matter to the VCAT for determination	DSD; MSD; MSS; TLP	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DSD; MSD; MSS; TLP	
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)	DSD; MSD; MSS; TLP	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	DSD; MSD; MSS; TLP	
s.171(2)(g)	power to grant and reserve easements	DSD; MSD; MSS; TLP	
s.173	power to enter into agreement covering matters set out in section 174	DSD; MSD; MSS; TLP	





PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DSD; MSD; MSS; TLP	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO; DSD	
s.178A(1)	function of receiving application to amend or end an agreement	CEO; DSD	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	CEO; DSD	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO; DSD	
s.178A(5)	power to propose to amend or end an agreement	CEO; DSD	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	CEO; DSD	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	CEO; DSD	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO; DSD	
s.178C(4)	function of determining how to give notice under s.178C(2)	CEO; DSD	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	CEO; DSD	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	CEO; DSD	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO; DSD	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	CEO; DSD	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	CEO; DSD	After considering objections, submissions and matters in s.148B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO; DSD	After considering objections, submissions and matters in s.148B



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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)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO; DSD	After considering objections, submissions and matters in s.148B
s.178E(3)(d)	power to refuse to amend or end the agreement	CEO; DSD	After considering objections, submissions and matters in s.148B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	CEO; DSD	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	DSD; MSD; MSS; TLP	
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	DSD; MSD; MSS; TLP	
s.178(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DSD; MSD; MSS; TLP	
s.179(2)	duty to make available for inspection copy agreement	DSD; MSD; MSS; TLP	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DSD; MSD; MSS; TLP	



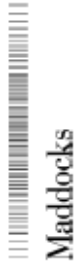
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DSD; MSD; MSS; TLP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	DSD; MSD; MSS; TLP	
s.182	power to enforce an agreement	DSD; MSD; MSS; TLP	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DSD; MSD; MSS; TLP	
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	DSD	
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	DSD	
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	DSD	
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	DSD; MSD; MSS; TLP	
s.184G(2)	duty to comply with a direction of the Tribunal	DSD; MSD; MSS; TLP	
s.184G(3)	duty to give notice as directed by the Tribunal	DSD; MSD; MSS; TLP	
s.198(1)	function to receive application for planning certificate	DSD; MSD; MSS; TLP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.199(1)	duty to give planning certificate to applicant	DSD; MSD; MSS; TLP	
s.201(1)	function of receiving application for declaration of underlying zoning	DSD; MSD; MSS; TLP	
s.201(3)	duty to make declaration	DSD; MSD; MSS; TLP	
-	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	DSD; MSD; MSS; TLP	
	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	DSD; MSD; MSS; TLP	
	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	DSD; MSD; MSS; TLP	
-	power to give written authorisation in accordance with a provision of a planning scheme	DSD; MSD; MSS; TLP	
s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	DSD; MSD; MSS; TLP	
s.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	DSD; MSD; MSS; TLP	



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



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RAIL SAFETY ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	DAS	where council is the relevant road authority
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	DAS	where council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DAS	where council is the relevant road authority
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	DAS	where council is the relevant road authority
s.34I	function of entering into safety interface agreements	DAS	where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	DAS	where council is the relevant road authority
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	DAS	where council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	DAS	where council is the relevant road authority



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	DSD; MSS; EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	MSS; EHO	
s. 142G(2)	power to enter certain information in the Rooming House Register	MSS; EHO	
s.142(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	MSS; EHO	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	DSD; MSS; EHO	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	DSD; MSS; EHO	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	DSD; MSS; 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	DSD; MSS; EHO	
s.522(1)	power to give a compliance notice to a person	EHO	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	DAS; DSD; DCC	
s.525(4)	duty to issue identity card to authorised officers	DSD	





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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.526(5)	duty to keep record of entry by authorised officer under section 526	DSD; MSS; EHO	
s.526A(3)	function of receiving report of inspection	DSD; MSS; EHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	DSD; MSS; EHO	



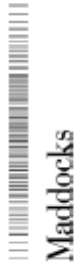
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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	DAS; ME	obtain consent in circumstances specified 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	DAS	
s.11(9)(b)	duty to advise Registrar	DAS	
s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc.	DAS	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	DAS	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	DAS	where council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	DAS	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	DAS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	DAS	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	DAS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	DAS	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	DAS	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	DAS	
s.14(7)	power to appeal against decision of VicRoads	DAS	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	DAS	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DAS	
s.15(2)	duty to include details of arrangement in public roads register	DAS	
s.16(7)	power to enter into an arrangement under section 15	DAS	
s.16(8)	duty to enter details of determination in public roads register	DAS	
s.17(2)	duty to register public road in public roads register	DAS	where council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(3)	power to decide that a road is reasonably required for general public use	DAS	where council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	DAS	where council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	DAS	where council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	DAS	where council is the coordinating road authority
s.18(1)	power to designate ancillary area	DAS	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	DAS; ME	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	DAS; ME	
s.19(4)	duty to specify details of discontinuance in public roads register	DAS; ME	
s.19(5)	duty to ensure public roads register is available for public inspection	DAS; ME	
s.21	function of replying to request for information or advice	DAS; ME; MPW	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	DAS	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	DAS	
s.22(5)	duty to give effect to a direction under this section.	DAS; ME; MPW	
s.40(1)	duty to inspect, maintain and repair a public road.	DAS; ME; MPW	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	DAS; ME; MPW	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	DAS	
s.42(1)	power to declare a public road as a controlled access road	DAS	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	DAS	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	DAS	where council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	DAS	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DAS	where council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	DAS	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.48N	duty to notify the Secretary of the location of the bus stopping point and the action taken by council	DAS	
s.49	power to develop and publish a road management plan	DAS	
s.51	power to determine standards by incorporating the standards in a road management plan	DAS	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DAS	
s.54(2)	duty to give notice of proposal to make a road management plan	DAS	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	DAS	
s.54(6)	power to amend road management plan	DAS	
s.54(7)	duty to incorporate the amendments into the road management plan	DAS	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	DAS	
s.63(1)	power to consent to conduct of works on road	DAS	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DAS	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	DAS	where council is the infrastructure manager or works manager



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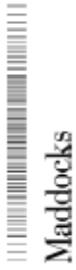
ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	power to consent to structure etc	DAS	where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	DAS	where council is the coordinating road authority
s.67(3)	power to request information	DAS; ME	where council is the coordinating road authority
s.68(2)	power to request information	DAS; ME	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	DAS	
s.72	duty to issue an identity card to each authorised officer	DAS	
s.85	function of receiving report from authorised officer	DAS; ME	
s.86	duty to keep register re section 85 matters	DAS; ME	
s.87(1)	function of receiving complaints	DAS; ME	
s.87(2)	duty to investigate complaint and provide report	DAS; ME	
s.112(2)	power to recover damages in court	DAS; ME	
s.116	power to cause or carry out inspection	DAS; ME	
s.119(2)	function of consulting with VicRoads	DAS	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	DAS	



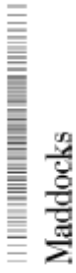
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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	DAS	
s.121(1)	power to enter into an agreement in respect of works	DAS	
s.122(1)	power to charge and recover fees	DAS	
s.123(1)	power to charge for any service	DAS	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	DAS	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	DAS	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	DAS	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	DAS	
Schedule 2 Clause 5	duty to publish notice of declaration	DAS	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DAS; ME; MPW	where council is the infrastructure manager or works manager





ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DAS; ME; MPW	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DAS; ME; MPW	where council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DAS; ME; MPW	where council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DAS; ME; MPW	where council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DAS; ME; MPW	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	DAS; ME; MPW	where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	DAS; ME; MPW	where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	DAS; ME; MPW	where council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	DAS; ME; MPW	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	DAS	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	DAS	where council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	DAS	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	DAS	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	DAS	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	DAS	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	DAS	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	DAS	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	DAS	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	DAS	where council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DAS	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DAS	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	DAS	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	DAS	where council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DAS	where council is the responsible road authority
Schedule 7A Clause (3)(1)(f).	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	DAS	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)



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PLANNING AND ENVIRONMENT REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.6	duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge	DSD; MSD; MSS; TLP	
r. 8	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	DSD; MSD; MSS; TLP	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.
r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act	DSD; MSD; MSS; TLP	
r.40	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of an amendment to a planning scheme	DSD; MSD; MSS; TLP	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.
r.55	duty of responsible authority to tell Registrar of Titles under section 183 of the Act of the cancellation or amendment of an agreement	DSD; MSD; MSS; TLP	



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<b>PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2013</b>			
<b>Note: these Regulations expire on 18 October 2014</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DSD; MSD; MSS; TLP	
r.17	power to waive or rebate a fee relating to an amendment of a planning scheme	DSD; MSD; MSS; TLP	
r.18	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r. 16 or 17	DSD; MSD; MSS; TLP	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	DSD; MSS; EHO	
r.11	function of receiving application for registration	DSD; MSS; EHO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	DSD; MSS; EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	DSD; MSS; EHO	
r.13(4) & (5)	duty to issue certificate of registration	DSD; MSS; EHO	
r.15(1)	function of receiving notice of transfer of ownership	DSD; MSS; EHO	
r.15(3)	power to determine where notice of transfer is displayed	DSD; MSS; EHO	
r.16(1)	duty to transfer registration to new caravan park owner	DSD; MSS; EHO	
r.16(2)	duty to issue a certificate of transfer of registration	DSD; MSS; EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	DSD; MSS; EHO	
r.18	duty to keep register of caravan parks	DSD; MSS; EHO	
r.19(4)	power to determine where the emergency contact person's details are displayed	DSD; MSS; EHO	
r.19(6)	power to determine where certain information is displayed	DSD; MSS; EHO	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	DSD; MSD; MSS; TLP	
r.22A(2)	duty to consult with relevant emergency services agencies	DSD; MSD; MSS; TLP	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	DSD; MSS; EHO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	DSD; MSS; EHO	
r.25(3)	duty to consult with relevant floodplain management authority	DSD; MSS; EHO	
r.26	duty to have regard to any report of the relevant fire authority	DSD; MSS; EHO; MFPO	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	DSD; MSS; EHO	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	DSD; MSS; EHO; MBS	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DSD; MSS; EHO; MBS	
r.40(4)	function of receiving installation certificate	DSD; MSS; EHO; MBS	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DSD; MSS; EHO; MBS	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	DSD; MSS; EHO; MBS	





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ROAD MANAGEMENT (GENERAL) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.301(1)	duty to conduct reviews of road management plan	DAS; ME	
r.302(2)	duty to give notice of review of road management plan	DAS	
r.302(5)	duty to produce written report of review of road management plan and make report available	DAS	
r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	DAS	
r.306(2)	duty to record on road management plan the substance and date of effect of amendment	DAS	
r.501(1)	power to issue permit	DAS; ME	where council is the coordinating road authority
r.501(4)	power to charge fee for issuing permit under regulation 501(1)	DAS; ME	where council is the coordinating road authority
r.503(1)	power to give written consent to person to drive on road a vehicle which is likely to cause damage to road	DAS; ME	where council is the coordinating road authority
r.508(3)	power to make submission to Tribunal	DAS; ME	where council is the coordinating road authority
r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	DAS; ME; MPW	where council is the responsible road authority
r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with regulation 509(3))	DAS; ME	where council is the responsible road authority
r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	DAS; ME; MSS	



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ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.10	power to exempt a person from requirement under clause 13(1) of Schedule 7 to the Act to give notice as to the completion of those works	DAS	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.18(2)	power to waive whole or part of fee in certain circumstances	DAS	where council is the coordinating road authority

### **9.7.8 Joint Tender for Waste Collection and Processing Services - Update**

#### **Author & Department**

Waste Engineer / Projects & Works Department

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

#### **Summary**

The purpose of this report is to provide Council with an update on the progress of the tendering of waste services with our four neighbouring municipalities. It seeks Council's endorsement to the signing and sealing of a Memorandum of Understanding to authorise its commitment to the collaborative process. It also seeks Council's consideration of two proposals put forward by the procurement working group, relating to tender evaluation criteria and Council's preference for collection frequency.

A copy of the Memorandum of Understanding is tabled.

#### **RECOMMENDATION**

1. **That correspondence be sent to the Chair of the Joint Tender Working Group, Brooke Hermans - Executive Officer NevRwaste, providing the following feedback:**
  - i) **That Strathbogie Shire Council is committed to introducing a full organic waste collection and processing service and supports the move to fortnightly landfill waste collections and weekly organic waste collections.**
  - ii) **That the broad evaluation criteria proposed by the working group does not contravene any of Council's existing procurement policies or procedures. However, further definition around the "Local Content" criteria would be appreciated prior to endorsing the criteria in full.**
2. **That the Memorandum of Understanding for Waste and Recycling Services be signed and affixed with the Common Seal of Council in the presence of the Mayor and Chief Executive Officer.**

89/14 **CRS FURLANETTO/WILLIAMS** : *That the Recommendation be adopted.*

**CARRIED**

#### **Background**

As previously reported to Council, Strathbogie Shire Council has entered into a partnership with the neighbouring municipalities of Benalla, Mansfield, Mitchell and Murrindindi to finance and facilitate the joint procurement of waste services.

### 9.7.8 Joint Tender for Waste Collection and Processing Services – Update (cont.)

A procurement working group has been established, consisting of representatives from each municipality, the Executive Officers of the two Regional Waste Management Groups (NevRwaste and Resource GV) and a consultant appointed to act as the Tender Coordinator. NevRwaste are acting as the agent to undertake this project.

A “Heads of Agreement” has also been signed by each of the participating Councils (nominally by Directors / GM’s), establishing their commitment to the joint tender arrangement.

A number of meetings have been held between members of the working group to discuss the elements of the tender / contract documentation that will be common to all Councils as well as those that are relevant to individual Councils.

The working group has recently met with Andrew van Ingen from Russell Kennedy Lawyers to further refine these elements. Andrew has been given the task of producing the contract documents and tender conditions / schedules, which he proposes will be completed by early September.

Two issues have arisen from these meetings that require Council’s consideration and feedback to the working group before draft documents are completed.

#### 1. **Collection frequency for kerbside organics and kerbside landfill waste.**

Strathbogie Shire Council has committed to introduce collection and processing services for full organics (both food and garden waste) at the commencement of our new waste services contracts. These services will be introduced as “opt out” services to all households within urban areas and within densely populated areas, designated to receive a garbage collection service.

The general consensus from other participating Councils involved in the joint tender - and the industry in general - is that a full organics collection service needs to be performed weekly, mainly due to the odour issues produced by the food waste component. The view is that, if a weekly full organics collection is introduced, the landfill waste bin then only needs to be emptied fortnightly.

Educating the community on the introduction of a new organics collection service as well as a major change to their existing landfill waste collection service, poses significant challenges. However, there are good reasons to adopt this collection regime.

- Decreasing the capacity of the landfill waste bin will encourage residents to use the full organics bin for full organics.
- The financial trade-off for having to provide a weekly, full organics collection is the reduced cost of only providing the landfill waste service fortnightly.
- It provides incentive for those outside the ‘compulsory areas’ to consider opting in to the organics service.

## 9.7.8 Joint Tender for Waste Collection and Processing Services – Update (cont.)

### **2. Evaluation criteria for tender submissions.**

It is proposed that a panel will be formed from the procurement working group members to evaluate all tender submissions. The panel will assess all tender responses submitted, whether they are for the preferred option of a single contractor for all signatory Councils, a cluster of less than five Councils or solely for an individual Council.

The working group, under the guidance of the Tender Coordinator, will then prepare an evaluation report specifically for each Council. Each Council will then be responsible for making their own decision on the final appointments.

To conduct the preliminary assessment of the tender submissions, the working group is proposing the following broad evaluation criteria (further breakdown under these headings will be determined by the working group):

- Financial Benefit – 30%
- Capacity – 35%
- Capability – 25%
- Local Content – 10%

All Councils that are party to the joint tender are being asked to consider the above criteria and provide feedback to the working group on its suitability against their existing procurement policies / procedures.

A Memorandum of Understanding, providing more rigid detail around the governance and probity of the process, will be sent to CEO's in hardcopy format in the coming weeks (a copy of this document is attached with this report). This document will require the affixing of Council's Common Seal, in the presence of the Mayor and CEO as Council's authorised representatives, as the means of executing the agreement.

#### **Alternative Options**

Council has the ability to seek tenders on any collection frequency combination it chooses. However, the 'default' combination of a weekly organics collection, fortnightly landfill waste collection and fortnightly recyclables collection appears to provide the most benefit to the community and Council and ensures consistency across adjoining municipalities.

Should the proposed tender evaluation criteria not meet the standards of Council's procurement policy / procedures, Council can provide alternative criteria to the working group for consideration.

#### **Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

#### 9.7.8 Joint Tender for Waste Collection and Processing Services – Update (cont.)

##### **Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan. In particular, the following Guiding Principles listed in the Strathbogie Shire Council Plan 2013 – 2017:

***Working together** – We value the ability to maximise outcomes by working in partnership and collaboration with an engaged community, government, regional bodies and other stakeholders.*

***Quality Services** – We value the role of research, strategic planning, flexibility and innovation in delivering accessible and effective services and regional solutions that enhance the quality of life.*

##### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

##### **Financial / Budgetary Implications**

The frequency of collections will have a significant impact on the cost of the services and, consequently, on determining future Council budgets.

##### **Economic Implications**

The collection / processing of organics is likely to be delivered at a lesser cost than the collection and disposal of landfill waste. Therefore, by adopting a fortnightly landfill waste collection and a weekly organics collection, the cost to residents and Council will be minimised.

##### **Environmental / Amenity Implications**

Providing increased opportunity for residents to divert organic waste from landfill will further decrease the amount of CO<sup>2</sup> emitted from landfill and increase the production of quality compost.

A weekly collection of organic waste will also ensure the impact on odour in residents bins is minimised.

##### **Community Implications**

As outlined previously, the implementation of a green organics collection combined with a change in the frequency of landfill waste collections will pose significant challenges for the community. Therefore, we will require a comprehensive communications and engagement program to ensure the community is fully prepared for the changes and to ensure the services are successful.

##### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006

#### 9.7.8 Joint Tender for Waste Collection and Processing Services – Update (cont.)

##### **Legal / Statutory Implications**

Council needs to consider whether the evaluation criteria proposed by the working group meets the requirements of Council's procurement obligations.

##### **Consultation**

The author of this report considers that the matters to be considered did not warrant a community consultation process prior to being tabled with Council. Council may, however, determine that the community needs to be consulted before making a final decision on a change to the collection frequency of landfill waste.

##### **Attachments**

Nil.

### 9.7.9 Documents for Signing and Sealing

Documents are submitted for Council signing and sealing.

The details are as follows and are also included in Council's Seal Register:-

DOCUMENT DESCRIPTION	DOC. ID / CONTRACT NO.	NO. OF COPIES
Instrument of Delegation between Strathbogie Shire Council and Miepoll Public Hall Committee to undertake activities designed to protect, promote, utilize and develop the Facility and surrounds for the use and enjoyment of hirers and the local community as endorsed by Council	25405	1
Deed of Agreement between Strathbogie Shire Council and Harper and Morphet Builders for Euroa Conference and Function Centre	Contract No. 13/14-15	2

#### RECOMMENDATION

**That the Documents be signed and affixed with the Common Seal of Strathbogie Shire Council.**

*90/14 CRS WILLIAMS/STORER : That the Recommendation be adopted.*

**CARRIED**



### **9.7.10 Business Management System**

The July 2014 Business Management System Report includes reports as follows:-

- Building Department – June 2014 Statistics
- Planning Department – Planning Permit Activity Monthly Responsible Authority Report – May 2014
- Confirm Customer Enquiry Flow – Report for June 2014
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 30 June 2014
- Review of Council Policies – June 2014
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past month

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

#### **RECOMMENDATION**

**That the report be noted.**

*91/14 CRS LITTLE/STORER : That the Recommendation be adopted.*

**CARRIED**

## BUILDING APPROVALS

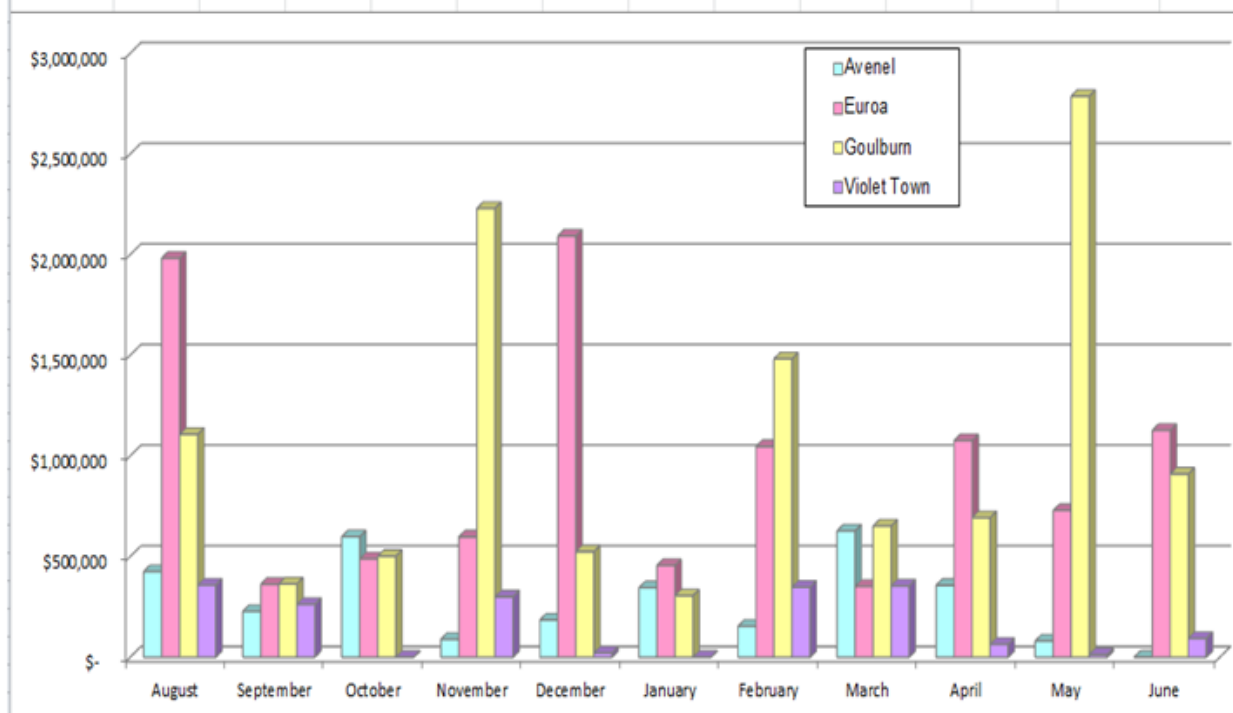
### JUNE 2014

The value of Building approvals within the Shire of Strathbogie for the month of June totaled **\$2,130,446**.

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 19 permits have been issued for the month.

Charts illustrating the distribution of building permit expenditure for 2013-2014 over the four localities within the Shire are below.

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Avenel	\$ 144,870	\$ 425,829	\$ 227,500	\$ 598,781	\$ 89,000	\$ 185,000	\$ 344,948	\$ 153,679	\$ 627,705	\$ 357,100	\$ 80,000	\$ -	\$ 3,234,412
Euroa	\$ 457,865	\$ 1,982,607	\$ 362,506	\$ 488,549	\$ 597,830	\$ 2,093,078	\$ 456,097	\$ 1,046,738	\$ 351,408	\$ 1,076,317	\$ 728,770	\$ 1,126,721.00	\$ 10,768,486
Goulburn	\$ 853,901	\$ 1,107,093	\$ 364,439	\$ 501,849	\$ 2,229,749	\$ 524,459	\$ 305,662	\$ 1,482,204	\$ 651,393	\$ 693,303	\$ 2,787,124	\$ 910,000.00	\$ 12,411,176
Violet Town	\$ 400,006	\$ 358,584	\$ 262,218	\$ -	\$ 299,900	\$ 21,020	\$ -	\$ 348,560	\$ 354,910	\$ 64,065	\$ 13,370	\$ 93,725.00	\$ 2,216,358
<b>Totals</b>	<b>\$ 1,856,642</b>	<b>\$ 3,874,113</b>	<b>\$ 1,216,663</b>	<b>\$ 1,589,179</b>	<b>\$ 3,216,479</b>	<b>\$ 2,823,557</b>	<b>\$ 1,106,707</b>	<b>\$ 3,031,181</b>	<b>\$ 1,985,416</b>	<b>\$ 2,190,785</b>	<b>\$ 3,609,264</b>	<b>\$ 2,130,446.00</b>	<b>\$ 28,630,432</b>



## PLANNING PERMIT ACTIVITY REPORTING SYSTEM MONTHLY RESPONSIBLE AUTHORITY REPORT - MAY 2014

Planning Permit Activity in Victoria Online

Page 1 of 3

### Planning Permit Activity Monthly Report

Select Year/Month: 2014 ▾ May ▾

To print this page, click [here](#).

#### Strathbogie Shire Council - May 2014

The following is a summary of the planning permit activity for which the [Strathbogie Shire Council](#) was the Responsible Authority.

The figures shown below are correct as at the generated date of this Report. The hyperlinked figures will search for the relevant current data in the Planning Permit Activity Reporting System (PPARS) and can only be accessed by registered Council users.

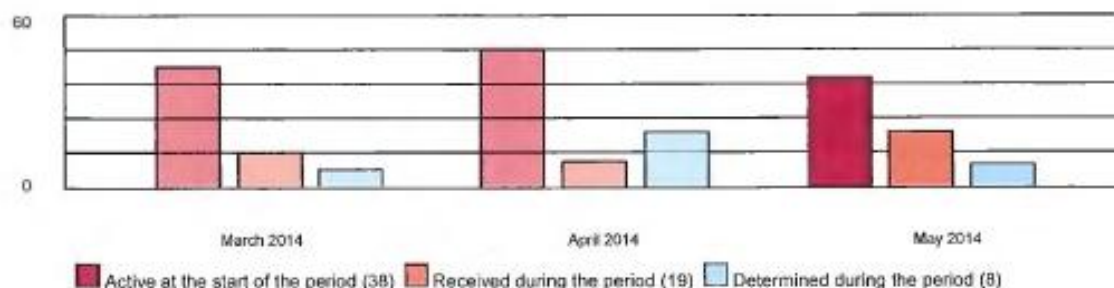
Click on the ⓘ icon for further information about how these figures are calculated.

For further information about any of these figures, please contact the relevant [Responsible Authority](#).

#### **Application activity**

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year	Rural Average
<b>Total applications received</b>	<a href="#">19</a>	<a href="#">9</a>	111%	<a href="#">136</a>	<a href="#">170</a>	28
New permit applications	<a href="#">17</a> [89%]	<a href="#">9</a> [100%]	89%	<a href="#">134</a> [99%]	<a href="#">155</a> [91%]	23
Amended permit applications	<a href="#">2</a> [11%]	<a href="#">0</a>	NA	<a href="#">2</a> [1%]	<a href="#">15</a> [9%]	5
Combined applications	<a href="#">0</a>	<a href="#">0</a>	NA	<a href="#">0</a>	<a href="#">0</a>	0
<b>Total responsible authority outcomes</b>	<a href="#">8</a>	<a href="#">19</a>	-58%	<a href="#">153</a>	<a href="#">160</a>	30
Notices of Decision to issue permit (includes amended permits)	<a href="#">8</a> [100%]	<a href="#">16</a> [84%]	-50%	<a href="#">127</a> [83%]	<a href="#">143</a> [89%]	27
Refusal	<a href="#">0</a>	<a href="#">0</a>	NA	<a href="#">3</a> [2%]	<a href="#">5</a> [3%]	1
Withdrawn, not required, lapsed	<a href="#">0</a>	<a href="#">3</a> [16%]	NA	<a href="#">23</a> [15%]	<a href="#">12</a> [8%]	3

#### **Applications received and decided**



Planning Permit Activity in Victoria Online

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Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
<b>Applications with:</b>					
Public notice	5	12	88	22	6
Further information	2	7	61	20	6
Referrals	5	12	108	22	7
Submissions	3	3	22	30	1
<b>Financial</b>					
Total value of fees for applications received	\$8,134	\$2,765	\$51,353	\$10,778	\$4,754
Average fee per application received	\$428	\$307	\$378	\$386	\$312
Total estimated cost of works for permits issued	\$45,000	\$2,284,501	\$17,324,818	\$8,181,484	\$7,350,547
Average cost of works per permit issued	\$5,625	\$142,781	\$136,416	\$305,137	\$530,452
<b>Processing times</b>					
Average gross days to Responsible Authority determination	162	138	157	116	86
Median processing days to Responsible Authority determination	120	82	106	64	57
Completed within sixty days	50%	42%	49%	73%	81%

Reviews at the Victorian Civil and Administrative Tribunal

Currently under review: 0

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year
<b>Total determinations</b>	0	0	NA	0	0
<b>Processing times</b>					
Average gross days to determination	0	0	NA	0	0
Median processing days to determination	0	0	NA	0	0

## Planning Permit Activity in Victoria Online

Page 3 of 3

**Outcomes for Permits Issued****Application categories for permits issued**

Note that permits may have more than one category.

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Change or extension of use	2	5	21	9
Alterations to a building, structure or dwelling	0	1	5	2
Extension to an existing dwelling or structure associated with a dwelling	0	0	8	15
Extension to an existing building or structure (other than a dwelling)	0	0	0	2
One of more new buildings	1	8	32	18
Single dwelling	0	0	24	37
Multi-dwelling	0	0	4	3
Other buildings and works (including septic tanks, dams, earthworks)	0	0	6	21
Demolition	0	0	0	0
Native vegetation removal	2	1	5	2
Other vegetation removal	0	0	0	0
Consolidation	0	0	1	0
Subdivision of land	2	3	32	20
Subdivision of buildings	0	0	0	0
Subdivision - Change to easement and/or restrictions	1	2	7	1
Subdivision - Removal of covenant	0	0	0	0
Subdivision - Realignment of boundary	1	1	3	0
Liquor license	0	0	0	1
Signage	0	0	0	0
Telecommunications facility	0	0	1	2
Other	0	2	2	7

**Dwellings**

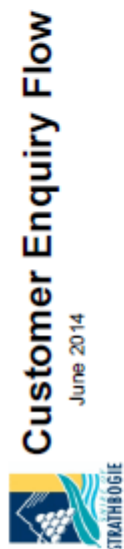
The net number of additional dwellings approved is 0.

**Change of Land Use**

The following table displays the proposed land uses for issued permits (new and combined) where there was a change in land use.

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Agriculture	0	0	0	4
Food and drink premises	0	0	0	0
Industry and warehouse	0	0	7	1
Leisure and recreation	0	0	0	1
Office	0	0	0	0
Place of assembly	0	0	0	1
Residential / Accommodation	1	4	36	24
Retail premises	1	0	1	1
Vacant	0	0	0	0
Child care	0	0	0	0
Education centre	0	0	0	0
Mineral extraction	0	0	0	0
Pleasure boat facility	0	0	0	1
Transport terminal	0	0	0	0
Utility installation	0	0	1	3
Mixed use	0	1	1	0
Other	0	0	2	6

**CONFIRM CUSTOMER ENQUIRY FLOW**  
**- REPORT FOR JUNE 2014**

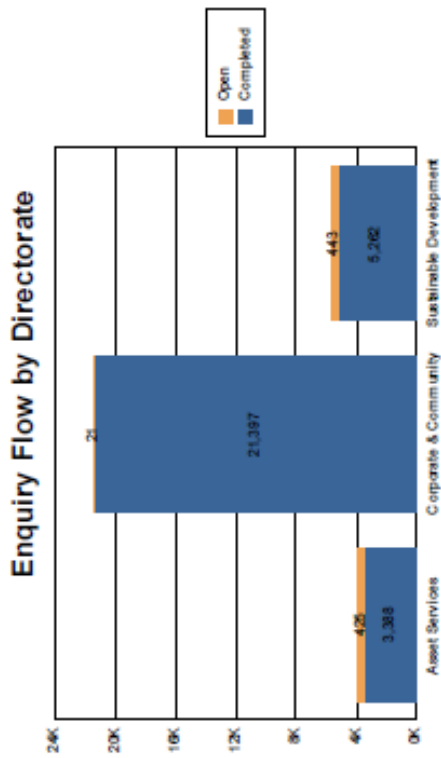
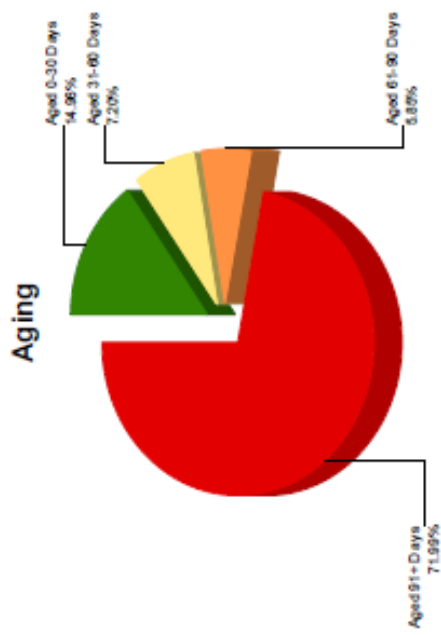


**Customer Enquiry Flow**  
June 2014

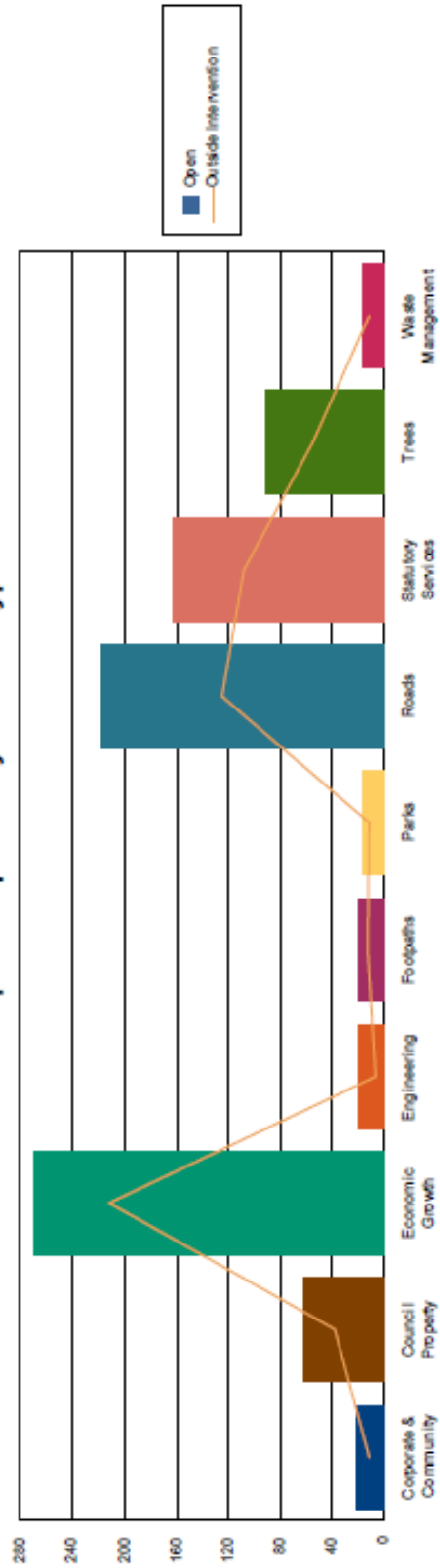
Service Type	Logged		Open June	Logged June	Open June	Logged 2013-2014	Open 2013-2014	Aged 0-30	Aged 31-60	Aged 61-90	Aged 91+	Open Outside Intervention
	Total	Open Total										
<i>Corporate &amp; Community</i>	21,418	21	3	1,666	3	21,063	17	3	0	2	16	11
<i>Council Property</i>	644	60	16	31	16	377	53	16	4	5	35	38
<i>Economic Growth</i>	2,477	269	21	104	21	1,311	244	21	9	8	231	211
<i>Engineering</i>	175	18	4	9	4	104	16	4	3	2	9	6
<i>Footpaths</i>	82	19	7	10	7	50	17	7	4	0	8	12
<i>Parks</i>	123	16	4	5	4	69	15	4	3	1	8	11
<i>Roads</i>	2,166	217	49	133	49	1,194	166	49	13	7	148	125
<i>Statutory Services</i>	2,757	162	15	102	15	1,550	149	15	18	21	108	108
<i>Trees</i>	548	91	12	26	12	318	66	12	8	6	65	55
<i>Waste Management</i>	546	16	2	14	2	207	15	2	2	0	12	11
	<b>30,936</b>	<b>889</b>	<b>133</b>	<b>2,100</b>	<b>133</b>	<b>26,243</b>	<b>758</b>	<b>133</b>	<b>64</b>	<b>52</b>	<b>640</b>	<b>588</b>

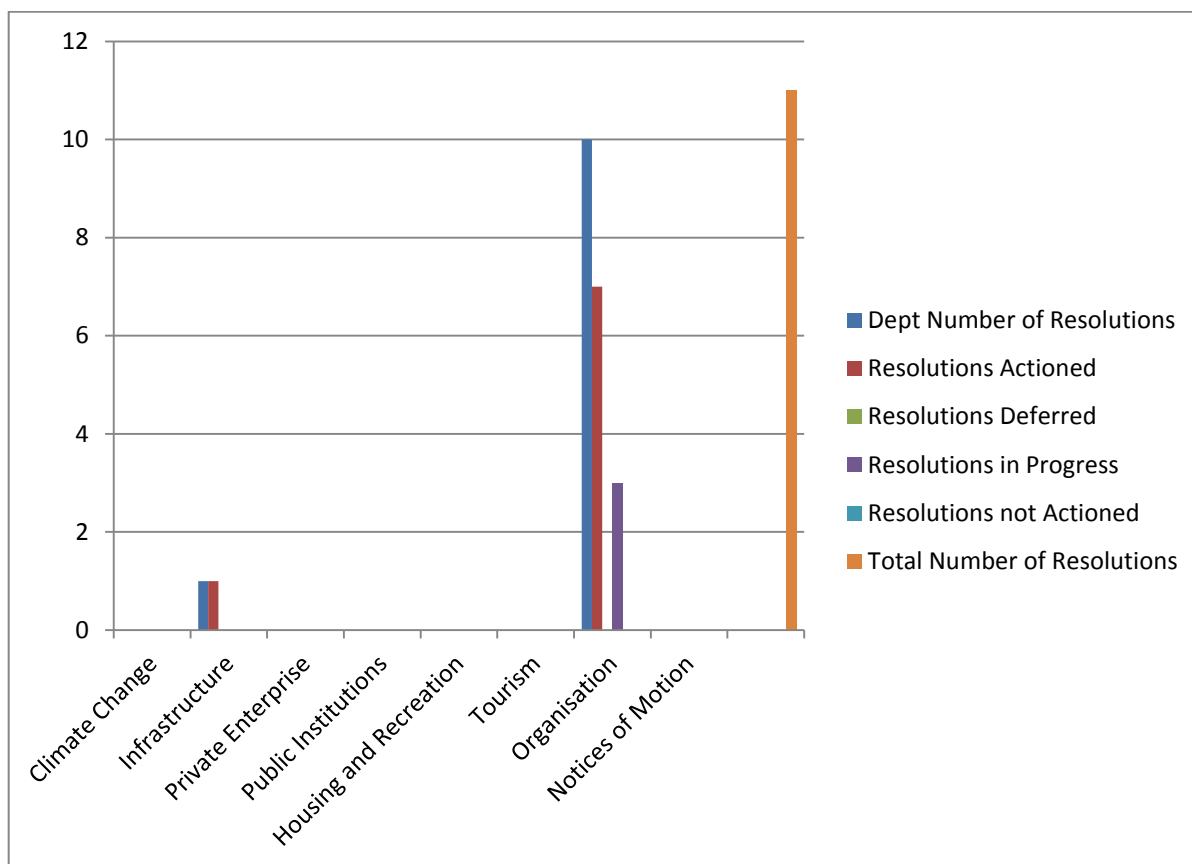
	Statutory Services	Roads	Parks	Footpaths	Engineering	Economic Growth	Council Property	Corporate & Community
Building	1							
Animals - Domestic	1							
Animals - Other	1							
Environment Protection	1							
Environmental Health	1							
Fire	1							
Grants	1							
Incident	1							
Infringement Review	1							
Local Laws	1							
Trails		1						
Waste Mngmt & Recycling		1						



### Open Requests by ServiceType



**ACTIONING OF COUNCIL RESOLUTIONS**  
**COUNCIL MEETING – 17 JUNE 2014**





**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
JUNE / JULY 2014**

*This Report is to advise the Senior Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.*

Council Meeting Date	Item No. Description & Recommendation	Action to Date
<i>There are no report resolutions with outstanding actions yet to be finalised</i>		

**REVIEW OF EXISTING COUNCIL POLICIES  
AND ADOPTION OF NEW POLICIES**

Period of Review	Policy Name	Policy Number	Outcome
<i>There were no new Policies prepared or Policy reviews in the June / July period</i>			

## **RECORDS OF ASSEMBLIES OF COUNCILLORS**

### **For period 6 June to 3 July 2014**

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

*Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]*

**Name of Meeting:** Councillors Forum

**Date of Meeting:** Tuesday 10 June 2014

**Time:** 9.00 a.m. – 5.30 p.m.

#### **Attendees:**

##### Councillors

Debra Swan  
Colleen Furlanetto  
Malcolm Little  
Alister Purbrick  
Patrick Storer  
Graeme Williams  
Robin Weatherald

##### Officer/s

Chief Executive Officer  
Director, Asset Services  
Director, Corporate and Community (attended meeting at 2.00 p.m.)  
Director, Sustainable Development

##### Apologies

#### Matters discussed:

##### Declarations of Interest

1. Briefing on Submissions to Budget and Council Plan
2. Citizenship Ceremonies
  - Mr Sushil Kumar
  - Ms Seema
  - Master Aryan Kumar
3. Meeting with Audit Committee Members
4. Councillors Only Discussions
5. Planning Agenda Review
6. Assembly of Councillors
  - 6.1 Mayor & Chief Executive Officer Meetings Update / Other
  - 6.2 Councillors Meetings Attendances
  - 6.3 Items requested by Councillors for the following months' workshop
  - 6.4 Draft Proposed Council Report - Review of Meeting Procedure Local Law No. 1 (2010)
  - 6.5 Request from Victorian National Aboriginal and Islander Day Observance Committee (NAIDOC) for Aboriginal Flag to be flown permanently
  - 6.6 Australian National Show and Shine – request for use of Seven Creeks Park and surrounding areas for annual event

- 6.7 Honouring our Heroes Committee – request for signage to VC statues at VC Memorial Park
- 6.8 The Royal Humane Society of Victoria – Awards for Bravery / Request for donation
- 6.9 Australian Local Government Association – request for Council's support to restore Indexation of Local Government Financial Assistance Grants
- 6.10 Invitation to Euroa Lions Club Changeover Dinner (*Mayor is unable to attend*)
- 6.11 Euroa Health – application to construct a disabled toilet at Third Age Club premises
- 6.12 Cr Furlanetto  
Environmental Officer – community expectations / budget implications
- 6.13 Violet Town Golf Club
7. Planning Committee Meeting
8. Special Council Meeting
  - Receiving / Hearing of Submissions
    - Draft 2014/2015 Budget
    - 2013/2017 Council Plan – 2014 Review

## Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

*Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]*

**Name of Meeting:** Councillors Forum

**Date of Meeting:** Tuesday 17 June 2014

**Time:** 12.00 noon – 7.00 p.m.

### **Attendees:**

#### Councillors

Debra Swan

Colleen Furlanetto

Alister Purbrick

Patrick Storer (attended at 4.00 p.m.)

Graeme Williams

Robin Weatherald (attended at 2.00 p.m.)

#### Officer/s

Chief Executive Officer

Director, Asset Services

Director, Corporate and Community

Director, Sustainable Development (left meeting at 5.00 p.m.)

#### Apologies

Councillor Malcolm Little

### Matters discussed:

Declarations of Interest

1. Budget Update / Discussions
2. Citizenship Ceremonies
  - Mrs Lacramioara Geaboc
  - Mr David James Douglas (*dependent of Mrs Geaboc*)
  - Mr Richard Michael Woodgate
3. Agenda Review
4. Continuation of Budget Discussions
5. Assembly of Councillors
  - 5.1 Mayor & Chief Executive Officer Meetings Update / Other
  - 5.2 Councillors Meetings Attendances
  - 5.3 Items requested by Councillors for the following months' workshop
  - 5.4 Draft Proposed Council Report - Review of Meeting Procedure Local Law No. 1 (2010)
  - 5.5 Environmental Officer – Discussions
  - 5.6 2014 Review of the 2013-2017 Council Plan – Amendments to initial draft Plan following consideration of submissions
  - 5.7 Australian National Show and Shine – Request for Funding Assistance
  - 5.8 Cr Furlanetto  
Request for fee exchange consideration
6. Council Meeting

## Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

*Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]*

**Name of Meeting:** Councillors Forum

**Date of Meeting:** Tuesday 24 June 2014

**Time:** 2.00 p.m. – 5.30 p.m.

### **Attendees:**

#### Councillors

Debra Swan  
Colleen Furlanetto  
Malcolm Little  
Patrick Storer  
Graeme Williams  
Robin Weatherald

#### Officer/s

Chief Executive Officer  
Director, Asset Services  
Director, Corporate and Community  
Director, Sustainable Development

#### Apologies

Councillor Alister Purbrick

### Matters discussed:

#### Declarations of Interest

1. Budget Discussions – Councillors only
2. Afternoon Tea with Cancer Council Victoria Euroa Branch Members
3. Assembly of Councillors
  - 3.1 Mayor & Chief Executive Officer Meetings Update / Other
  - 3.2 Councillors Meetings Attendances
  - 3.3 Items requested by Councillors for the following months' workshop
  - 3.4 Response to request from Euroa Kindergarten – improvements to road safety
  - 3.5 Skydive Nagambie: Australian National Championships 2015
  - 3.6 Business Enterprise Euroa – Euroa Township Sign Audit May 2014
  - 3.7 Euroa Croquet Club – request for Council staff to undertake lawn maintenance
  - 3.8 Shadforth Reserve, Violet Town
  - 3.9 Invitation to presentation by Emeritus Professor John Humphreys - Community Presentation at the University of Melbourne, Rural Health Academic Centre, Shepparton
  - 3.10 The Hon Dr Sharman Stone - Invitation to Vocational Education and Training Forum
  - 3.11 Avenel Hall

4. Special Council Meeting  
- 2013/2017 Council Plan – 2014 Review

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 3.8	Cr Storer	No

**Record of Meetings of Section 86 Committees of Council**  
**Minutes of Meetings received in the June / July 2014 Period**

<b>Name of Committee</b>	<b>Date of Meeting</b>
Avenel Action Group	13/03/04 08/05/14
Longwood Community Centre Management Committee	22/04/14
Nagambie Action Group	28/04/14
Strathbogie Tablelands Action Group	05/05/14
Moglonemby Hall Committee	20/05/14
Boho South Hall Committee	20/05/14
Strathbogie Memorial Hall	16/06/14

**10. NOTICES OF MOTION**

**11. CLOSURE OF MEETING TO THE PUBLIC**

**12. URGENT BUSINESS**

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.44 P.M.***

Confirmed as being a true and accurate record of the Meeting

.....  
Chair

.....  
Date