



**Macedon
Ranges**
Shire Council

ATTACHMENTS

**Council Meeting
Wednesday 27 April 2022**

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Maddocks Delegations and Authorisations

S6 Instrument of Delegation – Members of Staff

Macedon Ranges Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

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

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

| Abbreviation | Means |
|--------------|--|
| ALL | All staff |
| ALLD | All Directors |
| ALLPE | All staff in Planning and Environment Directorate |
| ALLSTATP | All Statutory Planning staff in Planning and Environment Directorate |
| BAO | Building Administration Officer |
| BI | Building Inspector |
| BS | Building Surveyor |
| BTO | Building Technical Officer |
| CA | Coordinator Accounting |
| CAC | Coordinator Arts and Culture |
| CAF | Coordinator Aquatics and Fitness |
| CAMIP | Coordinator Asset Management and Infrastructure Planning |
| CAL | Coordinator Aquatics and Leisure |
| CBM | Coordinator Building Maintenance |
| CBP | Coordinator Building Projects |
| CC | Contracts Coordinator |
| CCD | Coordinator Cultural Development |
| CCIC | Coordinator Civil Infrastructure Construction |
| CCS | Coordinator Community Support |
| CCP | Coordinator Community Partnerships |
| CCE | Coordinator Communications and Engagement |
| CCR | Coordinator Corporate Reporting |
| CCS | Coordinator Customer Service |
| CE | Coordinator Environment |
| CEC | Consultation and Engagement Coordinator |
| CED | Coordinator Economic Development |
| CEDI | Coordinator Engineering and Designs Investigation |
| CEH | Coordinator Environmental Health |
| CEM | Coordinator Emergency Management |
| CEO | Chief Executive Officer |
| CEP | Coordinator Engineering Planning |
| CFM | Coordinator Facilities Management |
| CEY | Coordinator Early Years |
| CG | Coordinator Governance |
| CIOP | Coordinator Infrastructure Operations |



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| Abbreviation | Means |
|--------------|---|
| CIM | Coordinator Information Management |
| CLL | Coordinator Local Laws |
| CMCH | Coordinator Maternal and Child Health |
| COP | Coordinator Organisational Performance |
| COS | Coordinator Operational Services |
| CP | Coordinator Open Space |
| CPV | Coordinator Property and Valuations |
| CPW | Coordinator People and Wellbeing |
| CR | Coordinator Risk |
| CRec | Coordinator Recreation |
| CRI | Coordinator Road Infrastructure |
| CRM | Coordinator Road Maintenance |
| CRR | Coordinator Resource Recovery |
| CSO | Customer Service Officer |
| CSP | Coordinator Statutory Planning |
| CStP | Coordinator Strategic Planning |
| CT | Coordinator Transformation |
| CVE | Coordinator Visitor Economy |
| CYS | Coordinator Youth Services |
| DAO | Director Assets and Operations |
| DCOM | Director Community |
| DCOR | Director Corporate |
| DPE | Director Planning and Environment |
| EHO | Environmental Health Officer |
| EHPO | Environmental Health Project Officer |
| EP | Environmental Planner |
| EPSO | Environment Policy and Sustainability Officer |
| EMPCP | Executive Manager People, Culture and Performance |
| GO | Governance Officer |
| GROUP B | Directors |
| GROUP C | Managers |
| GROUP D | Team Leaders, Foremen, Supervisors and Coordinators (howsoever named) |
| HRC | Hanging Rock Coordinator |
| HRO | Human Resources Officer |
| LLAO | Local Laws Administration Officer |
| LLO | Local Laws Officer |
| MBS | Municipal Building Surveyor |
| MCS | Manager Community Strengthening |
| MCW | Manager Community Wellbeing |
| MCE | Manager Communications and Engagement |
| MEDVE | Manager Economic Development and Visitor Economy |
| MCYFS | Manager Children Youth and Family Services |
| MEMO | Municipal Emergency Management Officer |
| MERR | Manager Engineering and Resource Recovery |



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| Abbreviation | Means |
|----------------|---|
| MRM | Municipal Recovery Manager |
| MFR | Manager Finance and Reporting |
| MFO | Manager Facilities and Operations |
| MFPO | Municipal Fire Prevention Officer |
| MIS | Manager Information Services |
| MOSR | Manager Open Space and Recreation |
| MPMO | Manager Project Management Office |
| MPRW | Manager People, Risk and Wellbeing |
| MSC | Manager Safer Communities |
| MRM | Municipal Recovery Manager |
| MSP | Manager Statutory Planning |
| MSPE | Manager Strategic Planning and Environment |
| N/A | Not applicable |
| NOT | Not delegated below Chief Executive Officer |
| PLO | Planning Liaison Officer |
| PO | Parking Officer |
| PORS | Project Officer Risk and Performance |
| PCO | Planning Compliance Officer |
| PSO (MCH) | Program Support Officer (Maternal and Child Health) |
| RDC | Rates and Debtors Coordinator |
| RC | Records Coordinator |
| RIO | Risk and Insurance Officer |
| RP | Review Panel |
| SA | Senior Accountant |
| SGO | Senior Governance Officer |
| SLDA | Senior Learning and Development Advisor |
| SLLSO | Senior Local Laws Support Officer |
| SPCA | Senior People and Culture Advisor |
| SPAO | Statutory Planning Administration Officer |
| SPO | Statutory Planning Officer |
| SPSO | Statutory Planning Subdivisions Officer |
| SSPO | Senior Statutory Planning Officer |
| StP (Heritage) | Strategic Planner (Heritage) |
| SStP | Senior Strategic Planner |
| SSWA | Senior Safety and Wellbeing Advisor |
| StP | Strategic Planner |
| TLA | Team Leader Administration |
| TLA(SP) | Team Leader Administration (Statutory Planning) |
| TLLL | Team Leader Local Laws |
| TLBSSC | Team Leader Business Support School Crossings |
| TLP | Team Leader Purchasing |
| WCO | Waste Compliance Officer |



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3. declares that:
 - 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 27 April 2022 and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately upon resolution of Council;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



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SCHEDULE

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| CEMETERIES AND CREMATORIA ACT 2003 | | | |
|---|---|---------------------------|---|
| The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 8(1)(a)(ii) | Power to manage one or more public cemeteries | CEO, DCOR, MFR, DAO | |
| s 12(1) | Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act | CEO, DCOR, MFR, DAO | Where Council is a Class B cemetery trust |
| s 12(2) | Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions | CEO, DCOR, MFR, DAO | Where Council is a Class B cemetery trust |
| s 12A(1) | Function to do the activities set out in paragraphs (a) – (n) | N/A | Where Council is a Class A cemetery trust |
| s 12A(2) | Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions | N/A | Where Council is a Class A cemetery trust |
| s 13 | Duty to do anything necessary or convenient to enable it to carry out its functions | CEO, DCOR, MFR, DAO | |
| s 14 | Power to manage multiple public cemeteries as if they are one cemetery | CEO, DCOR, MFR, DAO | |
| s 15(4) | Duty to keep records of delegations | CEO, DCOR, CE | |
| s 17(1) | Power to employ any persons necessary | CEO, DCOR, DAO, MFR, MPWO | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 17(2) | Power to engage any professional, technical or other assistance considered necessary | CEO, DCOR, DAO,MFR, MPWO | |
| s 17(3) | Power to determine the terms and conditions of employment or engagement | CEO, DCOR, DAO,MFR, MPWO | Subject to any guidelines or directions of the Secretary |
| s 18(3) | Duty to comply with a direction from the Secretary | CEO, DCOR, DAO, MFR | |
| s 18B(1) & (2) | Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time | N/A | Where Council is a Class A cemetery trust |
| s 18C | Power to determine the membership of the governance committee | N/A | Where Council is a Class A cemetery trust |
| s 18D | Power to determine procedure of governance committee | N/A | Where Council is a Class A cemetery trust |
| s 18D(1)(a) | Duty to appoint community advisory committee for the purpose of liaising with communities | N/A | Where Council is a Class A cemetery trust |
| s 18D(1)(b) | Power to appoint any additional community advisory committees | N/A | Where Council is a Class A cemetery trust |
| s 18D(2) | Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust. | N/A | Where Council is a Class A cemetery trust |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 18D(3) | Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i> | N/A | Where Council is a Class A cemetery trust |
| s 18F(2) | Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee | N/A | Where Council is a Class A cemetery trust |
| s 18H(1) | Duty to hold an annual meeting before 30 December in each calendar year | N/A | Where Council is a Class A cemetery trust |
| s 18I | Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting | N/A | Where Council is a Class A cemetery trust |
| s 18J | Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2)) | N/A | Where Council is a Class A cemetery trust |
| s 18L(1) | Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust | N/A | Where Council is a Class A cemetery trust |
| s 18N(1) | Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d) | N/A | Where Council is a Class A cemetery trust |
| s 18N(3) | Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval | N/A | Where Council is a Class A cemetery trust |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 18N(5) | Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months | N/A | Where Council is a Class A cemetery trust |
| s 18N(7) | Duty to ensure that an approved annual plan is available to members of the public on request | N/A | Where Council is a Class A cemetery trust |
| s 18O(1) | Duty to prepare a strategic plan and submit the plan to the Secretary for approval | N/A | Where Council is a Class A cemetery trust |
| s 18O(4) | Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan | N/A | Where Council is a Class A cemetery trust |
| s 18O(5) | Duty to ensure that an approved strategic plan is available to members of the public on request | N/A | Where Council is a Class A cemetery trust |
| s 18Q(1) | Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year | N/A | Where Council is a Class A cemetery trust |
| s 19 | Power to carry out or permit the carrying out of works | CEO, DCOR, DAO | |
| s 20(1) | Duty to set aside areas for the interment of human remains | CEO, DCOR, DAO | |
| s 20(2) | Power to set aside areas for the purposes of managing a public cemetery | CEO, DCOR, DAO | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 20(3) | Power to set aside areas for those things in paragraphs (a) – (e) | CEO, DCOR, DAO | |
| s 24(2) | Power to apply to the Secretary for approval to alter the existing distribution of land | CEO, DCOR, DAO | |
| s 36 | Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36 | CEO, DCOR, DAO | Subject to the approval of the Minister |
| s 37 | Power to grant leases over land in a public cemetery in accordance with s 37 | CEO, DCOR, DAO, MFR | Subject to the Minister approving the purpose |
| s 40 | Duty to notify Secretary of fees and charges fixed under s 39 | CEO, DCOR, DAO, MFR | |
| s 47 | Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery | CEO, DCOR, DAO, MFR | Provided the street was constructed pursuant to the <i>Local Government Act 2020</i> |
| s 57(1) | Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act | CEO, DCOR, DAO, MFR | Report must contain the particulars listed in s 57(2) |
| s 59 | Duty to keep records for each public cemetery | CEO, DCOR, DAO, MFR | |
| s 60(1) | Duty to make information in records available to the public for historical or research purposes | CEO, DCOR, DAO, MIS, RC | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 60(2) | Power to charge fees for providing information | CEO, DCOR, DAO, MFR, MIS, RC | |
| s 64(4) | Duty to comply with a direction from the Secretary under s 64(3) | CEO, DAO, DCOR | |
| s 64B(d) | Power to permit interments at a reopened cemetery | CEO, DAO, DCOR | |
| s 66(1) | Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park | CEO, DAO, DCOR | The application must include the requirements listed in s 66(2)(a)–(d) |
| s 69 | Duty to take reasonable steps to notify of conversion to historic cemetery park | CEO, DAO, DCOR | |
| s 70(1) | Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed | CEO, DAO, DCOR | |
| s 70(2) | Duty to make plans of existing place of interment available to the public | CEO, DAO, DCOR, MIS,RC | |
| s 71(1) | Power to remove any memorials or other structures in an area to which an approval to convert applies | CEO, DAO, DCOR | |
| s 71(2) | Power to dispose of any memorial or other structure removed | CEO, DAO, DCOR | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 72(2) | Duty to comply with request received under s 72 | CEO, DAO, DCOR | |
| s 73(1) | Power to grant a right of interment | CEO, DAO, DCOR | |
| s 73(2) | Power to impose conditions on the right of interment | CEO, DAO, DCOR | |
| s 74 | Duty to offer a perpetual right of interment | CEO, DAO, DCOR | Provision commences on 1 March 2022 unless proclaimed earlier |
| s 75 | Power to grant the rights of interment set out in s 75(a) and (b) | CEO, DAO, DCOR | |
| s 76(3) | Duty to allocate a piece of interment if an unallocated right is granted | CEO, DAO, DCOR | |
| s 77(4) | Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application | CEO, DAO, DCOR | |
| s 80(1) | Function of receiving notification and payment of transfer of right of interment | CEO, DAO, DCOR | |
| s 80(2) | Function of recording transfer of right of interment | CEO, DAO, DCOR | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 82(2) | Duty to pay refund on the surrender of an unexercised right of interment | CEO, DAO, DCOR, MFR | |
| s 83(2) | Duty to pay refund on the surrender of an unexercised right of interment | CEO, DAO, DCOR, MFR | Reference to 'sole holder' will no longer apply from 1 March 2022 |
| s 83(3) | Power to remove any memorial and grant another right of interment for a surrendered right of interment | CEO, DAO, DCOR, MFR | |
| s 84(1) | Function of receiving notice of surrendering an entitlement to a right of interment | CEO, DAO, DCOR | |
| s 84F(2)(d) | Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5) | CEO, DAO, DCOR | |
| s 84H(4) | Power to exercise the rights of a holder of a right of interment | CEO, DAO, DCOR | |
| s 84I(5) | Duty to pay refund to the previous holder or holders of the right of interment | CEO, DAO, DCOR, MFR | |
| s 84I(6)(a) | Power to remove any memorial on the place of interment | CEO, DAO, DCOR | |
| s 84I(6)(b) | Power to grant right of interment under s 73 | CEO, DAO, DCOR | |
| s 85(1) | Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry | CEO, DAO, DCOR | The notice must be in writing and contain the requirements listed in s 85(2) |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 85(2)(b) | Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry | CEO, DAO, DCOR | Does not apply where right of interment relates to remains of a deceased veteran. |
| s 85(2)(c) | Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location | CEO, DAO, DCOR | May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment |
| s 86 | Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified | CEO, DAO, DCOR | |
| s 86(2) | Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment | CEO, DAO, DCOR | |
| s 86(3)(a) | Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment | CEO, DAO, DCOR | |
| s 86(3)(b) | Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b) | CEO, DAO, DCOR | |
| s 86(4) | Power to take action under s 86(4) relating to removing and re-interring cremated human remains | CEO, DAO, DCOR | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 86(5) | Duty to provide notification before taking action under s 86(4) | CEO, DAO, DCOR | |
| s 86A | Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3) | CEO, DAO, DCOR | |
| s 87(3) | Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment | CEO, DAO, DCOR | |
| s 88 | Function to receive applications to carry out a lift and re-position procedure at a place of interment | CEO, DAO, DCOR | |
| s 91(1) | Power to cancel a right of interment in accordance with s 91 | CEO, DAO, DCOR | |
| s 91(3) | Duty to publish notice of intention to cancel right of interment | CEO, DAO, DCOR, MCE | |
| s 92 | Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment | CEO, DAO, DCOR, MFR | |
| s 98(1) | Function of receiving application to establish or alter a memorial or a place of interment | CEO, DAO, DCOR | |
| s 99 | Power to approve or refuse an application made under s 98, or to cancel an approval | CEO, DAO, DCOR | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 99(4) | Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested | CEO, DAO, DCOR | |
| s 100(1) | Power to require a person to remove memorials or places of interment | CEO, DAO, DCOR | |
| s 100(2) | Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1) | CEO, DAO, DCOR | |
| s 100(3) | Power to recover costs of taking action under s 100(2) | CEO, DAO, DCOR, MFR | |
| s 101 | Function of receiving applications to establish or alter a building for ceremonies in the cemetery | CEO, DAO, DCOR | |
| s 102(1) | Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c) | CEO, DAO, DCOR | |
| s 102(2) & (3) | Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1) | CEO, DAO, DCOR | |
| s 103(1) | Power to require a person to remove a building for ceremonies | CEO, DAO, DCOR | |
| s 103(2) | Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1) | CEO, DAO, DCOR | |



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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 103(3) | Power to recover costs of taking action under s 103(2) | CEO, DAO, DCOR | |
| s 106(1) | Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs | CEO, DAO, DCOR | |
| s 106(2) | Power to require the holder of the right of interment to provide for an examination | CEO, DAO, DCOR | |
| s 106(3) | Power to open and examine the place of interment if s 106(2) not complied with | CEO, DAO, DCOR | |
| s 106(4) | Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with | CEO, DAO, DCOR | |
| s 107(1) | Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs | CEO, DAO, DCOR | |
| s 107(2) | Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with | CEO, DAO, DCOR | |
| s 108 | Power to recover costs and expenses | CEO, DAO, DCOR, MFR | |



Maddocks

| CEMETERIES AND CREMATORIA ACT 2003 | | | |
|---|--|---------------------|--|
| The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 109(1)(a) | Power to open, examine and repair a place of interment | CEO, DAO, DCOR | Where the holder of right of interment or responsible person cannot be found |
| s 109(1)(b) | Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial | CEO, DAO, DCOR | Where the holder of right of interment or responsible person cannot be found |
| s 109(2) | Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies | CEO, DAO, DCOR | Where the holder of right of interment or responsible person cannot be found |
| s 110(1) | Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary | CEO, DAO, DCOR | |
| s 110(1A) | Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary | CEO, DAO, DCOR | Provision commences on 1 March 2022 |
| s 110(2) | Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary | CEO, DAO, DCOR | |
| s 110A | Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran | CEO, DAO, DCOR, MFR | |
| s 111 | Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment | CEO, DAO, DCOR | |


 Maddocks

| CEMETERIES AND CREMATORIA ACT 2003 | | | |
|---|--|-----------------|--|
| The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 112 | Power to sell and supply memorials | CEO, DAO, DCOR | |
| s 116(4) | Duty to notify the Secretary of an interment authorisation granted | CEO, DAO, DCOR | |
| s 116(5) | Power to require an applicant to produce evidence of the right of interment holder's consent to application | CEO, DAO, DCOR | |
| s 118 | Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met | CEO, DAO, DCOR | |
| s 119 | Power to set terms and conditions for interment authorisations | CEO, DAO, DCOR | |
| s 131 | Function of receiving an application for cremation authorisation | CEO, DAO, DCOR | |
| s 133(1) | Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with | CEO, DAO, DCOR | Subject to s 133(2) |
| s 145 | Duty to comply with an order made by the Magistrates' Court or a coroner | CEO, DAO, DCOR | |
| s 146 | Power to dispose of bodily remains by a method other than interment or cremation | CEO, DAO, DCOR | Subject to the approval of the Secretary |



Maddocks

| CEMETERIES AND CREMATORIA ACT 2003 | | | |
|---|--|-----------------|---|
| The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 147 | Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation | CEO, DAO, DCOR | |
| s 149 | Duty to cease using method of disposal if approval revoked by the Secretary | CEO, DAO, DCOR | |
| s 150 & 152(1) | Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met | CEO, DAO, DCOR | |
| s 151 | Function of receiving applications to inter or cremate body parts | CEO, DAO, DCOR | |
| s 152(2) | Power to impose terms and conditions on authorisation granted under s 150 | CEO, DAO, DCOR | |
| sch 1 cl 8(3) | Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication | CEO, DAO, DCOR | |
| sch 1 cl 8(8) | Power to regulate own proceedings | CEO, DAO, DCOR | Subject to cl 8 |
| sch 1A cl 8(3) | Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication | N/A | Where Council is a Class A cemetery trust |



Maddocks

| | | | |
|---|-----------------------------------|-----------------|--|
| <p>CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).</p> | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 1A cl 8(8) | Power to regulate own proceedings | N/A | Where Council is a Class A cemetery trust Subject to cl 8 |



Maddocks

| DOMESTIC ANIMALS ACT 1994 | | | |
|----------------------------------|---|------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| s 41A(1) | Power to declare a dog to be a menacing dog | CEO, DPE, MSC, CLL, | Council may delegate this power to a Council authorised officer |



Maddocks

| 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 | DPE, MSC, CEH, EHO | If s 19(1) applies |
| s 19(2)(b) | Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable | DPE, MSC, CEH, EHO | If s 19(1) applies |
| s 19(3) | Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process | DPE, MSC, CEH, EHO | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |
| s 19(4)(a) | Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise | DPE, MSC, CEH, EHO | If s 19(1) applies |
| s 19(6)(a) | Duty to revoke any order under s 19 if satisfied that an order has been complied with | DPE, MSC, CEH, EHO | If s 19(1) applies |
| s 19(6)(b) | Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with | DPE, MSC, CEH, EHO | If s 19(1) applies |
| s 19AA(2) | Power to direct, by written order, that a person must take any of the actions described in (a)-(c). | DPE, MSC, CEH, 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 | DPE, MSC, CEH, 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 |



| FOOD ACT 1984 | | | |
|---------------|--|--------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 38AB(4) | Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1) | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38A(4) | Power to request a copy of a completed food safety program template | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38B(1)(a) | Duty to assess the application and determine which class of food premises under s 19C the food premises belongs | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38B(1)(b) | Duty to ensure proprietor has complied with requirements of s 38A | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38B(2) | Duty to be satisfied of the matters in s 38B(2)(a)-(b) | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38D(1) | Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39 | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38D(2) | Duty to be satisfied of the matters in s 38D(2)(a)-(d) | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38D(3) | Power to request copies of any audit reports | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38E(2) | Power to register the food premises on a conditional basis | DPE, MSC, CEH, EHO | Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5) |
| s 38E(4) | Duty to register the food premises when conditions are satisfied | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38F(3)(b) | Power to require proprietor to comply with requirements of this Act | DPE, MSC, CEH, EHO | Where Council is the registration authority |



Maddocks

| FOOD ACT 1984 | | | |
|---------------|---|--------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 38G(1) | Power to require notification of change of the food safety program type used for the food premises | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38G(2) | Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 38G(4) | Power to require the proprietor of the food premises to comply with any requirement of the Act | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 39(2) | Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 39A | Power to register, or renew the registration of a food premises despite minor defects | DPE, MSC, CEH, EHO | Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c) |
| s 39A (6) | Duty to comply with a direction of the Secretary | DPE, MSC, CEH, EHO | |
| s 40(1) | Duty to give the person in whose name the premises is to be registered a certificate of registration | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 40(2) | Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i> | DPE, MSC, CEH, EHO | |
| s 40C(2) | Power to grant or renew the registration of food premises for a period of less than 1 year | DPE, MSC, CEH, EHO | Where Council is the registration authority |



Maddocks

| FOOD ACT 1984 | | | |
|---------------|---|--------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 40D(1) | Power to suspend or revoke the registration of food premises | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 40E | Duty to comply with direction of the Secretary | DPE, MSC, CEH, EHO | |
| s 40F | Power to cancel registration of food premises | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 43 | Duty to maintain records of registration | DPE, MSC, CEH, 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 or renewing registration of a component of a food business | DPE, MSC, CEH, 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 | DPE, MSC, CEH, EHO | Where Council is the registration authority |
| s 45AC | Power to bring proceedings | DPE, MSC, CEH, EHO | |
| s 46(5) | Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged | DPE, MSC, CEH, EHO | Where Council is the registration authority |



Maddocks

| HERITAGE ACT 2017 | | | |
|-------------------|--|----------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 116 | Power to sub-delegate Executive Director's functions, duties or powers | NOT | Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation |



Maddocks

| LOCAL GOVERNMENT ACT 1989 | | | |
|---------------------------|---|------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 185L(4) | Power to declare and levy a cladding rectification charge | CEO ¹ | |

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



Maddocks

| 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 Victorian Planning Provisions | CEO,DPE,MSPE | If authorised by the Minister |
| s 4G | Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister | CEO,DPE,MSPE, CSEP | |
| s 4H | Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements | CEO,DPE,MSPE, CSEP | |
| s 4I | Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements | CEO,DPE,MSPE, CSEP | |
| s 8A(2) | Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A | CEO,DPE,MSPE, CSEP | |
| s 8A(3) | Power to apply to Minister to prepare an amendment to the planning scheme | | No delegation to CEO or officers. Decision to be made by Council. |
| s 8A(5) | Function of receiving notice of the Minister's decision | CEO,DPE,MSPE | |
| s 8A(7) | Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days | CEO,DPE,MSPE, CSEP | |
| s 8B(2) | Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district | | No delegation to CEO or officers. Decision to be made by Council. |


 Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|--------------------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| 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 | ALLPE | |
| s 12B(1) | Duty to review planning scheme | CEO, DPE, MSPE | |
| s 12B(2) | Duty to review planning scheme at direction of Minister | CEO, DPE, MSPE | |
| s 12B(5) | Duty to report findings of review of planning scheme to Minister without delay | CEO, DPE, MSPE | |
| s 14 | duties of a Responsible Authority as set out in s 14(a) to (d) | CEO, ALLPE | |
| s 17(1) | Duty of giving copy amendment to the planning scheme | CEO, ALLPE | |
| s 17(2) | Duty of giving copy s 173 agreement | CEO, DPE, MSPE, MSP, CSP, CSIP | |
| s 17(3) | Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days | CEO, DPE, MSPE, CSIP | |
| s 18 | Duty to make amendment etc. available in accordance with public availability requirements | CEO, DPE, MSPE | |
| 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 s 19 to a planning scheme | CEO, DPE, MSPE | |


 Maddocks

| 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 | CEO, DPE, MSPE | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority |
| s 20(1) | Power to apply to Minister for exemption from the requirements of s 19 | CEO, DPE, MSPE | Where Council is a planning authority |
| s 21(2) | Duty to make submissions available in accordance with public availability requirements | CEO, DPE, MSPE, CStP | |
| s 21A(4) | Duty to publish notice | CEO, DPE, MSPE, CStP | |
| s 22 | Duty to consider all submissions | CEO, DPE, MSPE, CStP | Except submissions which request a change to the items in s 22(5)(a) and (b) |
| s 23(1)(b) | Duty to refer submissions which request a change to the amendment to a panel | CEO, DPE, MSPE | |
| s 23(2) | Power to refer to a panel submissions which do not require a change to the amendment | CEO, DPE, MSPE, CStP, SEP, CStP, SSTATP | |
| s 24 | Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D) | CEO, DPE, MSPE, CStP | |
| s 26(1) | Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act | CEO, DPE, MSPE, CStP | |



Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|----------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 26(2) | Duty to keep report of panel available in accordance with public availability requirements | CEO, DPE, MSPE, CStP | |
| s 27(2) | Power to apply for exemption if panel's report not received | CEO, DPE, MSPE, CStP | |
| s 28(1) | Duty to notify the Minister if abandoning an amendment | | No delegation to CEO or officers. Decision to be made by Council. Note: the power to make a decision to abandon an amendment cannot be delegated |
| s 28(2) | Duty to publish notice of the decision on Internet site | MSPE, MCE | |
| s 28(4) | Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months | MSPE, MCE | |
| s 30(4)(a) | Duty to say if amendment has lapsed | CEO, DPE, MSPE | |
| s 30(4)(b) | Duty to provide information in writing upon request | CEO, DPE, MSPE, CStP | |
| s 32(2) | Duty to give more notice if required | CEO, DPE, MSPE, CStP | |
| s 33(1) | Duty to give more notice of changes to an amendment | CEO, DPE, MSPE, CStP | |


 Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|-------------------------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 36(2) | Duty to give notice of approval of amendment | CEO, DPE, MSPE, CStP, CSP | |
| s 38(5) | Duty to give notice of revocation of an amendment | CEO, DPE, MSPE | |
| s 39 | Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT | CEO, DPE, MSP, MSPE, CStP, CSP | |
| s 40(1) | Function of lodging copy of approved amendment | CEO, DPE, MSPE, CStP | |
| s 41(1) | Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period | CEO, DPE, MSPE, SSPC, CStP | |
| s 41(2) | Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends | CEO, DPE, MSPE, CStP | |
| s 42(2) | Duty to make copy of planning scheme available in accordance with the public availability requirements | CEO, DPE, MSPE, CStP, CSP, TLA (SP) | |



Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|-----------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46AAA | Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity | N/A | Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils |
| s 46AW | Function of being consulted by the Minister | CEO, DPE, MSPE | Where Council is a responsible public entity |
| s 46AX | Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy | CEO, DPE | Where Council is a responsible public entity |
| s 46AZC(2) | Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity | CEO, DPE, MSPE | Where Council is a responsible public entity |
| s 46AZK | Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | CEO, DPE, ALLPE | Where Council is a responsible public entity |
| s 46GI(2)(b)(i) | Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction | CEO, DPE | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency |



Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|----------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46GJ(1) | Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans | CEO, DPE | |
| s 46GK | Duty to comply with a Minister's direction that applies to Council as the planning authority | CEO, DPE, MSPE, CStP | |
| s 46GN(1) | Duty to arrange for estimates of values of inner public purpose land | CEO, DPE, MSPE, CStP | |
| s 46GO(1) | Duty to give notice to owners of certain inner public purpose land | CEO, DPE, MSPE, CStP | |
| s 46GP | Function of receiving a notice under s 46GO | CEO, DPE, MSPE, CStP | Where Council is the collecting agency |
| s 46GQ | Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land | CEO, DPE, MSPE, CStP | |
| s 46GR(1) | Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO | CEO, DPE, MSPE, CStP | |
| s 46GR(2) | Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister | CEO, DPE, MSPE, CStP | |



Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|----------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46GS(1) | Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ | CEO, DPE, MSPE, CStP | |
| s 46GS(2) | Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general | CEO, DPE, MSPE, CStP | |
| s 46GT(2) | Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference | CEO, DPE | |
| s 46GT(4) | Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land | CEO, DPE | |
| s 46GT(6) | Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5) | CEO, DPE | |
| s 46GU | Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met | CEO, DPE, MSPE, CStP | |



Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|--------------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46GV(3) | Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made | CEO, DPE | Where Council is the collecting agency |
| s 46GV(3)(b) | Power to enter into an agreement with the applicant | CEO, DPE | Where Council is the collecting agency |
| s 46GV(4)(a) | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6) | CEO, DPE | Where Council is the development agency |
| s 46GV(4)(b) | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6) | CEO, DPE | Where Council is the collecting agency |
| s 46GV(7) | Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area | CEO, DPE, MSPE, CSIP, MSP, CSP | |
| s 46GV(9) | Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction | CEO, DPE, MSPE | Where Council is the collecting agency |
| s 46GX(1) | Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable | CEO, DPE | Where Council is the collecting agency |


 Maddocks

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|---------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46GX(2) | Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | CEO, DPE | Where Council is the collecting agency |
| s 46GY(1) | Duty to keep proper and separate accounts and records | CEO, DCOR, MFR | Where Council is the collecting agency |
| s 46GY(2) | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i> | CEO, DCOR, MFR | Where Council is the collecting agency |
| s 46GZ(2)(a) | Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs | CEO, DCOR, DPE, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority |
| s 46GZ(2)(a) | Function of receiving the monetary component | CEO, DCOR, DPE, MFR | Where the Council is the planning authority This duty does not apply where Council is also the collecting agency |
| s 46GZ(2)(b) | Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities | CEO, DCOR, DPE, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency |



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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46GZ(2)(b) | Function of receiving the monetary component | CEO, DCOR, DPE, MFR | Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency |
| s 46GZ(4) | Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5) | CEO, DCOR, DPE, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZ(5) | Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency | CEO, DCOR, DPE, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency |
| s 46GZ(5) | Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land | CEO, DCOR, DPE, MFR | Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency |
| s 46GZ(7) | Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW | CEO, DCOR, DPE, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan |



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| s 46GZB(4) | Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | CEO, DCOR, DPE, MFR, MSPE | If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan |
| s 46GZD(2) | Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b) | CEO, DPE, DCOR, MFR | Where Council is the development agency under an approved infrastructure contributions plan |
| s 46GZD(3) | Duty to follow the steps set out in s 46GZD(3)(a) and (b) | CEO, DPE, DCOR, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZD(5) | Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b) | CEO, DPE, DCOR, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZE(2) | Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | CEO, DPE, DCOR, MFR | Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency |



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| s 46GZE(2) | Function of receiving the unexpended land equalisation amount | CEO, DPE, DCOR, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency |
| s 46GZE(3) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b) | CEO, DPE, DCOR, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZF(2) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land | CEO, DPE, DCOR, MFR | Where Council is the development agency under an approved infrastructure contributions plan |
| s 46GZF(3) | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b) | CEO, DPE, DCOR, MFR | Where Council is the development agency under an approved infrastructure contributions plan |
| s 46GZF(3) | s 46GZF(3)(a) function of receiving proceeds of sale | CEO, DPE, DCOR, MFR | Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency |
| s 46GZF(4) | Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5) | CEO, DPE, DCOR, MFR, MSPE | Where Council is the collecting agency under an approved infrastructure contributions plan |



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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46GZF(6) | Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b) | CEO, DPE, DCOR, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZH | Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction | CEO, DPE, DCOR, MFR | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZI | Duty to prepare and give a report to the Minister at the times required by the Minister | CEO, DPE, DCOR, MFR | Where Council is a collecting agency or development agency |
| s 46GZK | Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council | CEO, DPE, DCOR, MFR | Where Council is a collecting agency or development agency |
| s 46LB(3) | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2) | CEO, DPE, DCOR, MFR, MCE | |
| s 46N(1) | Duty to include condition in permit regarding payment of development infrastructure levy | CEO, DPE, DCOR, MFR, MSPE, MSP, CSP, CSIP | |
| s 46N(2)(c) | Function of determining time and manner for receipt of development contributions levy | CEO, DPE, MSPE, MSP, CSP, CSIP | |
| s 46N(2)(d) | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy | CEO, DPE, MSPE, MSP | |



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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46O(1)(a) & (2)(a) | Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit | CEO, DPE, MBS, MSPE, MSP | |
| s 46O(1)(d) & (2)(d) | Power to enter into agreement with the applicant regarding payment of community infrastructure levy | CEO, DPE, MSPE, MSP | |
| s 46P(1) | Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured | CEO, DPE, MSPE, MSP, CSP | |
| s 46P(2) | Power to accept provision of land, works, services or facilities in part or full payment of levy payable | CEO, DPE, MSPE, MSP, CSP | |
| s 46Q(1) | Duty to keep proper accounts of levies paid | CEO, DPE, MSPE, MSP, CSP | |
| s 46Q(1A) | Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency | CEO, DPE, MSPE, MSP, CSP, MFR, CC | |
| s 46Q(2) | Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc | CEO, DPE, MFR, DAO | |
| s 46Q(3) | Power to refund any amount of levy paid if it is satisfied the development is not to proceed | CEO, DPE, DCOR, MFR, MSPE, MSP | Only applies when levy is paid to Council as a 'development agency' |



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| s 46Q(4)(c) | Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a) | CEO, DPE, MFR, MSPE, MSP | Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister |
| s 46Q(4)(d) | Duty to submit to the Minister an amendment to the approved development contributions plan | CEO, DPE, MSPE | Must be done in accordance with Part 3 |
| s 46Q(4)(e) | Duty to expend that amount on other works etc. | CEO, DPE, DAO, DCOR | With the consent of, and in the manner approved by, the Minister |
| s 46QC | Power to recover any amount of levy payable under Part 3B | CEO, DPE, MSPE | |
| s 46QD | Duty to prepare report and give a report to the Minister | DPE, DCOR, MFR | Where Council is a collecting agency or development agency |
| s 46V(3) | Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available | DPE, MSP, MSPE | |
| s 46Y | Duty to carry out works in conformity with the approved strategy plan | NOT | |
| s 47 | Power to decide that an application for a planning permit does not comply with that Act | CEO, DPE, MSP, CSP | |



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| s 49(1) | Duty to keep a register of all applications for permits and determinations relating to permits | CEO, DPE, ALLSTATP, STAO, TLA (SP) | |
| s 49(2) | Duty to make register available for inspection in accordance with the public availability requirements | CEO, DPE, ALLSTATP, STAO, TLA (SP) | |
| s 50(4) | Duty to amend application | CEO, DPE, ALLSTATP, STAO, TLA (SP) | |
| s 50(5) | Power to refuse to amend application | CEO, DPE, MSP, CSP | |
| s 50(6) | Duty to make note of amendment to application in register | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 50A(1) | Power to make amendment to application | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 50A(3) | Power to require applicant to notify owner and make a declaration that notice has been given | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 50A(4) | Duty to note amendment to application in register | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 51 | Duty to make copy of application available for inspection in accordance with the public availability requirements | CEO, DPE, CSP, ALLSTATP | |


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| s 52(1)(a) | Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 52(1)(b) | Duty to give notice of the application to other municipal council where appropriate | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 52(1)(c) | Duty to give notice of the application to all persons required by the planning scheme | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 52(1)(ca) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 52(1)(cb) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 52(1)(d) | Duty to give notice of the application to other persons who may be detrimentally effected | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 52(1AA) | Duty to give notice of an application to remove or vary a registered restrictive covenant | CEO, DPE, MSP, CSP, ALLSTATP | |


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| s 52(3) | Power to give any further notice of an application where appropriate | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 53(1) | Power to require the applicant to give notice under s 52(1) to persons specified by it | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 53(1A) | Power to require the applicant to give the notice under s 52(1AA) | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 54(1) | Power to require the applicant to provide more information | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 54(1A) | Duty to give notice in writing of information required under s 54(1) | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 54(1B) | Duty to specify the lapse date for an application | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 54A(3) | Power to decide to extend time or refuse to extend time to give required information | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 54A(4) | Duty to give written notice of decision to extend or refuse to extend time under s 54A(3) | CEO, DPE, MSP, CSP, ALLSTATP | |



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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 55(1) | Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme | CEO, DPE, MSP, CSP, ALLST ATP, SPSO, SPAO, TLA (SP) | |
| s 57(2A) | Power to reject objections considered made primarily for commercial advantage for the objector | CEO, DPE, MSP, CSP | |
| s 57(3) | Function of receiving name and address of persons to whom notice of decision is to go | CEO, DPE, MSP, CSP, ALLST ATP, SPSO, SPAO, TLA (SP) | |
| s 57(5) | Duty to make a copy of all objections available in accordance with the public availability requirements | CEO, DPE, MSP, CSP, ALLST ATP, SPSO, SPAO, TLA (SP) | |
| s 57A(4) | Duty to amend application in accordance with applicant's request, subject to s 57A(5) | CEO, DPE, MSP, CSP, ALLST ATP, SPSO, SPAO, TLA (SP) | |
| s 57A(5) | Power to refuse to amend application | CEO, DPE, MSP, CSP, ALLST ATP, SPSO, SPAO, TLA (SP) | |



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| s 57A(6) | Duty to note amendments to application in register | CEO, DPE, MSP,CSP,ALLST ATP, SPSO, SPAO, TLA (SP) | |
| s 57B(1) | Duty to determine whether and to whom notice should be given | CEO, DPE, MSP,CSP,ALLST ATP, SPSO | |
| s 57B(2) | Duty to consider certain matters in determining whether notice should be given | CEO, DPE, MSP,CSP,ALLST ATP, SPSO | |
| s 57C(1) | Duty to give copy of amended application to referral authority | CEO, DPE, MSP,CSP,ALLST ATP, SPSO, SPAO, TLA (SP) | |
| s 58 | Duty to consider every application for a permit | CEO, DPE, MSP,CSP,ALLST ATP, SPSO, SPAO, TLA (SP) | |
| s 58A | Power to request advice from the Planning Application Committee | CEO, DPE, MSPE, MSP | |
| s 60 | Duty to consider certain matters | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | |



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| s 60(1A) | Duty to consider certain matters | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 60(1B) | Duty to consider number of objectors in considering whether use or development may have significant social effect | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 61(1) | Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application | CEO, DPE, MSPE, MSP, CSP, SPSO | 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 | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 61(2A) | Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 61(3)(a) | Duty not to decide to grant a permit to use coastal Crown land without Minister's consent | N/A | |
| s 61(3)(b) | Duty to refuse to grant the permit without the Minister's consent | N/A | |
| s 61(4) | Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |



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| s 62(1) | Duty to include certain conditions in deciding to grant a permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 62(2) | Power to include other conditions | CEO, DPE, MSP, CSP, ATTSTATP, SPSO | |
| s 62(4) | Duty to ensure conditions are consistent with paragraphs (a),(b) and (c) | CEO, DPE, MSP, CSP, SPSO | |
| s 62(5)(a) | Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 62(5)(b) | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement | CEO, DPE, MSP, CSP, ALLSTATP | |
| s 62(5)(c) | Power to include a permit condition that specified works be provided or paid for by the applicant | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 62(6)(a) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5) | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |



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| s 62(6)(b) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a) | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 63 | Duty to issue the permit where made a decision in favour of the application (if no one has objected) | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | |
| s 64(1) | Duty to give notice of decision to grant a permit to applicant and objectors | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | This provision applies also to a decision to grant an amendment to a permit – see s 75 |
| s 64(3) | Duty not to issue a permit until after the specified period | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | This provision applies also to a decision to grant an amendment to a permit – see s 75 |
| s 64(5) | Duty to give each objector a copy of an exempt decision | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | This provision applies also to a decision to grant an amendment to a permit – see s 75 |



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| 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 | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | This provision applies also to a decision to grant an amendment to a permit – see s 75A |
| s 65(1) | Duty to give notice of refusal to grant permit to applicant and person who objected under s 57 | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | |
| s 66(1) | Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | |
| s 66(2) | Duty to give a recommending referral authority notice of its decision to grant a permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority |
| s 66(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit |



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| s 71(1) | Power to correct certain mistakes | CEO, DPE, MSPE, MSP, CSP, ALLSTATP, SPAO, TLA(SP) | |
| s 71(2) | Duty to note corrections in register | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP), CSO | |
| s 73 | Power to decide to grant amendment subject to conditions | CEO, DPE, MSPE, MSP, CSP | |
| s 74 | Duty to issue amended permit to applicant if no objectors | CEO, DPE, MSPE, MSP, CSP | |
| s 76 | Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit | CEO, DPE, MSPE, MSP, CSP, ALLSTATP, SPAO, TLA(SP), SPSO | |
| s 76A(1) | Duty to give relevant determining referral authorities copy of amended permit and copy of notice | CEO, DPE, MSPE, MSP, CSP, ALLSTATP, SPAO, TLA(SP), SPSO | |



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| s 76A(2) | Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority |
| s 76A(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | 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 s 64 or 76 | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit |
| s 76D | Duty to comply with direction of Minister to issue amended permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | |
| s 83 | Function of being respondent to an appeal | CEO, DPE, MSP, CSP, ALLSTATP, PCO | |
| s 83B | Duty to give or publish notice of application for review | CEO, DPE, MSP, CSP, ALLSTATP, PCO, SPAO, TLA (SP) | |
| s 84(1) | Power to decide on an application at any time after an appeal is lodged against failure to grant a permit | CEO, DPE, MSP, CSP | |



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| s 84(2) | Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 84(3) | Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 84(6) | Duty to issue permit on receipt of advice within 3 working days | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 84AB | Power to agree to confining a review by the Tribunal | CEO, DPE, MSPE, MSP, CSP | |
| s 86 | Duty to issue a permit at order of Tribunal within 3 working days | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 87(3) | Power to apply to VCAT for the cancellation or amendment of a permit | CEO, DPE, MSPE, MSP, CSP | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|---|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 90(1) | Function of being heard at hearing of request for cancellation or amendment of a permit | CEO, DPE, MSP, CSP, ALLSTATP, PCO | |
| s 91(2) | Duty to comply with the directions of VCAT | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 91(2A) | Duty to issue amended permit to owner if Tribunal so directs | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 92 | Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90 | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 93(2) | Duty to give notice of VCAT order to stop development | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 95(3) | Function of referring certain applications to the Minister | CEO, DPE, MSPE | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|---|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 95(4) | Duty to comply with an order or direction | CEO, DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA(SP) | |
| s 96(1) | Duty to obtain a permit from the Minister to use and develop its land | CEO, ALLD | |
| s 96(2) | Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land | CEO, ALLD, MSPE, MSP, CSP | |
| s 96A(2) | Power to agree to consider an application for permit concurrently with preparation of proposed amendment | CEO, ALLD, MSPE, MSP, CSP | |
| s 96C | Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C | CEO, DPE, MSPE, MSP, CStP, CSP | |
| s 96F | Duty to consider the panel's report under s 96E | CEO, DPE, MSPE, MSP, CStP | |
| s 96G(1) | Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>) | CEO, DPE, MSPE, MSP, CSP | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|--|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 96H(3) | Power to give notice in compliance with Minister's direction | CEO, DPE, MSPE, CSIP, MSP, CSP | |
| s 96J | Power to issue permit as directed by the Minister | CEO, DPE, MSPE, CSIP, MSP, CSP | |
| s 96K | Duty to comply with direction of the Minister to give notice of refusal | CEO, DPE, MSPE, MSP, CStP, CSP, ALLSTATP | |
| s 96Z | Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate | N/A | |
| s 97C | Power to request Minister to decide the application | CEO,DPE, MSPE, MSP | |
| s 97D(1) | Duty to comply with directions of Minister to supply any document or assistance relating to application | CEO, DPE, MSPE, MSP, CSP, CSIP, ALLSTATP | |
| s 97G(3) | Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | CEO, DPE, MSP, SPSO, TLA (SP), CSP, ALLSTATP, SPAO, CStP, MSPE | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|--|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 97G(6) | Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements | CEO, DPE, MSP, SPSO, TLA (SP), CSP, ALLSTATP, SPAO, CStP, MSPE | |
| s 97L | Duty to include Ministerial decisions in a register kept under s 49 | CEO, DPE, MSP, SPSO, TLA (SP), CSP, ALLSTATP, SPAO, CStP, MSPE | |
| s 97MH | Duty to provide information or assistance to the Planning Application Committee | CEO, DPE, MSP, SPSO, TLA (SP), CSP, ALLSTATP, SPAO, CStP, MSPE | |
| s 97MI | Duty to contribute to the costs of the Planning Application Committee or subcommittee | CEO, DPE, MSPE | |
| s 97O | Duty to consider application and issue or refuse to issue certificate of compliance | CEO, DPE, MSPE, MSP, CSP | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|--|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 97P(3) | Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | CEO, DPE, MSP, CSP, CStP, ALLSTATP, SPAO, SPSO, TLA (SP) | |
| s 97Q(2) | Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate | CEO, DPE, MSP, CSP, CStP, ALLSTATP, SPAO, SPSO, TLA (SP) | |
| s 97Q(4) | Duty to comply with directions of VCAT | CEO, DPE, MSP, CSP, CStP, ALLSTATP, SPAO, SPSO, TLA (SP) | |
| s 97R | Duty to keep register of all applications for certificate of compliance and related decisions | CEO, DPE, MSP, CSP, CStP, ALLSTATP, SPSO, SPAO, TLA (SP) | |
| s 98(1)&(2) | Function of receiving claim for compensation in certain circumstances | CEO, DPE, MSP, CSP | |



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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 | CEO, DPE, MSP, CSP, PCO | |
| s 123(2) | Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1) | CEO, DPE, DCOR | Except Crown Land |
| s 129 | Function of recovering penalties | CEO, DPE, MSC, DCOR, PCO, MFR | |
| s 130(5) | Power to allow person served with an infringement notice further time | CEO, DPE, MSP, MSC, CSP, PCO | |
| s 149A(1) | Power to refer a matter to the VCAT for determination | CEO, DPE, MSP, CSP | |
| s 149A(1A) | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement | CEO, DPE, MSP, MSC, CSP | |
| s 156 | Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4) | CEO, DPE, MSPE, CStP | Where Council is the relevant planning authority |
| s 171(2)(f) | Power to carry out studies and commission reports | CEO, DPE, CSP, MSPE, MSP, CStP | |


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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|------------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 171(2)(g) | Power to grant and reserve easements | CEO, DPE, MSP, CSP, ALLSTATP, SPSO | |
| s 172C | Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan | N/A | Where Council is a development agency specified in an approved infrastructure contributions plan |
| s 172D(1) | Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4) | N/A | Where Council is a collecting agency specified in an approved infrastructure contributions plan |
| s 172D(2) | Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4) | N/A | Where Council is the development agency specified in an approved infrastructure contributions plan |
| s 173(1) | Power to enter into agreement covering matters set out in s 174 | CEO, DPE, MSPE, MSP, CSP | |
| s 173(1A) | Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing | CEO | Where Council is the relevant responsible authority |
| --- | Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |

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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|---|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| --- | Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority | CEO, DPE,MSPE, MSP, ALLSTATP | |
| s 177(2) | Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | CEO, DPE, MSPE, MSP, CSP | |
| 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, DPE, MSPE, MSP, CSP | |
| s 178A(1) | Function of receiving application to amend or end an agreement | CEO, DPE, MSPE, MSP, CSP, CSIP, ALLSTATP, SPSO, SPAO, TLA (SP) | |
| s 178A(3) | Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1) | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178A(4) | Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178A(5) | Power to propose to amend or end an agreement | CEO, DPE, MSPE, MSP, CSP | |


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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|------------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 178B(1) | Duty to consider certain matters when considering proposal to amend an agreement | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178B(2) | Duty to consider certain matters when considering proposal to end an agreement | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| 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, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178C(4) | Function of determining how to give notice under s 178C(2) | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178E(1) | Duty not to make decision until after 14 days after notice has been given | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178E(2)(a) | Power to amend or end the agreement in accordance with the proposal | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | 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, DPE, MSPE, MSP, CSP, ALLSTATP | If no objections are made under s 178D Must consider matters in s 178B |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|--|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 178E(2)(c) | Power to refuse to amend or end the agreement | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | 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, DPE, MSPE, MSP, CSP, ALLSTATP | After considering objections, submissions and matters in s 178B |
| s 178E(3)(b) | Power to amend or end the agreement in a manner that is not substantively different from the proposal | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | After considering objections, submissions and matters in s 178B |
| s 178E(3)(c) | Power to amend or end the agreement in a manner that is substantively different from the proposal | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | After considering objections, submissions and matters in s 178B |
| s 178E(3)(d) | Power to refuse to amend or end the agreement | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | After considering objections, submissions and matters in s 178B |
| s 178F(1) | Duty to give notice of its decision under s 178E(3)(a) or (b) | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178F(2) | Duty to give notice of its decision under s 178E(2)(c) or (3)(d) | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|--|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 178F(4) | Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | CEO, DPE, MSPE, MSP, CSP, ALLSTATP | |
| s 178G | Duty to sign amended agreement and give copy to each other party to the agreement | CEO, DPE, MSPE, MSP, CSP, ALLSTATP, SPSO | |
| s 178H | Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement | CEO, DPE, MSPE, MSP, CSP, ALLSTATP, SPSO | |
| s 178I(3) | Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land | CEO, DPE, MSPE, MSP, CSP, ALLSTATP, SPSO | |
| s 179(2) | Duty to make a copy of each agreement available in accordance with the public availability requirements | CEO, DPE, MSPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|--|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 181 | Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General | CEO, DPE, DCOR, MSPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TLA (SP) | |
| s 181(1A)(a) | Power to apply to the Registrar of Titles to record the agreement | CEO, DPE, MSPE, MSP, CSP | |
| s 181(1A)(b) | Duty to apply to the Registrar of Titles, without delay, to record the agreement | CEO, DPE, MSP, MSPE, CSP, SPSO | |
| s 182 | Power to enforce an agreement | CEO, DPE, MSPE, MSP, CSP, PCO, ALLSTATP | |
| s 183 | Duty to tell Registrar of Titles of ending/amendment of agreement | CEO, DPE, MSPE, MSP, CSP, SPSO, ALLSTATP | |
| s 184F(1) | Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision | CEO, DPE, MSPE, MSP, CSP | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|--|--|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 198(1) | Function to receive application for planning certificate | CEO, DPE, MSPE, MSP, CSP, SPSO, SPAO, TLA (SP), ALLSTATP | |
| s 199(1) | Duty to give planning certificate to applicant | CEO, DPE, MSPE, MSP, CSP, SPSO, SPAO, TLA (SP), ALLSTATP | |
| s 201(1) | Function of receiving application for declaration of underlying zoning | CEO, DPE, MSPE, MSP, CSP, SPSO, SPAO, TLA (SP), ALLSTATP | |
| s 201(3) | Duty to make declaration | CEO, DPE, MSPE, MSP, CSP, CStP | |
| - | Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council | CEO, DPE, MSP, CSP, MSPE, CStP, PCO | |
| | Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council | CEO, DPE, MSPE, MSP, CSP, PCO | |



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| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|-----------------------------------|---|--------------------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit | CEO, DPE, MSPE, MSP, CSP | |
| - | Power to give written authorisation in accordance with a provision of a planning scheme | CEO, DPE, MSPE, MSP, CSP | |
| s 201UAB(1) | Function of providing the Victoria Planning Authority with information relating to any land within municipal district | CEO, DPE, MSPE, MSP, CSP, CSIP | |
| s 201UAB(2) | Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible | CEO, DPE, MSPE, MSP, CSP, CSIP | |


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| RESIDENTIAL TENANCIES ACT 1997 | | | |
|---------------------------------------|---|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 518F | Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements | CEO, DCOR | |
| s 522(1) | Power to give a compliance notice to a person | CEO, DPE, MSC, CEO, EHO | |
| s 525(2) | Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case) | CEO, DPE, DCOR | |
| s 525(4) | Duty to issue identity card to authorised officers | CEO, DPE, DCOR, CG, SGO, GO | |
| s 526(5) | Duty to keep record of entry by authorised officer under s 526 | CEO, CEHM MSC, EHO | |
| s 526A(3) | Function of receiving report of inspection | CEO, DPE, MSC, CEH, EHO | |
| s 527 | Power to authorise a person to institute proceedings (either generally or in a particular case) | CEO, DPE, MSC, CEH | |



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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 | CEO, DAO, CG, MERR, SGO, GO | Obtain consent in circumstances specified in s 11(2) |
| s 11(8) | Power to name a road or change the name of a road by publishing notice in Government Gazette | CEO, DAO, CG, SGO, GO | |
| s 11(9)(b) | Duty to advise Registrar | CEO, DAO, CG, SGO, GO | |
| s 11(10) | Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc. | CEO, DAO, CG, SGO, GO | Subject to s 11(10A) |
| s 11(10A) | Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person | CEO, DAO, CG, SGO, GO | Where Council is the coordinating road authority |
| s 12(2) | Power to discontinue road or part of a road | CEO, DAO, CG, | Where Council is the coordinating road authority |
| s 12(4) | Duty to publish, and provide copy, notice of proposed discontinuance | CEO, DAO, CG, MERR | Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies |
| s 12(5) | Duty to consider written submissions received within 28 days of notice | CEO, DAO, MERR | Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies |
| s 12(6) | Function of hearing a person in support of their written submission | CEO, DAO, CG, MERR | Function of coordinating road authority where it is the discontinuing body Unless s 12(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 s 12(6) and to give notice | CEO, DAO, CG, MERR | Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies |
| s 12(10) | Duty to notify of decision made | CEO, DAO, MERR, CG | Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister |
| s 13(1) | Power to fix a boundary of a road by publishing notice in Government Gazette | CEO, DAO, MERR, CG | Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate |
| s 14(4) | Function of receiving notice from the Head, Transport for Victoria | CEO, DAO, MERR, CG | |
| s 14(7) | Power to appeal against decision of the Head, Transport for Victoria | CEO, DAO | |
| s 15(1) | Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport | CEO, DAO, MERR | |
| s 15(1A) | Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority | CEO, DAO, MERR | |
| s 15(2) | Duty to include details of arrangement in public roads register | CEO, DAO, MERR | |
| s 16(7) | Power to enter into an arrangement under s 15 | CEO, DAO, MERR | |



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| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|---|-----------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 16(8) | Duty to enter details of determination in public roads register | CEO, DAO, MERR | |
| s 17(2) | Duty to register public road in public roads register | CEO, DAO, MERR | Where Council is the coordinating road authority |
| s 17(3) | Power to decide that a road is reasonably required for general public use | CEO, DAO, MERR | Where Council is the coordinating road authority |
| s 17(3) | Duty to register a road reasonably required for general public use in public roads register | CEO, DAO, MERR | Where Council is the coordinating road authority |
| s 17(4) | Power to decide that a road is no longer reasonably required for general public use | CEO, DAO, MERR | Where Council is the coordinating road authority |
| s 17(4) | Duty to remove road no longer reasonably required for general public use from public roads register | CEO, DAO, MERR | Where Council is the coordinating road authority |
| s 18(1) | Power to designate ancillary area | CEO, DAO, MERR | Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2) |
| s 18(3) | Duty to record designation in public roads register | CEO, DAO, MERR | Where Council is the coordinating road authority |
| s 19(1) | Duty to keep register of public roads in respect of which it is the coordinating road authority | CEO, DAO, MERR, CAMIP | |
| s 19(4) | Duty to specify details of discontinuance in public roads register | CEO, DAO, MERR, CAMIP | |



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| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|--|---------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19(5) | Duty to ensure public roads register is available for public inspection | CEO, DAO, MERR, CAMIP, CCS, CSO | |
| s 21 | Function of replying to request for information or advice | CEO, DAO | Obtain consent in circumstances specified in s 11(2) |
| s 22(2) | Function of commenting on proposed direction | CEO, DAO | |
| s 22(4) | Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report | CEO, DAO | |
| s 22(5) | Duty to give effect to a direction under s 22 | CEO, DAO | |
| s 40(1) | Duty to inspect, maintain and repair a public road | CEO, DAO, MOSR, MERR | |
| s 40(5) | Power to inspect, maintain and repair a road which is not a public road | CEO, DAO, MOSR, MERR | |
| s 41(1) | Power to determine the standard of construction, inspection, maintenance and repair | CEO, DAO, MOSR, MERR | |
| s 42(1) | Power to declare a public road as a controlled access road | CEO, DAO, MERR | Power of coordinating road authority and sch 2 also applies |
| s 42(2) | Power to amend or revoke declaration by notice published in Government Gazette | CEO, DAO | Power of coordinating road authority and sch 2 also applies |
| s 42A(3) | Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified | CEO, DAO | Where Council is the coordinating road authority If road is a municipal road or part thereof |



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| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|--|----------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 42A(4) | Power to approve Minister's decision to specify a road as a specified freight road | CEO, DAO | 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) | CEO, DAO, | Where Council is the responsible road authority, infrastructure manager or works manager |
| s 48M(3) | Function of consulting with the relevant authority for purposes of developing guidelines under s 48M | CEO, DAO | |
| s 49 | Power to develop and publish a road management plan | CEO, DAO, MERR | |
| s 51 | Power to determine standards by incorporating the standards in a road management plan | CEO, DAO, MERR, MOSR | |
| s 53(2) | Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan | CEO, DAO, MERR | |
| s 54(2) | Duty to give notice of proposal to make a road management plan | CEO, DAO, MERR | |
| s 54(5) | Duty to conduct a review of road management plan at prescribed intervals | CEO, DAO, MERR | |
| s 54(6) | Power to amend road management plan | CEO, DAO, MERR | |



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| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|--|-------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 54(7) | Duty to incorporate the amendments into the road management plan | CEO, DAO, MERR | |
| s 55(1) | Duty to cause notice of road management plan to be published in Government Gazette and newspaper | CEO, DAO, MERR, CG | |
| s 63(1) | Power to consent to conduct of works on road | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| s 63(2)(e) | Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency | CEO, DAO, MERR, MOSR | Where Council is the infrastructure manager |
| s 64(1) | Duty to comply with cl 13 of sch 7 | CEO, DAO, MERR, MOSR | Where Council is the infrastructure manager or works manager |
| s 66(1) | Power to consent to structure etc | CEO, DAO, CLL, DPE, MSC | 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 | CEO, DAO, MERR | Where Council is the coordinating road authority |
| s 67(3) | Power to request information | CEO, DAO, MERR, DPE, MSC, CLL | Where Council is the coordinating road authority |
| s 68(2) | Power to request information | CEO, DAO, MERR, DPE, MSC, CLL | Where Council is the coordinating road authority |


 Maddocks

| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|--|--|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 71(3) | Power to appoint an authorised officer | CEO, DAO, DPE, MSC, CLL | |
| s 72 | Duty to issue an identity card to each authorised officer | CEO, DAO, MERR, MOSR, CG | |
| s 85 | Function of receiving report from authorised officer | CEO, DAO, DPE, MERR, MSC | |
| s 86 | Duty to keep register re s 85 matters | CEO, DAO, DPE, MSC, CLL | |
| s 87(1) | Function of receiving complaints | CEO, DPE, DAO, MSC, MERR, MOSR | |
| s 87(2) | Duty to investigate complaint and provide report | CEO, DAO, DPE, MSC, CLL | |
| s 96 | Power to authorise a person for the purpose of instituting legal proceedings | CEO, DAO, DPE | |
| s 112(2) | Power to recover damages in court | CEO, DAO, DPE, MSC, CLL | |
| s 116 | Power to cause or carry out inspection | CEO, DAO, MOSR, DPE, MERR, MSC, CLL | |

S6. Instrument of Delegation – Members of Staff

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| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|--|----------------------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 119(2) | Function of consulting with the Head, Transport for Victoria | CEO, DAO, MOSR, DPE, MERR, | |
| s 120(1) | Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria) | CEO, DAO | |
| s 120(2) | Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1) | CEO, DAO, MOSR, MERR | |
| s 121(1) | Power to enter into an agreement in respect of works | CEO, DAO, MOSR, MERR | |
| s 122(1) | Power to charge and recover fees | CEO, DAO, MOSR, MERR | |
| s 123(1) | Power to charge for any service | CEO, DAO, MOSR, MERR | |
| sch 2 cl 2(1) | Power to make a decision in respect of controlled access roads | CEO, DAO, MERR | |
| sch 2 cl 3(1) | Duty to make policy about controlled access roads | CEO, DAO, MERR | |
| sch 2 cl 3(2) | Power to amend, revoke or substitute policy about controlled access roads | CEO, DAO, MERR | |



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| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|--|---------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 2 cl 4 | Function of receiving details of proposal from the Head, Transport for Victoria | CEO, DAO, MERR | |
| sch 2 cl 5 | Duty to publish notice of declaration | CEO, DAO, CG, MERR | |
| sch 7 cl 7(1) | Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve | CEO, DAO, MERR, MOSR, MFO | Where Council is the infrastructure manager or works manager |
| sch 7 cl 8(1) | Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road | CEO, DAO, MERR, MOSR, MFO | Where Council is the infrastructure manager or works manager |
| sch 7 cl 9(1) | Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works | CEO, DAO, MERR, MOSR, MFO | Where Council is the infrastructure manager or works manager responsible for non-road infrastructure |
| sch 7 cl 9(2) | Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance | CEO, DAO, MERR, MOSR, MFO | Where Council is the infrastructure manager or works manager |
| sch 7 cl 10(2) | Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected | CEO, DAO, MERR, MOSR | 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 |
| sch 7 cl 12(2) | Power to direct infrastructure manager or works manager to conduct reinstatement works | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 12(3) | Power to take measures to ensure reinstatement works are completed | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 12(4) | Duty to ensure that works are conducted by an appropriately qualified person | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 12(5) | Power to recover costs | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 13(1) | Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2) | CEO, DAO, MERR, MOSR | Where Council is the works manager |
| sch 7 cl 13(2) | Power to vary notice period | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 13(3) | Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1) | CEO, DAO, MERR, MOSR | Where Council is the infrastructure manager |
| sch 7 cl 16(1) | Power to consent to proposed works | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 16(4) | Duty to consult | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority, responsible authority or infrastructure manager |
| sch 7 cl 16(5) | Power to consent to proposed works | CEO, DAO, MERR, MOSR | 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 |
| sch 7 cl 16(6) | Power to set reasonable conditions on consent | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 16(8) | Power to include consents and conditions | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 17(2) | Power to refuse to give consent and duty to give reasons for refusal | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 18(1) | Power to enter into an agreement | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 19(1) | Power to give notice requiring rectification of works | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 19(2) & (3) | Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7 cl 20(1) | Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| sch 7A cl 2 | Power to cause street lights to be installed on roads | CEO, DAO, MERR | Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road |
| sch 7A cl 3(1)(d) | Duty to pay installation and operation costs of street lighting - where road is not an arterial road | CEO, DAO, MERR | Where Council is the responsible road authority |



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| ROAD MANAGEMENT ACT 2004 | | | |
|--------------------------|---|----------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 7A cl 3(1)(e) | Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas | CEO, DAO, MERR | Where Council is the responsible road authority |
| sch 7A cl (3)(1)(f) | Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4 | CEO, DAO, MERR | Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs) |



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| CEMETERIES AND CREMATORIA REGULATIONS 2015 | | | |
|---|---|----------------------|-------------------------------------|
| These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 24 | Duty to ensure that cemetery complies with depth of burial requirements | CEO, DAO, MOSR, DCOR | |
| r 25 | Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves | CEO, DAO, MOSR, DCOR | |
| r 27 | Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b) | CEO, DAO, MOSR, DCOR | |
| r 28(1) | Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator | CEO, DAO, MOSR, DCOR | |
| r 28(2) | Duty to ensure any fittings removed of are disposed in an appropriate manner | CEO, DAO, MOSR, DCOR | |
| r 29 | Power to dispose of any metal substance or non-human substance recovered from a cremator | CEO, DAO, MOSR, DCOR | |
| r 30(2) | Power to release cremated human remains to certain persons | DAO, DCOR, MOSR | Subject to any order of a court |
| r 31(1) | Duty to make cremated human remains available for collection within 2 working days after the cremation | DAO, DCOR, MOSR | |



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| CEMETERIES AND CREMATORIA REGULATIONS 2015 | | | |
|---|--|-----------------|-------------------------------------|
| These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 31(2) | Duty to hold cremated human remains for at least 12 months from the date of cremation | DAO, DCOR, MOSR | |
| r 31(3) | Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation | DAO, DCOR, MOSR | |
| r 31(4) | Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period | DAO, DCOR, MOSR | |
| r 32 | Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d) | DAO, DCOR, MOSR | |
| r 33(1) | Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c) | DAO, DCOR, MOSR | |
| r 33(2) | Duty to ensure that remains are interred in accordance with paragraphs (a)-(b) | DAO, DCOR, MOSR | |
| r 34 | Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b) | DAO, DCOR, MOSR | |
| r 36 | Duty to provide statement that alternative vendors or supplier of monuments exist | DAO, DCOR, MOSR | |



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| CEMETERIES AND CREMATORIA REGULATIONS 2015 | | | |
|---|---|-----------------|--------------------------------------|
| These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 40 | Power to approve a person to play sport within a public cemetery | DAO, DCOR, MOSR | |
| r 41(1) | Power to approve fishing and bathing within a public cemetery | DAO, DCOR, MOSR | |
| r 42(1) | Power to approve hunting within a public cemetery | DAO, DCOR, MOSR | |
| r 43 | Power to approve camping within a public cemetery | DAO, DCOR, MOSR | |
| r 45(1) | Power to approve the removal of plants within a public cemetery | DAO, MOSR | |
| r 46 | Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c) | DAO, MOSR | |
| r 47(3) | Power to approve the use of fire in a public cemetery | DCOR, DAO, MOSR | |
| r 48(2) | Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area | DCOR, DAO, MOSR | |
| Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules | | | |
| sch 2 cl 4 | Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2 | CEO, DCOR | See note above regarding model rules |



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| CEMETERIES AND CREMATORIA REGULATIONS 2015 | | | |
|---|--|-----------------|--------------------------------------|
| These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 2 cl 5(1) | Duty to display the hours during which pedestrian access is available to the cemetery | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 5(2) | Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 6(1) | Power to give directions regarding the manner in which a funeral is to be conducted | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 7(1) | Power to give directions regarding the dressing of places of interment and memorials | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 8 | Power to approve certain mementos on a memorial | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 11(1) | Power to remove objects from a memorial or place of interment | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 11(2) | Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 12 | Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies | CEO, DCOR | See note above regarding model rules |



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| CEMETERIES AND CREMATORIA REGULATIONS 2015 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53). | | | |
|--|---|-----------|--------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 2 cl 14 | Power to approve an animal to enter into or remain in a cemetery | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 16(1) | Power to approve construction and building within a cemetery | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 17(1) | Power to approve action to disturb or demolish property of the cemetery trust | CEO, DCOR | See note above regarding model rules |
| sch 2 cl 18(1) | Power to approve digging or planting within a cemetery | CEO, DCOR | See note above regarding model rules |



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| PLANNING AND ENVIRONMENT REGULATIONS 2015 | | | |
|---|---|--|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| r 6 | Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme | CEO, DPE, MSPE, MSP, CSP, CSIP | Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |
| r 21 | Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act | CPE, MSP, CSP, ALLSTATP, SPSO | |
| r 25(a) | Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge | DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TL (SP) | Where Council is the responsible authority |
| r 25(b)) | Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge | DPE, MSP, CSP, ALLSTATP, SPSO, SPAO, TL (SP) | Where Council is not the responsible authority but the relevant land is within Council's municipal district |
| r 42 | Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application | CPE, MSPE, CSIP | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |


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| PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016 | | | |
|--|---|--|----------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| r 19 | Power to waive or rebate a fee relating to an amendment of a planning scheme | CEO, DPE, MSPE, CSiP | |
| r 20 | Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme | CEO, DPE, MSPE, MSP, CSP, CSiP, TLA (SP) | |
| r 21 | Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20 | CEO, DPE, MSPE, MSP, CSP, CSiP, TLA (SP) | |

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| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 | | | |
|---|---|-------------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 7 | Power to enter into a written agreement with a caravan park owner | CEO, DPE, MSC, CEH, EHO | |
| r 10 | Function of receiving application for registration | CEO, DPE, MSC, CEH, EHO | |
| r 11 | Function of receiving application for renewal of registration | CEO, DPE, MSC, CEH, EHO | |
| r 12(1) | Duty to grant the registration if satisfied that the caravan park complies with these regulations | CEO, DPE, MSC, CEH, EHO | |
| r 12(1) | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations | CEO, DPE, MSC, CEH, EHO | |
| r 12(2) | Duty to renew the registration if satisfied that the caravan park complies with these regulations | CEO, DPE, MSC, CEH, EHO | |
| r 12(2) | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations | CEO, DPE, MSC, CEH, EHO | |
| r 12(3) | Duty to have regard to matters in determining an application for registration or an application for renewal of registration | CEO, DPE, MSC, CEH, EHO | |
| r 12(4) & (5) | Duty to issue certificate of registration | CEO, DPE, MSC, CEH, EHO | |
| r 14(1) | Function of receiving notice of transfer of ownership | CEO, DPE, MSC, CEH, EHO | |
| r 14(3) | Power to determine where notice of transfer is displayed | CEO, DPE, MSC, CEH, EHO | |



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| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 | | | |
|---|--|-------------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 15(1) | Duty to transfer registration to new caravan park owner | CEO, DPE, MSC, CEH, EHO | |
| r 15(2) | Duty to issue a certificate of transfer of registration | CEO, DPE, MSC, CEH, EHO | |
| r 15(3) | Power to determine where certificate of transfer of registration is displayed | CEO, DPE, MSC, CEH, EHO | |
| r 16(1) | Power to determine the fee to accompany applications for registration or applications for renewal of registration | CEO, DPE, MSC, CEH, EHO | |
| r 17 | Duty to keep register of caravan parks | CEO, DPE, MSC, CEH, EHO | |
| r 18(4) | Power to determine where the emergency contact person's details are displayed | CEO, DPE, MSC, CEH, EHO | |
| r 18(6) | Power to determine where certain information is displayed | CEO, DPE, MSC, CEH, EHO | |
| r 22(1) | Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner | CEO, DPE, MSC, CEH, EHO | |
| r 22(2) | Duty to consult with relevant emergency services agencies | CEO, DPE, MSC, CEH, EHO | |
| r 23 | Power to determine places in which caravan park owner must display a copy of emergency procedures | CEO, DPE, MSC, CEH, EHO | |
| r 24 | Power to determine places in which caravan park owner must display copy of public emergency warnings | CEO, DPE, MSC, CEH, EHO | |
| r 25(3) | Duty to consult with relevant floodplain management authority | CEO, DPE, MSC, CEH, EHO | |



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| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 | | | |
|---|--|-------------------------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 26 | Duty to have regard to any report of the relevant fire authority | CEO, DPE, MSC, CEH, EHO | |
| r 28(c) | Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling | CEO, DPE, MSC, CEH, EHO | |
| r 40 | Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe | CEO, DPE, MSC, CEH, EHO | |
| r 40(b) | Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe | CEO, DPE, MSC, CEH, EHO | |
| r 41(4) | Function of receiving installation certificate | CEO, DPE, MSC, CEH, EHO | |
| r 43 | Power to approve use of a non-habitable structure as a dwelling or part of a dwelling | CEO, DPE, MSC, CEH, EHO | |
| Sch 3 cl 4(3) | Power to approve the removal of wheels and axles from unregistrable movable dwelling | CEO, DPE, MSC, CEH, EHO | |



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| ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 | | | |
|--|--|----------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 8(1) | Duty to conduct reviews of road management plan | CEO, DAO, MERR | |
| r 9(2) | Duty to produce written report of review of road management plan and make report available | CEO, DAO, MERR | |
| r 9(3) | Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required) | CEO, DAO, MERR | Where Council is the coordinating road authority |
| r 10 | Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act | CEO, DAO, MERR | |
| r 13(1) | Duty to publish notice of amendments to road management plan | CEO, DAO, MERR | Where Council is the coordinating road authority |
| r 13(3) | Duty to record on road management plan the substance and date of effect of amendment | CEO, DAO, MERR | |
| r 16(3) | Power to issue permit | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| r 18(1) | Power to give written consent re damage to road | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |
| r 23(2) | Power to make submission to Tribunal | CEO, DAO, MERR, MOSR | Where Council is the coordinating road authority |



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| ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 | | | |
|--|--|-------------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 23(4) | Power to charge a fee for application under s 66(1) Road Management Act | CEO, DAO, DPE, MERR, MOSR, MSC, CLL | Where Council is the coordinating road authority |
| r 25(1) | Power to remove objects, refuse, rubbish or other material deposited or left on road | CEO, DAO, DPE, MERR, MOSR, MSC, CLL | Where Council is the responsible road authority |
| r 25(2) | Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)) | CEO, DAO, DPE, MERR, MOSR, MSC, CLL | Where Council is the responsible road authority |
| r 25(5) | Power to recover in the Magistrates' Court, expenses from person responsible | CEO, DAO, DPE, MERR, MOSR, MSC, CLL | |



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

DRAFT Council Plan

2021–2031 (Year Two 2022–2023)



Image Smoking Ceremony, Bald Hill

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Bunjil's nest, Reconciliation Week

Acknowledgement of Country

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country, and pays respect to their Elders past, and present.

Council also acknowledges local Aboriginal and Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

Have your say on our draft Council Plan 2021- 2031(Year 2 Actions 2022/23)

This draft council plan will be considered by Council at its Scheduled Council Meeting on 27 April 2022. It will then be placed on public display for a period of 28 days from 28 April 2022 until 26 May 2022.

Council welcomes feedback and invites your written comments. If you have any comments, please submit them in writing before 5pm on 26 May 2022.

Your comments should be emailed to mrsc@mrsc.vic.gov.au or addressed to:

Adele Drago-Stevens
Director Corporate
Macedon Ranges Shire Council
PO Box 151, KYNETON VIC 3444

People who have made a submission will have an opportunity to make a verbal presentation to Council, in support of their written submission, at the Submitters Delegated Committee scheduled for 7 June 2022.

Further information about making a submission is on Council's website from 28 April 2022 at mrsc.vic.gov.au/haveyoursay or by contacting Council's Customer Service Team on 5422 0333.



Mayor Jennifer Anderson
April 2022



CEO Bernie O'Sullivan
April 2022

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How we developed our plan

Under the *Local Government Act 2020*, a Council Plan must be prepared within the period of six months after each general election or by 30 June, whichever is later. Following the Council election in 2020, Council adopted a Council Plan on the 27 October 2021.

Each year, Council is required to update the actions that will be undertaken to assist in achieving the strategic priorities and strategic objectives of the Council Plan.

This update highlights the actions to be undertaken – Year Two 2022/23 of the Council Plan.

This Council Plan – Year Two 2022/23 was built on:

- the inclusion of multi-year actions which were provided as part of the Council Plan 2021-2031
- the consideration of new actions from feedback from the community and officers in progressing our services to the community
- removal of completed actions
- ensuring we meet our legislative requirements.

Council's strategic priorities were used as the basis for framing the conversations held with the Community Vision Assembly. Strong and reliable government, as a key administrative focus, was excluded from their remit discussions, on the basis that this function supports all others, and ensures appropriate compliance with our regulatory and statutory obligations.

How we used your input

In developing the Council Plan – Year Two 2022/23, Council has considered:

- the existing Council Plan
- the feedback received from the Community Vision Assembly
- community needs and aspirations for the future, as expressed in the Macedon Ranges Shire's Community Vision 2021–2031
- Council's role, and organisational capacity and capability, over the term of this plan.

Much of the new information used in updating the Council Plan 2021–2031 came from the deliberative engagement process we undertook with the Community Vision Assembly.

Council is committed to using the work produced by the Community Vision Assembly to inform our strategies and plans for the future of the Macedon Ranges Shire. Council is also committed to delivering the intent of the Local Government Act and Council's engagement policy, to strengthen the relationship with the community.

The broader shire community is now provided with an opportunity for formal submissions on the plan during a statutory public consultation period from 28 April to 26 May 2022.

Council looks forward to hearing more from the community about what has been developed from the deliberative process.

A message from the Mayor and Councillors

In October 2021, Council endorsed this 10 year Council Plan based on the Community Vision and feedback from the community. Each year of this Council's four-year term, we put forward sample items, supported by the budget, to demonstrate what we will do to work towards achieving our strategic priorities. The Council Plan outlines the actions we will take, the areas where we will focus our advocacy efforts, and the issues we will address through partnerships or facilitation to enhance services. This document outlines the Year 2 (2022/23) actions to report upon for Council in delivering on the Council Plan.

Building on our Year One actions, this year will see Council continue to invest in the maintenance of roads, drains, buildings and paths, including finalising our shire-wide skate park master plan, and an ongoing focus on reducing waste to landfill through the development of a new Waste Education Action Plan. We also aim to continue our work since declaring a climate emergency through finalising our Zero Net Emissions Plan for Council operations to achieve our goal of zero net emissions by 2030.

We plan to develop a Climate Emergency Response Plan to be a guide for both Council and the community to address climate change, as we know this is imperative. We will also continue to facilitate a program of community climate change plans to drive further action across our townships, building upon the success in those towns that have already benefited from the Cool Changes program.

We have a number of key priority projects including the Macedon Ranges Regional Sports Precinct (MRRSP) Stage One, which is due to be completed by the end of 2023. It will deliver a 15-hectare regional park providing facilities for a range of team sport and other recreation activities, enabling improved social connections and health outcomes for the Macedon Ranges community.

Construction is planned to continue on the Woodend to Riddells Creek shared trail, which will deliver a 24km trail for walking, running, low-volume cycling, and commuting – linking rural landscapes, towns and heritage places. We also plan to continue to partner with Hepburn Shire Council to develop detailed design and pre-project works for a trail that will span from Daylesford (from our border at Tylden) to Hanging Rock. Projects such as these will encourage active and healthy lifestyles for people of all abilities, whilst also increasing the economic benefits to the shire through tourism.

We propose continuing land use planning improvements across the shire with further work in heritage, open space, and rural land use strategies; and key projects such as movement network studies, site-specific master plans, urban design, and structure plans in the towns of Kyneton, Gisborne, Romsey, Woodend and Riddells Creek.

Arts, culture and tourism continue to inject recovery into the shire with outdoor dining, events and festivals taking centre stage in community life and supporting businesses to recover from the couple of disruptive years of COVID-19. The Autumn Festival is now a major attraction for tourism and welcomes people to the shire to appreciate our beautiful autumn leaves and all that is on offer across our villages. The draft Council Plan proposes further work and funding for this.

Our Reconciliation Action Plan (RAP), launched in March 2022, will develop and strengthen relationships with First Nations Peoples and engage staff and stakeholders in reconciliation. The RAP Implementation Working Group has commenced their oversight of implementing the

RAP Actions as per the plan and we thank everyone involved in this piece of work and their commitment to it continuing in 2022/23.

In the area of delivering strong and reliable government, maturing our approach to risk management is a priority in the draft plan.

Lastly, we propose continuing to work to enhance our customer experience and the way we engage with the community through our Community Engagement Framework and ensure that all of our platforms are accessible to all residents.

Please remember there is so much more to what Council can achieve with the community and through partnerships that the highlighted action items within the plan. Every year we take into consideration items you have previously highlighted as being important to you, and we are pleased so many people took the opportunity to provide early input into this year's plan and budget process via our early submissions call out in December 2021.

On behalf of the Councillors and myself, we welcome your feedback on how we are doing, and your suggestions for future work. We hope that you continue to enjoy the places and spaces where you live, work and visit; and that our Council Plan action items proposed assist you to see how Council is working for you to achieve this.

Mayor Jennifer Anderson

April 2022



Left to right: Cr Geoff Neil, Deputy Mayor Mark Ridgeway, Cr Dominic Bonanno, Cr Janet Pearce, Cr Rob Guthrie, Mayor Jennifer Anderson, Cr Anne Moore, Cr Annette Death and Cr Bill West

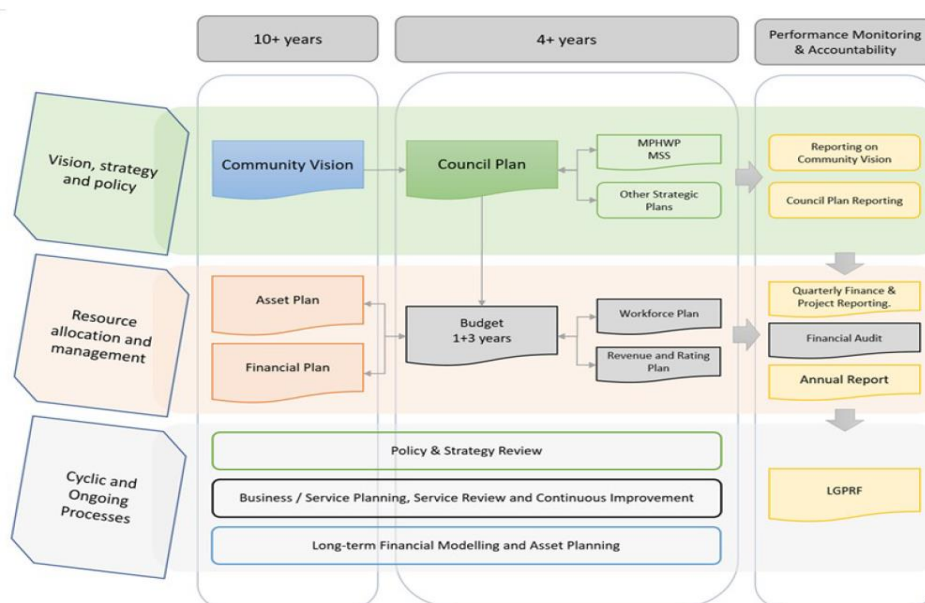
What is the Council Plan?

The Council Plan 2021–2031 is our strategic direction for the future of the Macedon Ranges Shire. It outlines our key priorities for the next four years, covering the term of the current elected Council, and supports the achievement of the Community Vision through planned objectives and strategies.

The *Local Government Act 2020* introduced strategic planning principles for Victorian councils, which include an integrated approach to planning, monitoring and performance reporting.

This Council Plan – Year Two 2022/23 forms part of the core legislated elements of the Integrated Strategic Planning and Reporting Framework.

Figure 1. Integrated Strategic Planning and Framework



Source: Victoria State Government Department of Jobs, Precincts and Regions

Council regularly reports its performance in its quarterly reports, Annual Report and performance statements, which are published on the Macedon Ranges Shire Council website. Council’s performance against the Local Government Performance Reporting Framework is published annually on the ‘Know Your Council’ Victorian Government website.

Our framework

The community’s vision for Macedon Ranges Shire Council has been developed by the Community Vision Assembly. It forms part of Council’s strategic planning framework, guiding future planning across the shire, considering both short-term and long-term priorities that shape this Council Plan, as well as the annual four-year projected budget and 10-year Financial Plan.

Council looks forward to working alongside the community and external partners to work towards the community’s vision for Macedon Ranges Shire Council.

The Community Vision statement

As voiced by our community to shape our shire’s future:

With our unique regional identity, Macedon Ranges Shire embodies a caring, resilient approach to community through our robust local economy, protection of the natural environment and a collaborative commitment to inclusivity for all.

The Community Vision Assembly developed three community vision themes, which we have used to shape this Council Plan, along with delivering strong and reliable government.

Further details on the Community Vision can be found on Council’s website or by contacting Council on (03) 5422 0333.

Figure 2. Community Vision Assembly’s Vision Statement and themes



The Community Vision becomes the plan

Our Council Plan has been developed to improve four key outcomes for Macedon Ranges Shire Council. The Council Plan brings together the themes of Council’s Community Vision Assembly and links the themes to the strategic objectives of the Council Plan. This Council Plan – Year Two 2022/23 is required to be prepared under the Local Government Act 2020. Councillors have recognised a number of strategic objectives that will enable them to serve the community during the current Council’s four-year term.

Our strategic priorities describe what we will focus our resources towards to ensure we achieve our strategic objectives.

Annual actions are identified and linked to a strategic priority, and resources are allocated annually to achieve the actions.

Finally, at year-end, our actions are measured against what was set out to be undertaken during the prior 12 months. This process forms part of our key performance indicators (KPIs).

The Council Plan process is represented in the graphic below.



Bike riders in autumn

Strategic objectives

| Community Vision – themes | Council Plan – strategic objectives |
|---|--|
| Connecting communities | |
| <p>A connected community is where people have access to the services they need and are empowered to contribute, creating a sense of belonging.</p> <p>Our community is diverse and has a range of needs. We need to ensure we are addressing all of them. We also need to bridge any gaps between Council actions and community expectations.</p> | <p>We will maintain our built environment – including roads, paths, buildings, open space and other assets – in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire.</p> <p>We will provide support for volunteers, community groups and organisations, in recognition of their work in contributing to social connections.</p> |
| Healthy environment, healthy people | |
| <p>The community prioritises the protection of the natural environment and recreational facilities. There is also strong community support for initiatives to minimise our shire’s impact on the earth and its resources.</p> <p>Resilient communities and robust economies rely entirely on a healthy environment.</p> | <p>We will contribute to positive health and wellbeing in our community, by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, community safety, and arts and culture.</p> <p>We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a Climate Emergency in 2021.</p> <p>We will take action to reduce waste in order to protect public health and the environment.</p> |
| Business and tourism | |
| <p>Business and tourism is about prioritising and promoting the people, resources, services and our regional identity, to ensure economic growth.</p> <p>Economic development is crucial for the continued growth of the economy of the Macedon Ranges Shire.</p> | <p>We will foster economic vitality in a way that promotes positive individual and community health outcomes, including business diversity, housing, transport, information and communication technology, and employment options. Investment attracted to the shire will be consistent with the Community Vision.</p> |
| Deliver strong and reliable government | |
| <p><i>While this was not part of the Community Vision Assembly’s discussions, it is a requirement of Council’s responsibility under the Act.</i></p> | <p>We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.</p> |



Strategic priorities

| Strategic objectives | Strategic priorities |
|--|---|
| <p>Connecting communities</p> | <ul style="list-style-type: none"> • Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths • Integrate land-use planning, and revitalise and protect the identity and character of the shire • Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way • Target community needs through development programs and grants • Continue to deliver improved outcomes for and recognition of our First Nations People • Promote a more inclusive community by supporting community groups and vulnerable groups • Explore opportunities for affordable and social housing in the shire |
| <p>Healthy environment, healthy people</p> | <ul style="list-style-type: none"> • Protect the natural environment and enhance biodiversity • Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions • Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal • Provide opportunities to experience open space and bushland reserves • Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water • Maintain systems and capacity to manage and respond to emergency events • Encourage active and healthy lifestyles for people of all ages and abilities • Engage families to promote the importance of early childhood education and health • Support our community to ensure better access and connection for facilities and services • Assist to improve mental wellbeing within the community |
| <p>Business and tourism</p> | <ul style="list-style-type: none"> • Encourage economic vitality (including tourism, agribusiness and local employment options) • Support local industry sectors that align with our vision and strategies • Support small business and the local economy • Engage with emerging technology solutions and initiatives to increase the liveability of the shire |
| <p>Deliver strong and reliable government</p> | <ul style="list-style-type: none"> • Ensure sustainable financial management and the strategic allocation of resources, to deliver planned infrastructure and services • Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs • Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders • Enhance customer experience through the transformation of our services, to ensure they are easy to access, and provide seamless transactional and interactional experiences • Support transparent and evidence-based decision making through sharing Council data and clear reporting on our measures of success to the community |

Council Plan – Year Two 2022/23 actions

| |
|--|
| Strategic objective 1. Connecting communities |
| We will maintain our built environment – including roads, paths, buildings, open space and other assets in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire. |
| We will provide support for volunteers, community groups and organisations, in recognition of their work in contributing to social connections. |

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|--|--|---|
| Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths | <ul style="list-style-type: none"> Continue to improve continuous accessible paths of travel to key destinations, such as recreation and community facilities, through the funding of the Footpath Construction Program Formalise the joint partnership with Hepburn Shire Council and the State Government to undertake advocacy for the detailed design and pre-project works for the Macedon Ranges Daylesford to Hanging Rock Shared Trails project Commence a review of the Kyneton Movement Network Study (2018) to develop and guide the planning of future infrastructure requirements (multi-year) Continue to advocate to the Victorian Government for improvements to bus and rail public transport services, with a focus to identify township issues throughout the year Finalise the Woodend corridor study to investigate the movements of pedestrians, cyclists and vehicles within Woodend’s main road corridor, identifying areas of concern and possible solutions Review and update the 2018 Shire Wide Footpath Plan Advocate for increased State Government funding for supervised school crossings | <p>Deliver</p> <p>Deliver/Advocate</p> <p>Deliver</p> <p>Advocate</p> <p>Deliver</p> <p>Deliver</p> <p>Advocate</p> |
| Integrate land-use planning, and revitalise and protect the identity and character of the shire | <ul style="list-style-type: none"> Progress the Kyneton Town Centre Urban Design Framework to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme Progress the Gisborne Structure Plan, incorporating the Neighbourhood Character Study and Town Centre Urban Design Framework Plan to a Council meeting for a decision on further steps required to confirm the future inclusion in the Macedon Ranges Planning Scheme Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme | <p>Deliver</p> <p>Deliver</p> <p>Deliver</p> |



| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|---|--|---|
| | <ul style="list-style-type: none"> Finalise the Planning Scheme Amendment to incorporate the heritage study for Woodend, Lancefield, Macedon and Mount Macedon into the Macedon Ranges Planning Scheme Progress the Riddells Creek Precinct Structure Plan, in conjunction with the applicant and the community Enhance planning protection of the shire's heritage assets, through completion of the Macedon Ranges Shire Thematic Environmental History Progress the review of Council's Developer Contributions Plans (Gisborne and Romsey), and consider any future changes to the Macedon Ranges Planning Scheme recommended by its findings Develop future work, following the outcomes of the Macedon Ranges Thematic Environment History project | Deliver Facilitate/Deliver Deliver Deliver Deliver |
| Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure where the community can connect, engage and participate in a financially responsible way | <ul style="list-style-type: none"> Finalise the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme Continue construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery Deliver the annual capital works program within budget Complete the Macedon Ranges Shire Wide Skate Park Master Plan, to provide prioritised strategic guidance, regarding the future renewal, upgrade and new facility requirements for the shire Progress the concept design works for the Woodend Community Centre redevelopment, funded by Council and RDV, via the Investment Fast Track Fund commitment from 2021/22 Deliver the Barkly Square playing surface upgrade Continue planning for Gisborne Skate Park upgrade | Deliver Deliver/advocate Deliver Partner/deliver Partner/Deliver Deliver Facilitate |
| Target community needs through development programs and grants | <ul style="list-style-type: none"> Engage and consult with the community, groups and organisations to better understand community needs and program design Promote community centres and their programs – direct some Council community grant funding to initiatives that emphasise inclusiveness Continue Council's community grants programs (the Community Funding Scheme and the Small Projects Grants) to support community groups to deliver community, cultural and environmental projects, and enhance community places Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognise volunteers | Facilitate Deliver Deliver Partner/deliver |

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|---|---|--|
| | <ul style="list-style-type: none"> Promote the library programs of the Goldfields Library Corporation to engage the community Review Council's role in supporting playgroups and toy libraries, and develop opportunities to strengthen the connections between users of early years and maternal and child health programs Conduct a comprehensive review of the Community Funding Scheme to ensure it is meeting the needs of the community Improve access to Council's grants programs by implementing and promoting the new grants administration system | Partner/deliver Deliver Deliver Partner/deliver |
| Continue to deliver improved outcomes for and recognition of our First Nations People | <ul style="list-style-type: none"> Advance Indigenous reconciliation through working with First Nations People on the implementation of Council's Reconciliation Action Plan Celebrate and participate in National Reconciliation Week, by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians Implement the Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy Celebrate and recognise indigenous culture and recognition at Macedon Ranges Shire Kindergartens including art work, sculptures, murals and mosaic seat | Partner/deliver Partner/deliver Deliver Deliver |
| Promote a more inclusive community by supporting community groups and vulnerable groups | <ul style="list-style-type: none"> Continue to support targeted initiatives for young people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia Continue to demonstrate leadership in advancing gender equality, through implementation of Council's Gender Equality Action Plan, including delivery of year one actions Commission and promote the availability of a designated modular change room at the Gisborne Aquatic Centre, which enables Council to meet Child Safe requirements, and improve service provision and accessibility Provide information and guidance on available external funding opportunities to support sustainability of community programs delivered by Neighbourhood Houses, and continue to advocate to the Victorian Government for increased funding Implement year two of Village Hubs – a project to give older people the opportunity to connect for social activities and mutual support | Deliver Deliver Deliver Advocate Deliver |

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|--|---|---|
| Explore opportunities for affordable and social housing in the shire | <ul style="list-style-type: none"> • Continue to progress an Affordable Housing Policy to guide Council's approach to housing needs • Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire • Participate in development of the Loddon Mallee Housing Revitalisation Strategy and actions relevant to the Macedon Ranges Shire • Work with housing providers to seek Victorian Government funding to renew and, where appropriate, expand Council-owned or managed seniors' housing stock | Deliver Advocate/partner Advocate/partner Advocate/partner |

Strategic objective 2. Healthy environment, healthy people

We will contribute to positive health and wellbeing in our community by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, volunteers, community safety, and arts and culture.

We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a Climate Emergency in 2021.

We will take action to reduce waste in order to protect public health and the environment.

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|---|--|---|
| Protect the natural environment and enhance biodiversity | <ul style="list-style-type: none"> Progress action items in the biodiversity strategy Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project Implement priority actions outlined in the Roadside Conservation Management Plan Protect, preserve and enhance bushland and biodiversity on Council land, through implementation of our Bushland Reserve Environmental Management Plans, and on private land, through the development of our biolink and habitat links Continue to advocate to the Victorian Government for Barrm Birrm to become a State Park due to its significant flora and fauna | Deliver Deliver Deliver Deliver Advocate |
| Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions | <ul style="list-style-type: none"> Develop a Climate Emergency Response Plan to be a guide for both Council and the community to address climate change Finalise a Zero Net Emissions Plan for Council Operations to guide our efforts in achieving zero net emissions by 2030 Consider a suite of environmental upgrades to Council buildings to enhance energy efficiency and environmental performance Continue delivery of a program of community climate change action plans across the shire's townships Research ways for Council to support the use and uptake of electric vehicles across the shire | Deliver Facilitate/deliver Deliver Deliver Facilitate/deliver |

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|--|--|---|
| <p>Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal</p> | <ul style="list-style-type: none"> Actively promote the use of reusable nappies through the Maternal and Child Health Service Continue to resource and fund the implementation of the actions identified in the Waste and Resource Recovery Management Strategy 2021–2026 Decrease tonnes of waste to landfill per capita Promote use of wash against waste at public events Increase funding and resources to support the development of the new Waste Education Action Plan. | <p>Facilitate/deliver</p> <p>Deliver/partner</p> <p>Deliver</p> <p>Advocate</p> <p>Deliver</p> |
| <p>Provide opportunities to experience open space and bushland reserves</p> | <ul style="list-style-type: none"> Work towards amending the Planning Scheme to introduce new policy and planning controls to implement the Significant Landscapes Study Update the Environment Management Plan and develop an infrastructure plan to determine levels of service for asset maintenance renewal. Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens Commence actions to contribute to the delivery of the Rural Land Use Strategy Provide opportunities to experience open space and bushland reserves Develop the Woodend Racecourse Reserve Master Plan to assist future development opportunities of the reserve and surrounds | <p>Deliver</p> <p>Deliver</p> <p>Deliver</p> <p>Deliver</p> <p>Deliver</p> <p>Deliver</p> |
| <p>Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water</p> | <ul style="list-style-type: none"> Continue priority waterway restoration works that implement adopted waterway environmental plans, which includes completing the master plan of the Woodend Five Mile Creek, and continued delivery of implementation of the Romsey Five Mile Creek Master Plan Continue the water conservation works program | <p>Deliver</p> <p>Deliver</p> |
| <p>Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events</p> | <ul style="list-style-type: none"> Monitor and mitigate key emergency risks Leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events Contribute to Municipal Emergency Management Planning Learn from emergency management responses to improve future responses Continue to participate in the Municipal Association of Victoria Emergency Management Advisory Committee Identify nominated potential relief centres/community support locations in each town, and implement a process for the annual review of the planning, readiness and resilience of these locations, and any emergency supplies deployed at these locations | <p>Deliver</p> <p>Facilitate/partner</p> <p>Facilitate/partner</p> <p>Partner</p> <p>Partner</p> <p>Deliver</p> |

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|--|--|---|
| Encourage active and healthy lifestyles for people of all ages and abilities | <ul style="list-style-type: none"> • Optimise accessibility and usage of open space and facilities, through a program of development and renewals for open space, playgrounds and sporting infrastructure • Work in partnership with health, education and community organisations, including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation • Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan 2021–2025 • Continue to deliver the actions for the Disability Action Plan 2021–2025 • Continue to deliver the actions for Elevate – Council’s Youth Strategy 2018–2028 • Continue to deliver the actions for Participate- Council’s Positive Ageing Plan 2020–2025 | Deliver Partner Deliver Deliver Deliver Deliver |
| Engage families to promote the importance of early childhood education and health | <ul style="list-style-type: none"> • Continue to partner with the Department of Education and Training to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding • Continue to provide and support access to quality kindergarten programs across the Shire • Improve social connection for children and families with barriers to social engagement • Continue to deliver actions for Council’s Early Years Plan – CREATE • Continue to strengthen municipal planning of early years’ services • Explore feasibility of Macedon Ranges Shire becoming a child friendly community • Continue to deliver maternal and child health, and early childhood services and programs, including immunisation, breast feeding support, sleep settling and supported playgroups | Facilitate/partner Deliver Facilitate Deliver Facilitate/partner Facilitate/deliver Deliver |
| Support our community to ensure better access and connection for facilities and services | <ul style="list-style-type: none"> • Continue to monitor the implication of aged care reforms on Council’s role in supporting older people in our community | Deliver/advocate |

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|---|---|--|
| Assist to improve mental wellbeing within the community | <ul style="list-style-type: none"> • Continue to increase community awareness and resilience in relation to mental health, through initiatives such as Live4Life • Support and promote mental health by continued training of mental health first aid sessions through Live4Life • Continue to work with the Commonwealth and Victorian Governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire • Continue to support phase 2 of Sunbury and Cobaw Community Health's Human Code Project, through the Healthy Masculinities Partnership Grant • Continue delivering Live4Life in secondary schools and the wider community across the shire • Develop and deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across our shire for trial in Terms 3 and 4 2022 with full implementation to occur in 2023 school year | <p>Facilitate</p> <p>Facilitate/deliver</p> <p>Advocate/Partner</p> <p>Partner</p> <p>Partner/Deliver</p> <p>Deliver</p> |

Strategic objective 3. Business and tourism

We will foster economic vitality in a way that promotes positive individual and community health outcomes, including business diversity, housing, transport, information and communication technology, and employment options. Investment attracted to the shire will be consistent with the Community Vision.

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|---|--|--|
| Encourage economic vitality (including tourism, agribusiness, buy local and local employment options) | <ul style="list-style-type: none"> • Implement key actions contained in Year 1 and 2 of Council's Economic Development Strategy 2021–2031 • Progress the Events Strategy 2021–2025, including development and delivery of the Autumn Festival • Continue delivering actions from the Arts and Culture Strategy 2018–2028 • Identify and support initiatives that involve participatory arts practices • Support the development of local festivals, events and cultural activities across the shire • Continue to support the community and businesses to create their own festive season decorations • Increase funding to improve signage/ way finding within our town business centres | Implement/facilitate Deliver Deliver Deliver Partner/deliver Partner Deliver |
| Support local industry sectors that align with our Community Vision and strategies | <ul style="list-style-type: none"> • Continue to support local business and tourism associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry-sector coverage • Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards • Promote local purchasing and the circular economy by implementing stage 3 of the Go Local First campaign • Attract investment in the region by actively supporting the creation of an Invest Loddon-Mallee website | Partner Deliver Deliver Advocate |
| Support small business and the local economy | <ul style="list-style-type: none"> • Consolidate delivery obligations under the Small Business Friendly Charter: <ul style="list-style-type: none"> ○ Deliver 14-day payments to local suppliers ○ Engage with businesses ○ Streamline business applications ○ Help set up and support local business networks • Support the local economy by encouraging procurement to be undertaken locally | Deliver Advocate |



| | | |
|---|---|--|
| <p>Engage with emerging technology solutions and initiatives to increase the liveability of the shire</p> | <ul style="list-style-type: none"> • Advocate for improved telecommunications infrastructure, with a focus on blackspots • Actively participate in government reviews and initiatives to increase provision of service and awareness of issues • Investigate provision of wifi in each of the towns in the shire to increase telecommunications connectivity – advocate for funding for delivery of this project | <p>Advocate Advocate/partner Advocate</p> |
|---|---|--|

Strategic objective 4. Deliver strong and reliable government

We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|---|---|---|
| Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services | <ul style="list-style-type: none"> Develop and implement a new Risk Strategy and Strategic Risk Register Regularly review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable Deliver a new project management framework and software for delivery of capital work projects Meet financial reporting requirements, in line with the Local Government Victoria framework | Deliver Deliver Deliver Deliver |
| Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs | <ul style="list-style-type: none"> Conduct the 2022 Employee Survey and develop an action plan responding to key survey findings Provide appropriate training and development of staff to ensure continuous improvement and access to the required skills Negotiate a new Enterprise Agreement Review Local Law 10, which provides the procedures for the administration of all Council's Local Laws Review Council's current software providers to determine if an enterprise solution is available to meet Council's needs | Deliver Deliver Deliver Deliver Deliver |
| Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders | <ul style="list-style-type: none"> Actively participate in community and government networks and regional alliances Actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges community | Partner/facilitate Partner/facilitate |
| Enhance customer experience through the transformation of our services, to ensure they are easy to access and provide user-friendly experiences | <ul style="list-style-type: none"> Implement actions from the review of the Customer Request System, with the aim of improving our customer service and response times for ratepayers Continue to develop and implement the Community Engagement Framework Review the organisation's Customer Charter to further enhance our service excellence to the community Improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers | Deliver Deliver Deliver Deliver |
| Support transparent and evidence-based decision making, through sharing Council data and clear | <ul style="list-style-type: none"> Ensure compliance with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community | Deliver |



| Four-year strategic priorities | What we will do in 2022/23 | Council role |
|---|---|------------------------|
| reporting on our measures of success to the community | <ul style="list-style-type: none"> Strengthen community engagement practices and relationships, with the development and implementation of Community Engagement Guidelines Report on the delivery of Year 1 actions of the Council Plan | Deliver Deliver |

How we will measure success

Strategic indicators provide Council with measures to monitor how we are progressing towards our outcomes. Council's level of influence over the result of each measure is shown, as often Council does not control the results, but seeks to influence with advocacy, partnerships and the community.

| | | |
|--|--|--|
| Connecting communities | If we are successful, we will see: | Outcome measures |
| | Delivery of the annual footpath construction program | Delivery of a minimum 80% of the projects included in the 2022/23 budget are completed |
| | Delivery of the Woodend corridor study | Study to be completed and actions identified for future budget consideration |
| | Delivery of the annual capital works program | Improve capital works delivery completion rate to 80% by 30 June 2023, with a stretch target of 85%. This will reduce carry-forward of projects and improve capital works delivery completion in the future |
| | The new Gender Equality Action Plan being used across the organisation | Implementation of the Gender Equality Action Plan 2022/25: Year 1 actions implemented and Year 2 actions progressing. Gender Impact Assessment conducted, as part of the development process for all significant facing policies, strategies and plans |
| | Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognise volunteers | Development and provision of induction, training opportunities and recognition activities during International Volunteer Day. |
| | Increased engagement and participation at events which celebrate LGBTQIA+ people, including but not limited to raising Rainbow Flag event for International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT), youth focused initiatives and events held in partnership with key stakeholders | Active partnerships with key organisations and community stakeholder resulting in a minimum of 6 activities and events throughout the year, including but not limited to the LGBTQIA+ Dance Party, Flag raising and ongoing engagement of the IDAHOBIT working group |
| Healthy environment, healthy people | If we are successful, we will see: | Outcome measures |
| | A reduction in Council's corporate net-zero emissions | Council emissions in 2022/23 will reduce from the previous year |
| | A decrease in tonnes of waste, with an increase in kerbside collection waste diverted from landfill per capita | An increase in the percentage of waste diverted from landfill |

| | | |
|--|---|--|
| | Delivery of mental first aid training throughout the year | Deliver one training session per quarter, subject to COVID-19 restrictions |
| | A finalised Woodend Five Mile Creek Master Plan | Woodend Five Mile Creek Master Plan adopted by Council |
| | A finalised Zero Net Emission Plan for Council Operations | Zero Net Emission Plan for Council Operations to be adopted by Council |

| Business and tourism | If we are successful, we will see: | Outcome measures |
|----------------------|---|--|
| | Council continuing to meet with business networks | Hold at least four meetings during the year |
| | A commitment to being a small business friendly Council | Implement goals of the Small Business Friendly Charter within 12 months |
| | Delivery of the Autumn Festival | Increase in business and community events registered as part of the festival |

| Deliver strong and reliable government | If we are successful, we will see: | Outcome measures |
|--|---|--|
| | Council continuing to meet the requirements of the Local Government Act 2020 | Monitor and report on the Council Plan actions each quarter |
| | A review of Council policies and frameworks | Implement a new Risk Strategy and Risk Register |
| | Our staff completing relevant training to ensure continuous improvement | 100% of Council staff complete required online training |
| | The implementation of the Community Engagement Framework, which will strengthen community engagement practice and consultation with the community | Increase in community satisfaction with community consultation and engagement Develop and implement the Community Engagement Guidelines |

Evaluation and reporting

Our Council Plan 2021–2031 consists of a range of actions that will contribute to the achievement of our priorities and vision.

The Action Plan shows only a small part of what we will do in the coming year, with many other activities contributing to achieving the Macedon Ranges Shire Community Vision 2021–2031.

Council regularly reports its performance in its quarterly reports, Annual Report and performance statements, which are published on the Macedon Ranges Shire Council website. Council's performance against the Local Government Performance Reporting Framework is published annually on the 'Know Your Council' Victorian Government website.

It is the role of the Mayor to ensure that Council reports, at least once a year, on the implementation of this Council Plan. We commit to communicating our progress, both positive and negative, to the community through our many communication channels, including media releases, our website and social media.



V/Line railway heading towards Woodend Station

Strategic planning principles

The Local Government Act 2020 contains a number of key requirements in Section 89 regarding the need for a Council Plan to be prepared in accordance with the outlined strategic planning principles. The following summary outlines the correlation between those principles and this Council Plan.

In terms of needing an integrated approach to planning, the Council Plan has been updated to reflect the new Community Vision, which was developed through a deliberative engagement process by the Macedon Ranges Community Vision Assembly. The Assembly's vision and themes have been incorporated into this document. In addition, a number of the strategies that the Assembly developed have either been incorporated into the Council Plan as new items, or have enhanced existing strategies.

In developing an integrated approach between the outputs from the deliberative engagement process and the key strategic documents of Council, it became evident that many of the goals identified in this process could not be achieved without effective correlation with the Budget document. This key strategic document outlines the funds that will be made available to deliver outcomes, and many of the ideas out of the Community Vision Assembly will require further assessment, evaluation, prioritisation and funding before they can progress.

To ensure there is integration, those items are included as a separate section of this Council Plan for consideration in future budget processes when funds are allocated.



Romsey Ecotherapy Park

Outlined within the next section of this Council Plan are those items that will require further evaluation in regards to the resources required for their effective implementation. The Community Vision Assembly has developed some ideas that Council is not currently resourced to deliver.

In order to ensure clarity and transparency regarding those items, they are identified within this document for future consideration. This will ensure that matters relating to the resources required for their effective implementation can be taken into account and funding requirements identified, before they are considered for progression.

The ideas of the Community Vision Assembly that cannot be completed without additional resources need to be further evaluated and considered, in order to ensure that resources can be allocated and those ideas are not constrained by other factors.

The separate identification of these ideas and their referral to Council for further evaluation allows for other matters to be considered, such as alignment or otherwise with legislation and existing policy, constraints to delivery, and the role already played by others in helping deliver outcomes for our community.

A Community Vision Assembly idea may transform from seeking Council to be initially responsible, to working with existing partners and/or advocating for an outcome from another organisation.

This Council Plan contains a number of specific actions for which monitoring of their progress will occur in Council's quarterly report.

Consistent with Council's past practice, it is also intended to review the Council Plan annually to ensure annual actions are reviewed and set, and that strategies can be conferred to be in line with any changing circumstances.

Resources are provided by Council each year to ensure business-as-usual activities continue and to deliver new initiatives that are specifically highlighted for funding.

Therefore, where an idea is outside the capacity of current organisational resources, consideration will need to be given to prioritising that idea within the financial constraints that exist.

There are not unlimited funds for new initiatives as Council is largely reliant on revenue from rates, which are restricted by a rate cap.



Children playing at Riddells Creek Kindergarten

Community Vision Assembly focus ideas for future evaluation

Consistent with Section 90 of the Local Government Act 2020, the Council Plan must be reviewed in accordance with its deliberative engagement practices. This Council Plan reflects the outcomes of the deliberative engagement process that has been conducted, and integrates the vision and themes of the Community Vision Assembly.

It also reflects the Assembly's strategies, and seeks to enhance and reinforce the existing strategies in the Council Plan.

Council needs to ensure that what we set out to achieve is able to be resourced, and continues to reflect priorities as external and internal factors change.

The following are ideas of the Assembly that will be considered in future annual action plans of the plan. Those ideas that could not be completed within Council's existing resources are outlined below, both for the purpose of transparency, and for referral to future processes that evaluate and then provide funding for the delivery of those outcomes.

Connecting communities

- Implement local transport options for towns not currently serviced (such as similar to Gisbus and Woodend Flexiride)
- Greater consideration to the connection of developments to existing community services and infrastructure, given the increase in population in the coming decades
- Signage for amenities to aid different demographics of the community
- Cycling pathways, outdoor exercise equipment, sporting facilities, signage with distance and approximated timeframes, and gradients for all walking trails, making them accessible for everyone
- Ensure amenities are immaculate

Healthy environment, healthy people

- Greater commitment to community health programs and initiatives
- Access to health services locally for those who can't afford it
- Better connection between services (include 24 hours) and Council as a conduit (for example, for domestic violence)
- Reduce the stigma associated with mental ill-health, suicide and suicide prevention, making it easier for people to seek help and support, especially concentrating on the impact of COVID-19
- Respond to socioeconomic disadvantage and equity
- 'Diversity' will come from equitable processes, such as mandatory inclusion of low-cost housing and community facilities, and upgrades to public transport in all new housing estate developments
- Services to address mental health issues
- Mental health connection to our economic groups of where we go for that financial assistance – how do we get the messaging out?
- Prioritise car-use reduction through an inter-town and intra-town network of safe walking and cycling tracks, and effective, easy and cheap public transport

- Consideration of innovative closed-loop resource use (for example, the local biodiesel facility using waste oil from within the region to produce fuel)
- Regulations for new developments, such as a 7-star rating, in the planning process
- New subdivisions to include the capacity for solar
- Council to provide native plants (bird/bee/butterfly attractants) for local residents to plant at home
- Continue the focus on Biolinks revegetation with greater investment required
- Defined walking and cycling trails to protect the surrounding environment within flora and fauna areas
- Emissions from agriculture/livestock or potential resource recovery (for example, could proactively work with a university for cattle CO2 methane reduction or reuse as an energy source)
- Prioritise solar and wind power
- Protection against urban sprawl development on large farming areas
- A clear concise environment plan (long term)
- Achieve 100% renewable energy by Council, residents and business
- Council to transition to electric transport by 2030 and implement an electric vehicle policy for all operators in the shire

Business and tourism

- Local online shopping interface promoted and managed by Council
- Showcase local produce, products and services within and beyond the region
- In lieu of outdated business awards, fortnightly spotlight on local businesses, community groups and individuals, to showcase local activity. This could be online, but also in local print media, including small-town-specific publications and in local community facilities, such as the library
- Reduce friction between Council and the business community by reducing red tape, permits and fees, and simplifying processes
- A business directory
- Provide resources and facilities for small businesses, such as a tool library and training
- Council should facilitate innovation and development, without the pressure to invent them itself
- Community-led and driven activities to engage residents and encourage a local focus with support of Council (for example, waiving venue hire fees)
- Attracting diverse industries (and their jobs) to the region through incentives, including a reduction in bureaucracy and offering rated deductions over the first few years
- Council should audit developments prior to approval to see if development really 'needs' to be approved (for example, are they fit for purpose, and why approve development for four shops when there are already nine empty shops?)
- Blueprint developments – communication of what's needed, and better access to development applications and information

Deliver strong and reliable government

- Community-triggered review of Council decisions, more deliberative engagement

Macedon Ranges Shire Council

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129 Mollison Street, Kyneton

Gisborne Administration Centre

40 Robertson Street, Gisborne

Romsey Service Centre

96-100 Main Street, Romsey

Woodend Service Centre

Corner High and Forest Streets, Woodend

Community Funding Scheme Grant guidelines - 2022-23



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1. Acknowledgment of Country

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waters. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging.

Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

2. Community Funding Scheme

The Community Funding Scheme grants public money to not-for-profit community groups for programs and initiatives that benefit residents of the Macedon Ranges and help achieve Council Plan goals.

The aim of the Community Funding Scheme (the Scheme) is to support initiatives which:

- meet local needs
- strengthen community relationships/partnerships
- deliver projects in the Scheme streams of:
 - Community and cultural development projects
 - Enhancing the effectiveness of local community groups
 - Supporting local environmental priorities
 - Enhancing community places and infrastructure
- demonstrate a commitment to accessibility, diversity, fairness and community wellbeing
- complement strategic Council directions and strategic plans.

Applications that address Council's wellbeing priorities will score more highly than those that do not. Our wellbeing priorities are promoting mental health, supporting people living with a disability, encouraging gender equity, promoting healthy eating and active living and increasing social connectedness and inclusion. These priorities can be addressed through:

- Initiatives that either directly or indirectly promote healthy eating, physical activity, mental health, gender equity, and social connectedness.
- Initiatives that make community places and infrastructure safer, accessible and inclusive.
- Initiatives that advance reconciliation and/or celebrate First Nations Peoples.

It should be noted that Council offers other grants via a range of funding schemes. Before applying for the CFS check if your project better fits these programs. Visit <https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant>

3. Changes to the Community Funding Scheme

There are two significant changes to the Community Funding Scheme in 2022-23:

- a) A new online platform has been introduced. All applications, assessments and correspondence will now be administered through Smarty Grants. Smarty Grants is an intuitive grants administration system used by Federal and State Government as well as many local Councils. Further information can be found here: <https://smartygrants.com.au/>
- b) Up to a maximum of two grants will be allocated per organisation

4. Opening and closing dates

Applications can be made from Monday 23 May 2022 to Monday 27 June 2022, and must be for activities/projects commencing from 1 September 2022 and completed by 30 June 2023. Late and/or incomplete applications will not be accepted.

5. How much is available?

The Community Funding Scheme grants budget for 2022-23 is a total of \$160,000.

| Funding streams – Community Funding Scheme | Maximum funding/project |
|--|-------------------------|
| Stream 1 - Community and cultural development projects | Up to \$10,000 |
| Stream 2 - Enhancing the effectiveness of local community groups | Up to \$6,000 |
| Stream 3 - Supporting local environmental priorities | Up to \$10,000 |
| Stream 4 - Enhancing community places and infrastructure | Up to \$12,000 |

6. Who can apply?

Incorporated and community-based not-for-profit groups operating or being established in the Macedon Ranges. Eligible groups can apply for project funding in one stream only for the Community Funding Scheme.

Up to a maximum of two grants will be allocated per organisation.

7. Eligibility

As part of the application process, applicants must discuss their application with a relevant Council Officer prior to submitting it - please refer to section 20 of these guidelines. Applicants are strongly encouraged to read these guidelines thoroughly before contacting a Council Officer.

Schools/churches are eligible if they can show a demonstrated need and broad community benefit and participation in a project. However, school curriculum-related activities, student welfare activities, or building maintenance or other responsibilities and functions of independent schools and/or the State Government will not be funded by Council.

Any funding applications from local groups or organisations for ongoing projects will need to clearly demonstrate how they plan to achieve financial sustainability.

The following are ineligible to apply to the Community Funding Scheme:

- Individuals
- Political organisations
- For profit/commercial organisations
- Government agencies/organisations
- Groups that are in debt to Council
- Groups that have not completed the reporting requirements of previous Council grants*

**Note: Council is encouraging community groups who were unable to proceed with their planned activities or projects due to COVID-19 impacts to seek an extension to their current funding arrangements and acquittals until 30 June 2023. These groups can apply for a 2022/23 CFS grant, however it must be for a different project.*

8. What will not be funded under the Community Funding Scheme?

Projects or activities which:

- are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- are considered fundraising/ask for donations¹
- intend to raise funds beyond what is needed to deliver the project and aim to boost general operating profits
- are the responsibility of other agencies (e.g. charities, government agencies)
- promote or involve gambling-related activities
- do not support responsible drinking
- have started or finished prior to 1 August 2022
- involve capital works on private property
- are defined as facility maintenance on community and Council-owned buildings²
- fund capital expenditure (the purchase of land, buildings, vehicles)
- award monetary prizes
- are recreational excursions (camps, holidays, tours)
- duplicate services already operating or planned for in a targeted community
- have been previously funded
- are not well supported by evidence of need and where alternative solutions have not been adequately considered

¹ An application for donations/fundraising activities is regarded as a request for sponsorship and therefore ineligible for a Community Funding Scheme grant.

² Please refer to the terms of your maintenance schedule in your lease/licence agreement.

- do not have broad support amongst the community
- have not been adequately master planned or equivalent (for larger construction projects)
- do not have appropriate heritage sign off including Aboriginal cultural management (where required).
- are events and festivals eligible for Council's Events and Festivals grants.

Core business/operational costs such as:

- salaries for ongoing positions
- rent, insurance, utility costs, debts
- conducting an annual general meeting.

9. Community Funding Scheme: Streams

Applications that address Council's wellbeing priorities are likely to receive a higher score than those that do not. Please refer to page 12 of the [Municipal Public Health And Wellbeing Plan 2021-2025](#).

Stream 1 - Community and cultural development projects

These projects will contribute to the enhancement or development of local community strength, wellbeing and culture, or address critical social challenges or encourage all people to participate in community life or expressions of culture. Council has the following existing strategies available on Council's website that applicants are encouraged to read when developing their application idea.

Your application will be strengthened and will score higher if you can refer to specific actions from these strategic documents.

- [Council Plan 2021 - 2031](#)
- [Municipal Public Health and Wellbeing Plan 2021-2025](#)
- [Disability Action Plan 2021-2025](#)
- [Arts-and-Culture-Strategy-2018-2028](#)
- [Heritage-Strategy-2014-2018](#)
- [Youth-Strategy-2018-2028](#)
- [Municipal Early Years Plan 2021 - 2025: CREATE](#)
- [Positive-Ageing-Plan-2020-2025](#)
- [Reconciliation Action Plan 2021 - 2023](#)
- The [2019 Healthy Heart of Victoria Active Living Census](#)

Examples of projects in this stream include:

Community initiatives/activities that:

- implement or pilot new (or expanded) community initiatives/activities
- support local interests and ambitions
- respond to social equity issues (improving accessibility and safety, supporting diversity and fairness)
- projects that respond to community health and wellbeing priorities

- activities/initiatives that support positive ageing
- activities/initiatives that support young people
- activities/initiatives that support families with young children

Cultural activities (that are not eligible for the Events and Festivals grants) that:

- explore and share local Indigenous culture and history, in partnership with local Traditional Owners and local Aboriginal and/or Torres Strait Islander peoples
- deliver Aboriginal and Torres Strait Islander Reconciliation outcomes
- deliver artistic workshops for local practitioners
- create public art that enhances community spaces
- explore community histories (such as heritage trails, recorded histories, exhibitions)
- celebrate our diversity
- create new memorials or enhance existing memorials or propose new commemorative plaques
- activate public places through arts/cultural performance.

Stream 2 - Supporting local community groups to operate effectively

These projects will directly support the operations of local not-for-profit organisations and community groups and fund enhancements to how committees and groups coordinate their local work and activities.

Examples of projects in this stream include;

Governance enhancement projects that:

- assist with the costs of establishing a new organisation (e.g. Incorporation costs, meeting required legal obligations)
- create a strategic plan
- prepare a feasibility study
- develop a policy and procedure manual.

Training and development initiatives that:

- provide skills training for members and/or volunteers
- enable groups to conduct information days and/or community forums
- fund the costs of food handling and responsible handling of alcohol courses for group members
- fund the costs of purchasing educational material for volunteers
- fund member attendance at leadership courses.

Purchasing small equipment to assist volunteers such as:

- digital cameras, projectors, portable computers
- barbecues, kitchen appliances, furniture for public spaces
- public address systems
- first aid and sporting coaches kits

- safety and injury prevention items for sporting clubs (e.g. goal post padding, high visibility vests)
- updated or replacement of sporting or other essential equipment
- upgrades to storage.

Developing promotional material for community groups such as:

- portable signage, flags and banners
- brochures, booklets and website development
- branding and logo design.

Stream 3 – Supporting local environmental priorities

These projects respond to environmental issues that have been identified as priorities for action. Council has the following existing strategies available on the website that applicants are encouraged to read when developing their application idea:

- Environment Strategy 2021 [Environment-Strategy](#)
- Weed and Pest Animal Strategy 2014- 2024 [Weed-and-Pest-Animal-Strategy](#)
- Climate Change Action Plan 2017 [Climate-Change-Action-Plan](#)
- Biodiversity Strategy 2018 [Biodiversity](#)
- Bushland Reserve Environmental Management Plans [Bushland-Reserves](#)
- Sustainable Design fact sheet [Sustainable-Design](#)
- Waste Management Strategy 2015-2020 [Waste Management](#)

Examples of projects in this stream include those that:

- Reduce waste to landfill such as community composting, food redistribution schemes, repurposing of waste products, projects that reduce use of plastic
- Support new edible or indigenous gardens or enhancements to existing community or public gardens
- Support activities/initiatives/workshops (not events) that raise awareness about sustainable living, sustainable land and waterways management, waste reduction and biodiversity, including citizen science projects and projects that increase access to nature
- Protect and enhance biodiversity through ecological restoration of public land (weed control, revegetation, masterplans and environmental management plans)
- Improve the environmental performance of community facilities through works that reduce demand for energy and water use (e.g. solar panels, insulation, LED lighting, double glazing, water tanks, environmental audits)
- Support sustainable transport initiatives (e.g. car or bike share schemes)
- Facilitate reduced greenhouse gas emissions across different sectors of the community or assist them to adapt to the impacts of climate change

Stream 4 – Enhancing community places and infrastructure

Projects in this stream aim to improve the community outcomes we get from community places like public buildings, open space, reserves or streetscapes. Improved access, increasing useability, tailoring places to community needs and updating features are all ways community outcomes can be improved in public places.

This stream of funding is designed to enhance public places that serve an important role in encouraging community participation. This stream funds projects at a variety of locations that reflect a mixture of public ownership and management models.

Projects that propose changes to community places score higher if they benefit Council owned and local community managed facilities or spaces.

Improvement projects may focus on one or more of the various stages of improving a place; the planning, design, construction or renovation phases.

Council has the following existing strategies available on the website that applicants are encouraged to read when developing their application idea:

- Open Space Strategy 2013 [Open-Space-Strategy](#)
- Walking and Cycling Strategy 2014 [Walking-and-Cycling-Strategy](#)
- Sports and Active Recreation Strategy 2018 - 2028 [Sport-and-Active-Recreation-Strategy](#)

Examples of projects in this stream include those that:

- upgrade shared community spaces such as meeting places and public halls that benefit a broad audience of users
- improve accessibility to community facilities and encourage greater inclusiveness for users
- improve open space areas, village greens/commons, or public streetscapes to benefit a broad audience of users
- support the renewal or preservation of significant heritage buildings/sites
- establish or upgrade interpretive signage and visitor infrastructure
- support the creation of masterplans for mechanic institutes, community halls, parks, commons, recreational facilities to ensure a planned approach to facility improvements
- support the completion of feasibility studies or business cases to create an evidence base to support future infrastructure proposals.

Note: Infrastructure projects may need planning and/or building permits and additional costs associated must be included in your budget. Further discussion is required with Council Officers – refer to the relevant officers in section 20 of these guidelines. To help deliver the project, a project management fee may apply (see section 11 of the guidelines).

10. Legal requirements

a. Incorporation status

Applicants must be registered as an incorporated body or arrange for a legally constituted not-for-profit organisation to manage (auspice) the funds.

Council does not auspice applicants.

For more information on auspice arrangements visit the [Not-for-profit Law Information Hub](#)

b. Child safe standards

Council has a Child Safe Policy and accordingly, applicants that provide services to children will need to complete the Child Wellbeing and Safety Declaration contained within the application form to be eligible for funding.

Victorian organisations that provide services to children are required under the Child Safety and Wellbeing Act 2005 to ensure that they implement compulsory child safe standards to protect children from harm. The Victorian Government announced that new Child Safe Standards (Standards) will come into effect on 1 July 2022 which include 11 new Standards. They set out minimum requirements and outline the actions organisations must take to keep children and young people safe.

More details on the Child Safe Standards can be found at the Commission for Children and Young People website <https://ccyp.vic.gov.au/child-safe-standards/>

c. Public Liability Insurance

Public liability insurance covers incidents that occur during an activity being conducted by a group. All groups must be covered by Public Liability Insurance and be able to provide a valid certificate of currency if they are involved in activities in public open space, using Council facilities or sporting events. Other activities may also require public liability insurance.

It is the responsibility of the applicant or recipient to arrange appropriate insurance, including collecting appropriate insurance from a contractor or tradesperson. Applicants are encouraged to discuss their insurance requirements with their insurance company or a professional advisor.

Groups without Public Liability Insurance can contact www.localcommunityinsurance.com.au which offers an affordable public liability scheme for not-for-profit community groups.

11. Community building improvements

For projects that involve upgrades/minor capital works on Council buildings or spaces, please contact the Coordinator Facilities and Operations on 5421 9688.

Seeking approvals/permissions/permits

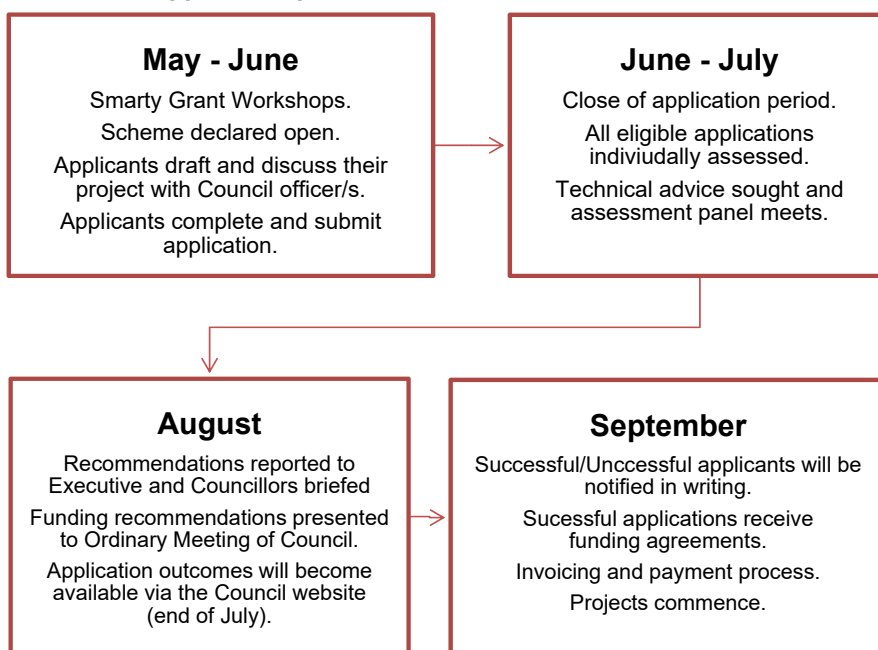
It is your responsibility to obtain any permits/approvals/permissions that may be required and provide copies to Council as they are obtained. You must also factor in application and permit costs and the time required into your applications. You can discuss these requirements with the Coordinator Facilities and Operations.

Council acknowledges that not all permits/approvals will be obtained until after your funding is confirmed. It is expected that your application outlines which approvals you will be seeking and in the event you are successful, your plan for their obtainment.

When proposing construction work projects, it is advantageous to submit working drawings of any construction works you are proposing with your application. These can be formalised into specifications and designs/plans after you have obtained the grant funds.

It is mandatory for infrastructure projects to be managed by a Council project manager. This cost will need to be factored into the project funding being applied for to deliver a project at a rate of 10% of the total project cost.

12. What is the application process?



13. What we are looking for in the applications

The table below outlines the scoring for each criteria, what we mean by each and what we are looking for. Using this and the details contained in the scoring matrix at the end of this document will help you develop a strong application.

| Score | Criteria | What we are looking for |
|-----------|----------------------------------|--|
| Pass/Fail | Demonstrating Eligibility | <p>You have contacted the relevant Council contact officer/s.</p> <p>You have acquitted any Community Funding Scheme grants from 2021 or prior. Either acquitted or received in writing a formal extension and variation to existing funding agreement.</p> <p>You are not in debt to Council.</p> <p>You have completed all sections regarding the details of your organisation.</p> <p>You are an authorised representative of your organisation.</p> <p>You have completed the Child Wellbeing and Safety Declaration, if applicable.</p> <p>All supporting documents required are included.</p> <p>You have signed the applicant declaration.</p> <p>You have demonstrated that you have met all legal requirements</p> <p>You have submitted your project before applications close</p> <p>If you have not demonstrated eligibility, your application will not be considered and will not be scored.</p> |
| 40% | Detailing your project | <p>A project name and a start and end date between August 2022 and June 2023.</p> <p>A brief description of the project. What you are hoping to do and to achieve in the broadest sense by doing this project.</p> <p><i>A description of the project's benefits.</i></p> <ul style="list-style-type: none"> • How will the community benefit if this activity/project is completed? <ul style="list-style-type: none"> ○ Will it have health and wellbeing benefits, such as increasing healthy eating, physical activity, mental health, social connectedness and inclusion, or gender equity? ○ Will it improve the safety, inclusiveness and accessibility of facilities or programs? • Who benefits? <ul style="list-style-type: none"> ○ Are the benefits spread broadly throughout a community (e.g. can people of all genders, abilities, ages, cultures or first nations peoples |

| | | |
|-----|--|--|
| | | <p>access the benefits)? How many people will benefit.</p> <ul style="list-style-type: none"> ○ Is there a focus on fairness and inclusion for a specific target group? <p>A project within the shire boundaries.</p> <p>You have selected a funding stream and described how your project is aligned to relevant Council Strategies and Plans.</p> <p>If you plan to make changes to a public asset, you have explored the details of your project with Council's Facilities and Operations Coordinator. You must include evidence of this in your application.</p> <p>You have detailed the community support gained and the groups you are collaborating with.</p> <p>You have assessed the impact of your project and detailed the relevant groups you will need to inform or consult.</p> |
| 25% | Demonstrating good project planning | <p>A project that is well planned:</p> <ul style="list-style-type: none"> • Uses Council's project planning template • Covers all the activities that need to take place (e.g. planning, consultation, seeking quotes, seeking approvals/permits, design/development work, engaging contractors, installation, promotion, project delivery, community launch etc.) • Has a logical sequence to the activities • Allows realistic timeframes for the completion of all tasks in your plan • Identifies how you will work within your community group to deliver the specific tasks in the project's delivery • Addresses compliance issues that relate to their activity/project (e.g. the process of obtaining building regulations, permit requirements, Australian Standards, ongoing maintenance responsibilities) • Identifies people with the required skills to help complete the project |
| 10% | Considering potential project risks | <p>Identification of all the required permits, permissions and approvals to complete the project.</p> <p>Identification of possible risks that may disrupt the project's delivery:</p> <ul style="list-style-type: none"> • For example, potential delays, the need to follow an approvals process, the need to attract community volunteers/helpers, being reliant on contributions from other partners, needing to resolve existing land use issues, resistance from other key stakeholders <p>A good explanation of how you will respond to the risks you have identified and reduce their potential impacts.</p> |

| | | |
|------------|--|---|
| | | <ul style="list-style-type: none"> • For example: <ul style="list-style-type: none"> ○ Having already determined what approval processes are required and factored these and their likely timeframes into the project plan. ○ Having a plan to gain (or already having gained) the commitment from other groups to partner or provide volunteers for the project in the event you are successful. ○ Having a back-up plan if you are seeking other financial contributions to complete the project. ○ Having considered and made contact with relevant stakeholders to seek their buy-in and/or support for the project. |
| <p>25%</p> | <p>Demonstrating a realistic project budget</p> | <p>Can the applicant contribute to the cost of the activity/project?</p> <p>Has the applicant sourced other contributions to assist in delivering the project?</p> <p>Demonstration of a financially viable project:</p> <ul style="list-style-type: none"> • The applicant demonstrated they understand all costs associated with the activity/project. • All expenditure has been budgeted for (see a sample budget on pg. 17 for guidance). • Costs are current, reasonable and represent value for money. <p>What in-kind contribution is there?</p> <ul style="list-style-type: none"> • In-kind contributions may refer to the following and is calculated at the corresponding rate: <ul style="list-style-type: none"> ○ General committee/community member contribution (e.g. planning, coordination, etc.) - \$40 per hour. ○ Specialist/expert contribution (e.g. tradesperson, professional service etc.) - \$80 per hour. ○ Material Contribution – specify the material donation and the estimated value. ○ Other – specify any other in-kind contributions and the estimated value. <p>Is the applicant able to meet any future costs (e.g. operating and maintenance) of the activity/project?</p> <p>Has the applicant provided current quotes?</p> <p>Has the applicant provided an outline of the funding they have received in the last three years?</p> |

14. Project Plan

Council provides applicants with a [template](#) outlining the required level of detail we expect in your project plan. We strongly encourage you to use this template and respond to its prompts to improve your project planning score.

The project plan is a list of specific tasks you will complete in order to deliver your proposed project. Use the template to outline the logical order of steps involved within three key phases of the project:

Phase 1 - plan the project

Phase 2 - deliver the project

Phase 3 - acquit the grant

Consider the following possible tasks within each of the phases and then develop a customised plan for your project:

Plan the project – Develop a consultation plan and identify project stakeholders, complete consultation with stakeholders, complete design work, confirm partner contributions, finalise plans, obtain approvals/permissions/permits, confirm quotes.

Deliver the project – Conduct community activities/workshops, appoint contractors to complete works, complete installation/construction, promote and celebrate your achievements, launch your deliverables.

Acquittal of grant – Pay outstanding invoices, reconcile your income and expenditure, gather your reporting evidence, complete project acquittal documentation and send to Council, recognise the contributions of project partners. Taking ownership of your project from start to finish enhances your group's reputation with not only Council but future funders.

15. Budget

The budget you submit needs to include all income and expenditure related to the activity/project (including permit fees) for which you are requesting funding. It is the costing of your project plan. The application form on Smarty Grants provides applicants with guidance on the information and level of detail required in your budget. We strongly encourage you to take note of any hints provided, as these will support you to improve your project budget score.

GST

For groups who are registered for GST - all pricing in your budget must exclude GST. (GST will be added to the amount requested).

For groups who are NOT registered for GST - all pricing in your budget must include GST. (Grants will be made exclusive of GST).

For information about GST and ABNs contact the [Australian Taxation Office](#).

In kind support

This covers contributions by volunteers and suppliers in terms of time, goods or professional services donated to the project and should be clearly identified in your project budget. The value of in-kind support should be reflected in both your income and expenditure.

Estimating the work required will help you determine the level of community contribution required and helps to demonstrate the true value of your project.

It is good practice to also supply a breakdown of estimated in-kind support to show how the figure in your budget total was reached. i.e:

- General committee/community member contribution (e.g. planning, coordination, etc.) @ \$40 per hour.
- Specialist/expert contribution (e.g. tradesperson, professional service) @\$80/hr.

See a sample budget below:

Income

| | |
|--|------------------|
| Grant from Council (this application) | \$ 5000 |
| Cash contribution from group | \$ 1000 |
| In-kind contribution from group (total) | \$ 1000 |
| Contributions from other sources (please specify): | \$ 2000 |
| Department of Health and Human Services grant | |
| Other (please specify) Bendigo Bank | \$ 1000 |
| Total income (please calculate) | \$ 10,000 |

Expenditure

| | |
|---|------------------|
| Facilitator costs | \$ 2000 |
| Delivering consultation | \$ 1000 |
| In-kind contribution from group | \$1000 |
| Venue hire | \$ 500 |
| Workshop materials | \$ 500 |
| Permit approvals | \$ 1500 |
| Costs of registered contractor | \$ 1000 |
| Catering | \$ 500 |
| Marketing and promotional activities | \$ 1000 |
| Printing of promotional materials | \$ 350 |
| Administrative overheads | \$ 650 |
| Total expenditure (please calculate) | \$ 10,000 |

List all expenditure items on separate lines

Make sure your total income and total expenditure are the same figure

16. Ongoing projects

The scheme is not designed to support ongoing projects. Organisations should demonstrate a self-sustainable funding model for activities/projects that will create income to support ongoing costs (i.e. maintenance of infrastructure, continuing service provision).

17. How are applications assessed?

Eligible applications are assessed based on responses provided in the application form within each of the sections of the application. Responses are scored and the weighting is then applied to create an overall score. Eligibility does not guarantee funding.

Funding recommendations are presented to Council for consideration at a Scheduled Council Meeting. Scheduled Council meetings are open to the public and streamed live.

Council's decisions are final, applicants who wish to discuss the outcome of their application are encouraged to contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au.

18. Conditions of Funding

a. Funding agreement

Successful applicants will abide by the terms and conditions of a funding agreement. Failure to comply with the terms and conditions as set out by Council may result in future ineligibility for all Council grants.

Activities/projects must be completed by 30 June 2023.

Funds must be spent on the activity/project described in the application.

b. Project variation

Any variation to an activity/project must be pre-approved by Council. If you are encountering unexpected challenges in your project delivery, please contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au.

c. Reporting

Successful applicants are required to submit a report (acquittal) on grant monies spent by 30 June 2023 including a copy of all receipts relating to funding from Council and 2 photographs which may be used for promotional purposes.

Groups who do not submit an acquittal will not be eligible to apply for further funding from Council until the activity/project has been acquitted.

d. Incomplete activities/projects and unspent funds

If an activity/project is unable to be completed, please contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au. Any unspent funds are to be returned to Council.

e. Permits, insurance and authorisations

The applicant is responsible for any regulatory and statutory requirements associated with the activity/project, such as planning and building permits and public liability insurance.

19. Privacy

The collection and handling of personal information is in accordance with [Council's Privacy policy](#), which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

20. Contact list of Council Officers**Arts and Culture**

Simon Clarke
Coordinator Arts and Culture
03 5422 0319

Community Halls

Terry Moore
Arts and Culture Officer
03 5422 0383

Community Development

Melissa Telford
Community Projects Officer
03 5422 0216

Julius Peiker
Avg Coordinator Community
Development
03 5422 0286

Economic Development and Tourism

Alexis Owen
Business Support Officer
03 5421 9654

Sport & Recreation

Dean Frank
Coordinator Recreation
03 5421 1466

Building Improvement Projects

Carina Doolan
Coordinator Facilities & Operations
0447 453 030

Stuart Gunnell
Team Leader Facilities Maintenance &
Services, Facilities & Operations
03 5421 9633

Environment

Krista Patterson-Majoor
Coordinator Environment
03 5421 9503

**Positive Aging and
Access and Inclusion**

Naomi Scrivener
Coordinator Community Support
5422 0268

Youth Development

Vishal Tandon
Coordinator Youth Services
0438 492 322

Early Years – Children’s Activities

Sarah Day
Early Years’ Service Planner

0436 632 361 **Health and Wellbeing**
Emma O’Brien
Health Broker
03 5422 0204

Gender equity and COVIDSafe

Jake Argyll
Senior Safety and Wellbeing Advisor
03 5422 0245

General enquiries

grants@mrsc.vic.gov.au
03 5422 0216

Melissa Telford
Community Projects Officer
03 5422 0216

Julius Peiker
Coordinator Community Development
03 5422 0286

21. Scoring Matrix

A copy of the scoring matrix used to assess each application can be found on the Council website via Scoring Matrix. This may help guide you to improve your application.



Community Funding Scheme 2022-23