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Appointment of Acting Mayor

An important role of Mayor under the *Local Government Act 2020* and the Council's Governance Rules is to chair Council Meetings.

As Mayor Cr Grace La Vella is an apology for this Council Meeting, an Acting Mayor will need to be appointed to chair the meeting.

Under Governance Rule 8, if Council has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 8.1 resolving that a specified Councillor be so appointed; or
- 8.2 following the procedure set out in Rules 5 and 6 (inclusive) of this Chapter

The CEO will open the meeting and call for nominations for an Acting Mayor.

Immediately the Acting Mayor is appointed, that Councillor will take the Chair for the remainder of the meeting.

RECOMMENDATION

That Council appoint Councillor..... to be Acting Mayor for the purpose of Chairing the Council Meeting being conducted on 2 May 2023.

1. Commencement of Meeting and preliminaries

Councils must, in the performance of its role, give effect to the overarching governance principles in the Local Government Act 2020.¹ These are included below to guide Councillor consideration of issues and Council decision making.

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d) the municipal community is to be engaged in strategic planning and strategic decision making;
- e) innovation and continuous improvement is to be pursued;
- f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- g) the ongoing financial viability of the Council is to be ensured;
- h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i) the transparency of Council decisions, actions and information is to be ensured.

2. Apologies

Council's Governance Rules require that the minutes of Council meetings record the names of Councillors present and the names of any Councillors who apologised in advance for their non-attendance.

The annual report will list councillor attendance at Council meetings¹. Councillor attendance at Councillor briefings is also recorded.

Apologies for this meeting:

- Cr Grace La Vella (Mayor)
- Cr Gerard Murphy

3. Leave of absence

A Councillor can request a leave of absence. Any reasonable request for leave must be granted.² Leave of absence is approved by Council.

Any request will be dealt with in this item which is a standing item on the agenda. The approvals of leave of absence will be noted in the minutes of Council in which it is granted. It will also be noted in the minutes of any Council meeting held during the period of the leave of absence.

1. Chapter 2, rule 62.

2. See Local Government Act 2020 s 35 (4) and s 35 (1) (e).

4. Conflicts of interest

Conflicts of Interest must be disclosed at the commencement of a Council meeting or Councillor briefing, or as soon as a Councillor recognises that they have a conflict of interest.

The relevant provisions in the *Local Government Act 2020* include those in Part 6, Division 2 (from section 126). Failing to disclose a conflict of interest and excluding themselves from the decision making process is an offence.

Disclosures at Council meetings

Under the Governance Rules:¹

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

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

2 intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:

2.1 advising of the conflict of interest;

2.2 explaining the nature of the conflict of interest; and

2.3 detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

(a) name of the other person;

(b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

(c) nature of that other person's interest in the matter, and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub- Rule.

The Councillor must, in either event, leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

¹ Chapter 5, Rule 3.

Disclosures at councillor briefings (and other meetings)

Also under the Governance Rules,² a Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of Council at which he or she is present must:

1. disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;
2. absent himself or herself from any discussion of the matter; and
3. as soon as practicable after the meeting concludes provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

Councillor form to disclose conflicts of interest

Name: _____

Date: _____

Meeting type:

- Briefing
- Meeting
- Other _____

Nature of the conflict of interest (describe):

If the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person:

- name of the other person (gift giver): _____
- nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person: _____
- nature of that other person’s interest in the matter: _____

² Chapter 5, Rule 4.

5. Confirmation of minutes of previous Council meetings

5.1.1 Council Meeting 28 March 2023

5.1.2 Special Council Meeting 18 April 2023

6. Minutes of Delegated and Advisory Committees

Nil

7. Petitions

Nil

8. Officer Reports

8.1 CENTRAL GOLDFIELDS ART GALLERY DRAFT STRATEGIC PLAN 2023-2026

Author: Gallery Coordinator

Responsible Officer: General Manager Community Wellbeing

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to present the Draft Central Goldfields Art Gallery Strategic Plan 2023- 2026 to Council to approve prior to a period of public exhibition seeking community and stakeholder feedback.

RECOMMENDATION

That Council approve the attached Draft Central Goldfields Art Gallery Strategic Plan 2023 – 2026 prior to a period of Public Advertisement inviting community and stakeholder feedback for a period of four weeks during May and June.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Community's Wellbeing

The Community's vision 1. Socially connected, creative, inclusive, healthy, and safe 'all ages' friendly communities

BACKGROUND INFORMATION

The revitalised Central Goldfields Art Gallery was reopened on 3 March 2023 following extensive works and remodelling of this key community asset, funded by the State Government and Council.

The Central Goldfields Art Gallery Strategic Plan 2023 – 2026 will be the first Strategic Plan for the Gallery. It will maximise the community, cultural and tourism opportunities of this key facility, building on the successful programming and partnership developments of recent years and positioning the revitalised Gallery for an exciting stage of new growth.

The Draft Strategic Plan connects the Gallery's directions with the Council Plan and other key plans and strategies of Central Goldfields Shire as well as placing it within a broader regional context.

The development of the Draft Strategic Plan has been informed by community and sector research and consultation including a workshop with Councillors on 24 January 2023 and presentation to the Councillor Briefing on 11 April 2023.

REPORT

The Gallery Strategic Plan will guide the direction of the Gallery in line with its new vision over the next four years. While the Gallery has a sound basis and strong partnerships across the community, the aim of the Plan is to take the Gallery to the 'next level'; to become a major cultural asset for Central Victoria and a key part of the Shire's cultural tourism offer.

Priorities are identified across key areas of exhibitions, education and public programs, marketing, collections and resourcing.

Draft Vision

Central Goldfields Art Gallery will:

- Be an innovative and inclusive Public Art Gallery for the people of Central Goldfields Shire and surrounding region.
- Engage, inspire and challenge our audience through visual arts exhibitions and programs.
- Achieve standards of excellence in all that we do.
- Connect with both our community and a broad range of visitors.
- Contribute to an evolving understanding of Australian cultural identity.

Draft Strategic Directions

Through research, community engagement activities and analysis, five strategic directions have emerged as key areas of focus:

Strategic direction one: Develop and deliver a high-quality annual exhibition program for our community.

Strategic direction two: Develop and deliver an engaging education and public program.

Strategic direction three: Market the Gallery to key stakeholders and a wide range of audiences

Strategic direction four: Maintain, develop and increase access to the permanent art collection.

Strategic direction five: Achieve increased resourcing to sustainably manage and deliver the Gallery vision.

CONSULTATION/COMMUNICATION

Consultation was undertaken during 2022 with a range of Council staff from relevant teams and services including the Gallery, Community Wellbeing, Community Engagement, Finance, Library, Youth Services and Economic Development. Consultation was also undertaken with community and arts stakeholders including ASTERIA Services, Public Galleries Association of Victoria, local schools and educators, artists and a Dja Dja Wurrung Elder.

John Sedunary, Chair of the Committee for Maryborough provided pro bono advice on the development of the Strategy; Jan Boynton, Chair, Bendigo Art Gallery Board provided strategic advice on format; Anne Robertson, Executive Officer of the Public Galleries Association of Victoria provided industry information and benchmarking statistics and resources.

The proposed vision and broad strategic opportunities for the Strategic Plan were presented to Councillors and the Executive Management Team at a workshop held at the Gallery on 24 January 2023 followed by the presentation of the Draft Strategic Plan at the Councillor Briefing on 11 April 2023.

The Draft Strategy will be publicly advertised and community and stakeholders will be invited to review and provide feedback from 8 May and end on 11 June 2023 in line with a Community Engagement Plan. Feedback from the Public Exhibition period will then be considered and where appropriate incorporated into the Strategic Plan to be presented to the Councillor Meeting in July for potential adoption.

FINANCIAL & RESOURCE IMPLICATIONS

- The Draft Strategic Plan includes a strategic direction to: Achieve increased resourcing to sustainably manage and deliver the Gallery vision (Strategic direction five). Key strategies supporting this direction include seeking State, Federal and philanthropic grants. and maximising opportunities for fundraising through memberships, donations, sponsorship, merchandise and events
- The Plan will be implemented by Council staff including Gallery staff and other teams and departments as part of their ongoing roles and activities.
- Currently the Gallery's EFT is 2.19 compared to 3.5 EFT which is recommended by the Public Galleries Association of Victoria for operating a gallery of this size and nature. In order to build educational and art collection services as outlined in the Draft Strategic Plan and to meet industry standards, Council will advocate to the State Government for consideration of ongoing operational funding through Creative Victoria
- There are no known financial risks in relation to recommendations made in this report.

RISK MANAGEMENT

This report addresses the following strategic risks:

Property and Assets - Failure to maintain, renew and expand our assets in a timely and robust way, that considers service and delivery needs

Community Engagement: Inadequate stakeholder management or engagement impacting brand reputation and community satisfaction in Council decision making.

CONCLUSION

The Draft Central Goldfields Art Gallery Strategic Plan 2023 – 2026 has been developed through a process of research, analysis and consultation. It presents a clear road map to maximise the community, cultural and economic benefits of the revitalised Gallery. The Draft Strategic Plan will be publicly advertised during May and June 2023 to seek feedback from community and stakeholders. The final Strategic Plan will be presented to Council for endorsement in July 2023.

ATTACHMENT

8.1.1 Draft Central Goldfields Art Gallery Strategic Plan 2023 - 2026

8.1.1 CENTRAL GOLDFIELDS ART GALLERY STRATEGIC PLAN 2023-2026

Acknowledgement of Country

Central Goldfields Shire Council acknowledges and extends appreciation for the Dja Dja Wurrung People, the Traditional Owners of the land that we are on. We pay our respects to leaders and Elders past, present and emerging for they hold the memories, the traditions, the culture and the hopes of all Dja Dja Wurrung People. We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

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7.3 Consultations into the development of the Central Goldfields Art Gallery Strategic Plan 2023-2026

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EXECUTIVE SUMMARY

Our Vision is to become an innovative and inclusive regional Gallery.

For the past 25 years the Central Goldfields Art Gallery has been a vital and much celebrated hub for cultural life in Central Goldfields and the surrounding region. With the visionary redevelopment of the facility, as funded by the State Government and Council, the Gallery is entering an exciting and pivotal stage in its evolution.

The redevelopment successfully unites the original building of the 1861 Maryborough Fire Station with a contemporary approach that celebrates architectural excellence and provides a series of inspiring spaces, opening new vistas, perspectives and opportunities for the display and presentation of art in the Central Goldfields.

Our strategic planning provides a solid foundation to realise our Vision.

This *Gallery Strategic Plan 2023-2026* provides a roadmap for the next four years and aligns strongly with regional and local strategies. It includes a focus on cultural, social and economic priorities including the development of the local visitor economy. It outlines key directions for a growing audience, partnerships, expanded exhibition and associated programming, showcasing the permanent collection and further development of our education and public engagement to realise our Vision to:

- *Be an innovative and inclusive Public Art Gallery for the people of Central Goldfields Shire and surrounding region.*
- *Engage, inspire and challenge our audience through visual arts exhibitions and programs.*
- *Achieve standards of excellence in all that we do.*
- *Connect with both our community and a broad range of visitors.*
- *Contribute to an evolving understanding of Australian cultural identity.*

Through research, community engagement activities and analysis, five strategic directions have emerged as key areas of focus for this Strategic Plan:

Strategic direction one: Develop and deliver a high-quality annual exhibition program for our community.

Strategic direction two: Develop and deliver an engaging education and public program.

Strategic direction three: Market the Gallery to key stakeholders and a wide range of audiences

Strategic direction four: Maintain, develop and increase access to the permanent art collection.

Strategic direction five: Achieve increased resourcing to sustainably manage and deliver the Gallery vision.

An ambitious but realistic timeline for implementation of the strategic directions is included in this Plan to support the realisation of the Gallery Vision over the next four years.

The benefits for our community and local businesses are many.

The Gallery has built an exceptional set of connections with its local community. This Plan ensures an ongoing inclusive approach which showcases the creativity, cultural identity and resourcefulness of the local community, alongside artists of national and international significance.

The community will be supported to grow and to be an integral part of realising the potential of the Gallery as a regional attraction, which is proud of its economic, social and cultural vitality and its contribution to the national conversation about place and identity.

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1. ABOUT THE PEOPLE AND THE PLACE

1.1. The heart of the Central Goldfields

Central Goldfields Shire is situated within the boundaries of Dja Dja Wurrung country. It is centrally located between the rapidly growing centres of Ballarat and Bendigo and sits at the heart of the Victorian Central Goldfields region, which is subject to an exciting bid to become a UNESCO World Heritage Site.

The Art Gallery is located in Maryborough, the Shire's major business centre and regional hub, and sits adjacent to fine buildings dating from the goldrush period. It is also directly opposite the Maryborough District Hospital and within easy walking distance from the iconic Maryborough Railway Station, which is undergoing significant reactivation with increased train services, a state-of-the-art interactive visitor experience centre and a creative arts hub. The Gallery and Station are the strategic "bookends" of Maryborough's central spine and frame a unique streetscape within the broader region.

Maryborough is well connected with the townships of Central Goldfields Shire including Dunolly to the north and Talbot to the south as well as surrounding regional towns including Castlemaine, St Arnaud and Avoca.

1.2. An aspiring community who value the arts

Central Goldfields Shire's population of 13,483 (2021) is mostly concentrated within Maryborough and while Central Goldfields is recognised as having significant social and economic disadvantages, it is also strong in community pride, creativity and resilience.

Art galleries and museums play a major role in Australia's social, cultural and economic well-being. The value of the arts and culture is outlined by (UNESCO) *"..from cherished historic monuments and museums to living heritage practices and contemporary art forms, culture enriches our lives in countless ways and helps build inclusive, innovative and resilient communities"* (Source, [Culture | UNESCO](#)). The links between arts and health are becoming increasingly well documented and are identified by VicHealth as contributing to (Source, [Arts and culture \(vichealth.vic.gov.au\)](#)):

- Strengthening community connection
- Providing platforms for less prominent voices
- Providing opportunities for bringing people together to develop creative solutions to health promotion challenges.

The Gallery plays a significant role in promoting and celebrating creativity and building social connectedness and wellbeing in the Central Goldfields. It attracts high levels of interest and participation in its exhibitions, programs and activities, and has close links with the community through the local schools' network, and a range of partnerships with community organisations representing diverse ages and interests.

The region is moving towards a flourishing future with a diversity of artistic practice in Maryborough and surrounding townships and a range of community led initiatives such as the annual Tiny Towns Arts Trail.

1.3. Our heritage foundations and growing tourism and visitation

Situated within the original Maryborough Fire Station building dating back to 1861, the Gallery has undergone a transformative \$2 million redevelopment and expansion, funded by State government and Council. Completed in 2022, the Gallery now meets contemporary public gallery standards for a rich presentation of art and programs. The redevelopment provides multiple opportunities to engage and interact with the community and from 2024 the Gallery will also feature an Indigenous Interpretive Garden developed in partnership with the local Traditional Owners, the Dja Dja Wurrung. The Garden will reference traditional fire practices and local significant sites, anchoring the space to its broader environment and cultural context.

There are indications that the Central Goldfields area is increasingly being recognised as a base for artists and creative practitioners, made attractive through its relative affordability and increasing links to neighbouring regional towns including Castlemaine, and as a convenient location midway between the cities of Ballarat and Bendigo. With its significant heritage assets and the development of activation and interpretation across the region, visitation will continue to grow over the next four years. Growth in the Gallery's activities and its reach will support the visitor economy and the regional arts and cultural ecosystem.

The Goldfields region attracts many visitors to see the historic buildings and townships that date back to the 1850s and the rapid development of a prosperous gold mining industry, as well as attracting visitors interested in nature, food and arts and cultural experiences. Maryborough is an integral part of the Goldfields Way Touring Route between Ballarat and Bendigo, which also takes in the historic townships of Creswick, Clunes, Talbot, Maryborough and Dunolly.

2. OUR STRATEGIC CONTEXT

The strategic directions of the Gallery are closely aligned with the Central Goldfields Community's Vision Statement:

In 2031 we are an inspiring, thriving and prosperous community of choice, we've taken bold steps towards growing our economy and our community is full of optimism and opportunities. We are kind, connected and inclusive and we nurture creativity, leadership and innovation. We value and invest in our young people and our health and wellbeing is high. We live sustainably, cherish and protect our environment and heritage and we have access to outstanding jobs, education, health, community services, infrastructure, and housing.

Council has developed an integrated suite of strategies and plans across key domains which map the journey from where we are now to where we aspire to be in 2031. This Plan is a vital and creative contributor to this work including in the following key areas:

Tourism and Economic Development

The Central Goldfields Shire Council Economic Development Strategy (2020-2025) recognises the important role of arts and culture:

- Supporting the emerging role of arts and culture in the Shire presents an opportunity to positively influence and shape the narrative and identity of the region, to improve liveability and social inclusion outcomes for current residents, as well as attract new residents and visitors to the Shire.

The Central Goldfields Tourism and Events Strategy (2020 – 2025) identifies key themes to develop product, activation and interpretation which resonate strongly with the strategic directions for the Gallery:

- Shift the Narrative around the Shire's Identity and Perception (Key theme one)
- Enhance and Reinterpret the Gold Story (Key theme three)
- Support and Leverage the Emerging Arts & Culture Sector (Key theme four)
- Revitalise Assets, Infrastructure and Accommodation (Key theme five)
- Provide a Contemporary Approach to Marketing and Visitor Services (Key theme seven)

Community Wellbeing

Strategic Priorities within the Central Goldfields Shire Council Plan 2021- 2025 also acknowledge the central role of culture, creativity and people including:

- Nurture and celebrate creativity.
- Value, celebrate and actively engage First Nations culture and people.

Key National and State government policies and strategies

The Australian Government released its five-year National Cultural Policy *Revive* (2023) to revive the arts in Australia. At the heart of this policy is the goal to ensure there is a place for every story, and a story for every place. The five integrated pillars are:

1. First Nations First
2. A Place for Every Story
3. Centrality of the Artist
4. Strong Cultural Infrastructure
5. Engaging the Audience

The Victorian State Government also recognises that creativity and access are vital for all. The Creative State Strategy 2025 envisions Victoria as a *“State where creative people, ideas and enterprises thrive, and where everyone has equitable access to and benefits from a rich creative culture.”*

3. ABOUT THE GALLERY

3.1. Multiple histories within a fascinating site

The Gallery represents significant layers of local history and culture. Located on Dja Dja Wurrung Country, it is located within Maryborough's oldest building, the fire station, which was established in 1861. The station's fire bell was added in 1862 to muster the volunteer fire brigade to respond to the growing number of fires in the region during the goldrush, ringing out at 1pm every day for the gold diggers working within a four-mile range of the town. One hundred and sixty years later, the Gallery now provides a lens for the whole community to understand geological, environmental, First Nations, and contemporary histories of Maryborough and surrounds.

A timeline of the uses of the building and its development as a Gallery can be found in Appendix 7.2

3.2. Our exhibition and programming focus

The Gallery features a diverse program of regularly changing exhibitions including works from the permanent collection, touring exhibitions and curated exhibitions.

Our exhibitions program includes:

- Touring exhibitions from regional, state and national public art galleries
- A changing display of art works from the permanent collection
- Curated exhibitions based around themes and collection areas that relate to the Central Victorian region and beyond.
- Exhibitions from leading artists from the shire and the broader Central Victorian region

Following the revitalisation of the Gallery completed in 2022, exhibitions will be presented across the following key spaces:

- The Engine Room - this is the largest of the three exhibition spaces, and its name relates to the part of the Old Fire Station where the fire engine trucks were once parked.

- The Cambrian Room – an intimate space in which to appreciate a changing selection of works including works from the permanent collection.
- The Ramp Space - this central area will support a wide range of smaller exhibitions and displays.

Public art elements by Dja Dja Wurrung artists will also be an integral part of the Indigenous Interpretive Garden immediately adjacent to the Gallery.

3.3. Our permanent art collection

The Gallery's permanent collection is young but growing. The collection now numbers nearly 200 artworks with a focus on works of art that relate to the Central Goldfields region. Notable artists from the region include Aunty Marilyn Nicholls, Dean Bowen and Noel Tunks. The collection also includes a focus on contemporary Australian art quilts which relate to the textile history of the region. This unique collection is added to every two years through the hosting of the national art quilt award, with the winning work acquired and accessioned into the permanent collection.

There are a number of works that sit outside the key collecting focus areas, including paintings by notable Australian artists including Arthur Boyd and Ray Crooke. These works of excellence by leading Australian artists help to give a broader context for telling the story of the history of Australian art and for the development of art locally.

In 2021 collection records were transferred to the industry standard Vernon collections database system. The Gallery was one of the first regional galleries in Australia to partner with the international collection's platform [Google Arts and Culture](#). As a result of digitising the collection in this way, the Gallery's collection is now part of an international platform that enables access to it from anywhere in the world.

In 2022 the collection was valued at \$612,000, more than doubling its value since 2006. The inclusion of a dedicated space for displaying works from the permanent collection demonstrates the growing importance of the collection, and the growing pride and interest in the development of a unique permanent art collection by the Council. Reviewing and updating the Gallery's Collection Policy, including a framework for collection acquisitions, will help refine this important aspect of gallery work.

The Australian Government's Cultural Gifts Program has enabled the collection to grow in value and significance. Since 2019, ten works of art have been acquired from leading Australian landscape artist and Central Victorian resident, Jeff Makin and internationally recognised, Maryborough born artist Dean Bowen, to a total value of \$88,100.

The Gallery has embarked on a direction to build the representation of First Nations artists in the collection. The 2021 commission of a woven basket by internationally recognised artist Aunty Marilyn Nicholls is the first work by a First Nations artist to enter the permanent collection and is a first step in this direction. Aunty Marilyn Nicholls created this artwork specifically for the Gallery based on the form of a nest. It is intended to support hope and healing within the community. Public art elements by Dja Dja Wurrung artists will also be an integral part of the Indigenous Interpretive Garden immediately adjacent to the Gallery.

3.4. Our resources

Central Goldfields Shire Council provides significant support for the Gallery as a highly valued and integrated service. Expertise and resources are drawn from across multiple departments including marketing and communications, tourism and events, economic development, buildings and maintenance, human resources, information technology and finance. Council's current financial and in-kind support is worth over \$300,000 per annum.

The Gallery team consists of a total of 2.19 EFT staff whose roles focus on program coordination, curation, exhibition installation, marketing, facility management, public programs, education and support of the volunteer program. There is an opportunity to review Gallery resourcing levels in line with recommendations by the Public Galleries Association of Victoria industry benchmark standards which indicate 3.5 EFT + casual staff for a gallery of this size.

In addition to professional staff, the Gallery has approximately 18 active volunteers. The interest in the Gallery's volunteer program has continued to grow even over the period of the Gallery's closure for redevelopment, defying overall trends for volunteering during the COVID-19 pandemic and demonstrating growing community commitment to the Gallery. A volunteer training program has been introduced to build skills and at the same time support social connectedness and community pride.

The Gallery continues to grow its partnerships with education, business and community organisations keen to support the Gallery in multiple ways.

Since 2020 a wide range of external grants have been secured to support the Gallery. In addition to the major State and Council investment in the revitalisation works for the Gallery in 2022, external grants have enabled a range of developments including the digitisation of the permanent collection and increased access to the permanent collection through the purchase of new display cases and collection storage racks in addition to a new standalone Gallery website as part of the increased focus on marketing the Gallery.

The Gallery does not currently receive operational funding support through Creative Victoria's Regional Partnerships Program. This program provided funding from \$40,000 to \$120,000 per annum to Victorian regional public galleries based on 2020 data. The Gallery meets the programming standards and requirements for consideration for funding through this program which is currently being reviewed by Creative Victoria and aspires to enter the stable of funded galleries helping to realise the vision of the Creative State Strategy.

There are a range of other potential opportunities to increase the Gallery's resources encompassing merchandising, fundraising, memberships and sponsorship. Opportunities to apply for grant funding to support projects that help achieve the Gallery Vision will continue to be applied for, building on the successful track record in obtaining grants over the last 3 years. Opportunities include funding to support the education service through national programs including the Regional Arts Fund, and State Government programs including the Victorian Government's Department of Education and Training Strategic Partnership Program and through Creative Victoria and Regional Development Victoria.

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4. DIRECTION – WHERE WE WANT TO BE

4.1. Our Vision

Central Goldfields Art Gallery will:

- Be an innovative and inclusive public Art Gallery for the people of Central Goldfields Shire and surrounding region.
- Engage, inspire and challenge our audience through visual arts exhibitions and programs.
- Achieve standards of excellence in what we do.
- Connect with both our community and a broad range of visitors.
- Contribute to an evolving understanding of Australian cultural identity

4.2. Our Values

- Professional standards in the care and presentation of visual arts
- Inclusiveness, creativity, accessibility and respect in how we go about our work.
- Sustainability in our approaches and innovation in achieving diverse forms of support to deliver the Gallery program.
- We are ethical and supportive in how we work with creatives. We respect the role of artists in the community and their ownership of specific stories and ideas.
- We follow correct protocols when working with First Nations and the work of First Nations' artists.

4.3. Our statement of purpose

We aim to:

- Be a premier public art gallery for the region, upholding national public gallery standards to engage and inspire audiences through the presentation of a diverse exhibition program.
- Inform and share knowledge with audiences by developing and delivering a diverse range of educational and public programs that connect people and art.
- Collect, preserve and make accessible a permanent collection for the benefit of current and future generations.

- Ensure the Gallery is sustainable and well-managed.
- Contribute social and economic benefit to our community through exhibitions, collections and programs
Be accountable and transparent in what we do and demonstrate the positive impact of our work.

4.4. Our strategic directions

This plan is based on five key strategic directions which support the realisation of our Vision:

1. Develop and deliver a high-quality annual exhibition program for our community.
2. Develop and deliver an engaging education and public program.
3. Market the Gallery to key stakeholders and a wide range of audiences
4. Maintain, develop and increase access to the permanent art collection.
5. Achieve increased resourcing to sustainably manage and deliver the Gallery vision.

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5. HOW WE WILL GET THERE

5.1. Strategic direction one: Develop and deliver a high-quality annual exhibition program for our community.

Key strategies

- 5.1.1. Develop and implement programming guidelines for the three gallery spaces – Engine Room (touring and self-curated exhibitions), Cambrian Room (including exhibition of works from the permanent collection and elsewhere) and the Ramp Space (including exhibitions by local artists and from other sources)
- 5.1.2. Launch an annual exhibition program by November of each preceding year.
- 5.1.3. Provide a balance of First Nations, regional and national artists in the program.
- 5.1.4. Present a mix of self-curated and touring exhibitions.
- 5.1.5. Draw on the collections, resources and expertise of the broader public galleries network to support the program.

5.2. Strategic direction two: Develop and deliver an engaging education and public program.

Key strategies

- 5.2.1. Advocate for resources to support and expand the delivery of education and public programs.
- 5.2.2. Deliver an overview of the exhibition calendar to educators and the wider community in November every year to assist them in integrating the Gallery's activities into their planning for the following year.
- 5.2.3. Present a diverse range of exhibition, visual arts and collection based public programs for the non-school sector.
- 5.2.4. Develop collaborations and cross promotion with other Council services with shared objectives including Library and Youth Services
- 5.2.5. Initiate innovative and fun life-long learning programs that increase education and socialisation for younger people and people at all stages of life.

5.3. Strategic direction three: Market the Gallery to key stakeholders and a wide range of audiences

Key strategies

- 5.3.1. Implement an annual marketing plan.
- 5.3.2. Refine and communicate the Gallery's brand including a review of the name of the Gallery and a style guide.
- 5.3.3. Broaden and increase Gallery visitation to 7,500 visitors by 2023/2024 with a 5% increase each year until 2026.
- 5.3.4. Improve evaluation methods to further build the Gallery's profile and audiences.
- 5.3.5. Become a central player in the Central Goldfields visitor experience with strong links between the Gallery and the Maryborough Railway Station

5.4. Strategic direction four: Maintain, develop and increase access to the permanent art collection.

Key strategies

- 5.4.1. Seek funding to support collections management.
- 5.4.2. Complete a Standard Facility Report to support opportunities for the Gallery to be considered as a potential venue by state and national touring exhibitions and to attract loans of artworks.
- 5.4.3. Review the Collections Policy
- 5.4.4. Introduce a 4-yearly valuation of the collection to comply with industry standards.
- 5.4.5. Ensure the collection is appropriately housed, stored and displayed.

5.5. Strategic direction five: Achieve increased resourcing to sustainably manage and deliver the Gallery vision.

Key strategies

- 5.5.1. Advocate to State Government for ongoing operational funding for the Gallery to achieve sustainability and the realisation of the Gallery's Vision
- 5.5.2. Identify and apply for relevant State, Federal and philanthropic grants to support strategic directions.
- 5.5.3. Encourage financial support and donations to the Gallery through online giving platforms and through the Deductible Gift Recipient program.

- 5.5.4. Maximise opportunities for revenue and fundraising including Gallery membership, donations, sponsorship, merchandise and events.
- 5.5.5. Manage and develop stakeholder relations across the arts sector, neighbouring galleries, and key education, community representative organisations to support the Vision.
- 5.5.6. Establish a community engagement mechanism through the Central Goldfields Shire Council to inform and support the Gallery program and services.
- 5.5.7. Minimise the environmental footprint of Central Goldfields Art Gallery

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6. ACTION PLAN

Central Goldfields Art Gallery Strategic Plan 2023 – 2026	Strategic direction one: Develop and deliver a high-quality annual exhibition program for our community	Strategic direction two: Develop and deliver an engaging education and public program	Strategic direction three: Market the Gallery to key stakeholders and a wide range of audiences	Strategic direction four: Maintain, develop and increase access to the permanent art collection	Strategic direction five: Achieve increased resourcing to sustainably manage and deliver the Gallery vision
2023/2024	<p>5.1.1 Develop and implement programming guidelines for the three gallery spaces</p> <p>5.1.2 Launch an annual exhibition program by November of each preceding year</p> <p>5.1.3 Provide a balance of First Nations, regional and national artists in the program</p> <p>5.1.4 Present a mix of self-curated and touring exhibitions</p> <p>5.1.5 Draw on the collections, resources and expertise of the broader public galleries</p>	<p>5.2.1 Advocate for resources to support and expand the delivery of education and public programs</p> <p>5.2.2 Deliver an overview of the exhibition calendar to educators and the wider community in November every year to assist them in integrating the Gallery's activities into their planning for the following year</p> <p>5.2.3 Present a diverse range of exhibition, visual arts and collection based public</p>	<p>5.3.1 Implement an annual marketing plan</p> <p>5.3.2 Refine and communicate the Gallery's brand including a review of the name of the Gallery and a style guide</p> <p>5.3.3 Broaden and increase Gallery visitation to 7,500 visitors by 2023/2024 with a 5% increase each year until 2026</p>	<p>5.4.1 Seek funding to support collections management</p> <p>5.4.2 Complete a Standard Facility Report to support opportunities for the Gallery to be considered as a potential venue by state and national touring exhibitions and to attract loans of artworks</p> <p>5.4.3 Review the Collections Policy</p>	<p>5.5.1 Advocate to State Government for ongoing operational funding for the Gallery to achieve sustainability and the realisation of the Gallery's vision</p> <p>5.5.4 Maximise opportunities for revenue and fundraising including Gallery membership, donations, sponsorship, merchandise and events</p> <p>5.5.5 Manage and develop stakeholder relations across the arts sector, neighbouring galleries, and key education,</p>

	network to support the program	programs for the non-school sector 5.2.5 Initiate innovative and fun life-long learning programs that increase education and socialisation for younger people and people at all stages of life			community representative organisations to support the vision 5.5.7 Minimise the environmental footprint of Central Goldfields Art Gallery
2024/2025	5.1.2 Launch an annual exhibition program by November of each preceding year 5.1.3 Provide a balance of First Nations, regional and national artists 5.1.4 Present a mix of self-curated and touring exhibitions 5.1.5 Draw on the collections, resources and expertise of the broader public galleries network to support the program	5.2.2 Deliver an overview of the exhibition calendar to educators and the wider community in November every year to assist them in integrating the Gallery's activities into their planning for the following year 5.2.3 Present a diverse range of exhibition, visual arts and collection based public programs for the non-school sector 5.2.5 Initiate innovative and fun life-long learning programs that	5.3.3 Increase Gallery visitation by 5%	5.4.5 Ensure the collection is appropriately housed, stored and displayed	5.5.2 Identify and apply for relevant State, Federal and philanthropic grants to support strategic directions 5.5.3 Encourage financial support and donations to the Gallery through online giving platforms and through the Deductible Gift Recipient program 5.5.4 Grow revenue and fundraising including Gallery membership, donations, sponsorship,

		increase education and socialisation for younger people and people at all stages of life			<p>merchandise and events</p> <p>5.5.5 Manage and develop stakeholder relations across the arts sector, neighbouring galleries, and key education, community representative organisations to support the vision</p> <p>5.5.6 Continue to strengthen community engagement to inform and support the Gallery program and services</p>
2025/2026	<p>5.1.2 Launch an annual exhibition program by November of each preceding year</p> <p>5.1.3 Provide a balance of First Nations, regional and national artists</p> <p>5.1.4 Present a mix of self-curated and touring exhibitions</p>	<p>5.2.2 Deliver an overview of the exhibition calendar to educators and the wider community in November every year to assist them in integrating the Gallery's activities into their planning for the following year</p> <p>5.2.3 Present a diverse range of exhibition,</p>	5.3.3 Increase Gallery visitation by 5%	5.4.4 Introduce a 4-yearly valuation of the collection to comply with industry standards	<p>5.5.2 Identify and apply for relevant State, Federal and philanthropic grants to support strategic directions</p> <p>5.5.4 Grow revenue and fundraising including Gallery membership, donations, sponsorship,</p>

	<p>5.1.5 Draw on the collections, resources and expertise of the broader public galleries network to support the program</p>	<p>visual arts and collection based public programs for the non-school sector</p> <p>5.2.5 Initiate innovative and fun life-long learning programs that increase education and socialisation for younger people and people at all stages of life</p>			<p>merchandise and events</p> <p>5.5.5 Manage and develop stakeholder relations across the arts sector, neighbouring galleries, and key education, community representative organisations to support the vision</p>
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7. Appendix

7.1. Our Strategic Context – Councils Plans and Strategies

The following chart indicates how the Central Goldfields Art Gallery Strategy aligns with multiple Council plans and strategies:

Central Goldfields Shire Council Plans and Strategies	CGSC Strategic Objective: Our community's wellbeing	CGSC Strategic Objective: Our Growing Economy	CGSC Strategic Objective: Our Spaces and Places	CGSC Strategic Objective: Leading Change
Central Goldfields Shire Council Plan 2021 – 2025	✓	✓	✓	✓
Central Goldfields Shire Council 2031 Vision	✓	✓	✓	✓
Tourism and Events Strategy 2020-2025	✓	✓	✓	✓

Economic Development Strategy 2020 – 2025	✓	✓	✓	✓
Priority Project Plans			✓	
Volunteer Strategy & Action Plan 2021 – 2024	✓			✓
Communications & Engagement Strategy 2021 – 2022	✓			✓
Positive Ageing Strategy 2021 - 2026	✓			
Every Child, Every Chance, Go Goldfields Initiative	✓			

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7.2. History of the building and the development of the Gallery

The process of developing this Plan provided the opportunity to bring together multiple histories of the site, informed by knowledge held by the Midlands and District Historical Society. There is strong community and visitor interest in the history of the building and its many stories. Key milestones in the history of this building are documented below:

Date	Milestone
1861	The original fire station was established on its current site, within the historic precinct around McLandress Square, Maryborough.
1982	The Maryborough Country Fire Authority handed back the old fire station to what was then called Maryborough City Council. The Fire Station was used during this time to store Council records.
1996	Central Goldfields Art Gallery was officially opened by Central Goldfields Shire Council in the old fire station building where it has operated from ever since.
1996 - 2020	The Gallery establishes and grows in stature as a public art gallery over this period. The Gallery was accepted as a member of the Public Galleries Association of Victoria. The Golden Textures Contemporary Art Quilt Award was established in 2013 as a national award based on the rich textile history of the region. The Gallery's permanent collection slowly develops based around art works with a relationship to the Central Goldfields region.
May 2020	Central Goldfields Shire Council is granted \$500,000 from the Victorian State Government, through the Regional Infrastructure Program for Stage 1 of the Gallery redevelopment. Council supplements this funding with \$273,000.

2021	Central Goldfields Shire Council is granted \$1.2 million funding from the Victorian State Government for Stages 2 and 3 of the Gallery redevelopment through the Regional Tourism Investment Fund.
June 2022	Central Goldfields Shire Council is granted \$225,000 funding from the Victorian State Government for Stages 2 and 3 of the Indigenous Interpretive Garden from the 2022/2023 Victorian State Budget. Council supplements this funding with \$75,000.
June 2022	Central Goldfields Shire Council is granted \$355,215 funding for Collections Access from the Victorian State Government's Creative Victoria Regional Collections Access Program. Council supplements this funding with \$35,000.
March 2023	Re-opening of the Gallery following a major redevelopment designed by award winning Melbourne based architectural firm Nervegna Reed. The Gallery is expanded to include a new space to display works from the permanent collection, a new and welcoming reception area, an upgraded exhibition space capable of presenting major exhibitions from major public galleries, a smaller exhibition space and a space for art making and learning; with a special focus on young people. The facility is fully accessible and the exhibition spaces and collection store meet environmental standards required to store, present and enable exhibitions and loans of art from external agencies enabling a rich diversity of artistic programming.

7.3. Developing the Strategy

A series of consultations held between May 2022 and January 2023 formed part of the research and background into the development of this Strategic Plan. A workshop was held with Councillors and consultations were held with community representatives including a Dja Dja Wurrung Elder, and members of the arts communities including those from Talbot, Bealiba and Dunolly, local art educators and a representative from the disability sector.

A range of staff from across Council were involved in consultations, including members of the Community Wellbeing department (Art Gallery, Library, Youth Services) and Economic Development, along with Community Engagement and Finance staff.

John Sedunary, Chair of the Committee for Maryborough provided pro bono advice on the development of the Strategy; Jan Boynton, Chair, Bendigo Art Gallery Board provided strategic advice on format; Anne Robertson, Executive Officer of the Public Galleries Association of Victoria provided industry information and benchmarking statistics and resources.

Consistent themes came through in the consultations including: the importance of participation and access in the Gallery program from the local and broader community, cross programming opportunities with other departments of Central Goldfields Shire Council, the importance of evaluation in demonstrating the impact of work undertaken and the emphasis on marketing and communications to ensure high level awareness and visitation. Following is a summary of themes from the consultations undertaken.

MISSION	ACCESS	WELL-BEING	PROGRAMMING	TOURISM	SUSTAINABILITY	MARKETING
Central Goldfields Art Gallery is one of the services that promotes inspirational/ aspirational aspects of the community.	Accessibility and inclusion for all within the Central Goldfields Shire Council community is important - opportunity to broaden young adult participation in the Gallery programs through VicHealth funding.	Important to demonstrate the link between involvement with a public art gallery and wellbeing.	Dja Dja Wurrung artists – important to highlight in the Gallery	Linkages between the Maryborough Railway redevelopment and Gallery need to be strong	Essential to increase resourcing of the Gallery.	Essential to evaluate the impact of work in order to advocate for increased resourcing
Education is critical part of the Gallery service	Art Teachers network is a useful conduit for communication Excursions for schools are important – Gallery outreach would be good too		Cross programming between the Library and Gallery is useful Important to present the work of artists from outside the region as well		Essential to make resourcing sustainable - e.g. opportunity to extend volunteering opportunities	Present exhibition calendar in November of the preceding year to educators to support their forward planning
	Partnership with disability sector is important. What's happening already is good so build on this.		Important to keep knowledge of local demographics upfront in planning.			Importance of marketing in meeting the vision of the Gallery

8.2 UPDATE OF INSTRUMENTS OF DELEGATION BY COUNCIL TO STAFF

Author: Manager Governance Property and Risk

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to recommend that Council resolve to update the S6 Instrument of Delegation, under which Council delegates its powers under various Acts to Council Staff.

RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Central Goldfields Shire Council (Council) resolves that:

- 1. there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;*
- 2. the instrument comes into force immediately upon Council adopting the resolution;*
- 3. on the coming into force of the instrument all previous delegations by Council to members of Council staff (other than the Chief Executive Officer) are revoked; and*
- 4. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Leading Change

The Community's vision 4. Good planning, governance, and service delivery

The *Local Government Act 2020*, and a variety of other legislation, make express provision for the appointment of delegates to act on behalf of Council and delegation of powers is essential to enable day to day decisions to be made and for the effective operation of the organisation.

BACKGROUND INFORMATION

Instruments of Delegation are the means by which Council delegates many powers to its staff.

The templates for the Instruments of Delegation and Appointment and Authorisation are prepared by Maddocks Lawyers.

REPORT

Maddocks Lawyers provide a twice-yearly update of its instruments of delegation, and appointment and authorisation. The updates incorporate changes to the legislation and regulations which are relevant to Council operations.

The update provided to Council in January 2023 includes changes to regulations 25(a) and (b) of the *Planning and Environment Regulations 1987*, which have been slightly amended to refer to the public availability requirements which came into force in 2022.

Further to this, third party contractors have been engaged to carry out planning activities for Council to address staffing gaps. The *Planning and Environment Act 1987* allows only for Councils to make delegations to Council officers, however and not an independent contractor under a contract for services. Accordingly, the instrument has been updated to provide delegations to the General Manager Infrastructure Assets and Planning, and the Business Support Officer for Statutory Services, to ensure planning decisions can be made under delegation, and administrative functions appropriately carried out.

CONSULTATION/COMMUNICATION

Relevant staff will be provided with confirmation of the amendments to the Instruments of Delegation.

FINANCIAL & RESOURCE IMPLICATIONS

Council subscribes to the Delegations and Authorisations service provided by Maddocks Lawyers, the cost of which is provided for in Council's budget. There are no other financial implications in reviewing the Instruments of Delegation.

RISK MANAGEMENT

This report addresses Council's strategic risk Legislative compliance - Failure to manage our compliance with relevant legislative requirements by meeting the requirements of the *Local Government Act 2020*.

CONCLUSION

It is recommended that Council adopt the updated Instrument of Delegation to ensure it reflects the most recent legislative changes and supports the continued delivery of planning services.

ATTACHMENTS

1. S6 Instrument of Delegation from Council to Staff Members



8.2.1 S6 Instrument of Delegation - Members of Staff

CENTRAL GOLDFIELDS SHIRE COUNCIL

INSTRUMENT OF DELEGATION

**S6 INSTRUMENT OF DELEGATION - MEMBERS OF
STAFF**

MAY 2023

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	Position
BSOSS	Business Support Officer Statutory Services
CEO	Chief Executive Officer
CCMP	Coordinator Compliance
CODP	Coordinator Design and Projects
CSTP	Coordinator Statutory Planning
CASS	Coordinator Strategic Asset Management
EHO	Environmental Health Officer
GMCW	General Manager Community Wellbeing
GMCP	General Manager Corporate Performance
GMIAP	General Manager Infrastructure Assets and Planning
GO	Governance Officer
MFIN	Manager Finance
MGPR	Manager Governance Property and Risk
MIFR	Manager Infrastructure
MOPS	Manager Operations
MGSS	Manager Statutory Services
MSED	Manager Strategy and Economic Development
MTEC	Manager Tourism Events and Culture
MBS	Municipal Building Surveyor
Not Delegated	Not Delegated
Not relevant	Not relevant to Central Goldfields Shire Council
PCO	Planning Compliance Officer
SCO	Senior Communications Officer

Abbreviation	Position
PLNNR	Statutory Planning
STRAT	Strategic Planner

3. declares that:

3.1.1 this Instrument of Delegation is authorised by a resolution of Council passed on 2 May 2023; and

3.1.2 the delegation:

- (a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- (b) remains in force until varied or revoked;
- (c) is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- (d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

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

3.2.1 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;

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

- (a) policy; or
- (b) strategy

adopted by Council;

3.2.3 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

3.2.4 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.

.....

Lucy Roffey

Date

CHIEF EXECUTIVE OFFICER

In the presence of:

Name:

Signature

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S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	GMCP, MGPR	Where Council is a Class B cemetery trust
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	GMCP, MGPR	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	GMCP, MGPR	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	Not relevant	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	Not relevant	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	GMCP, MGPR	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	GMCP, MGPR	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	GMCP, MGPR	
s 40	Duty to notify Secretary of fees and charges fixed under s 39	Not Delegated	

Cemeteries and Crematoria Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	MGPR	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	GMCP, MGPR	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	GMCP, MGPR	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	GMCP, MGPR	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Not Delegated	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Not Delegated	The application must include the requirements listed in s 66(2)(a)-(d)
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	GMCP, MGPR	
s 70(2)	Duty to make plans of existing place of interment available to the public	GMCP, MGPR	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	GMCP, MGPR	

Cemeteries and Crematoria Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(2)	Power to dispose of any memorial or other structure removed	GMCP, MGPR	
s 72(2)	Duty to comply with request received under s 72	Not Delegated	
s 74(3)	Duty to offer a perpetual right of interment	Not Delegated	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	Not Delegated	
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)	GMCP, MGPR	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	Not Delegated	
s 84I(4)	Power to exercise the rights of a holder of a right of internment	Not Delegated	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	GMCP	
s 84I(6)(a)	Power to remove any memorial on the place of interment	Not Delegated	
s 84I(6)(b)	Power to grant right of interment under s 73	Not Delegated	

Cemeteries and Crematoria Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(1)	Power to cancel a right of interment in accordance with s 91	Not Delegated	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	Not Delegated	
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	Not Delegated	
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)	Not Delegated	
s 100(3)	Power to recover costs of taking action under s 100(2)	Not Delegated	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	Not Delegated	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	Not Delegated	
s 103(3)	Power to recover costs of taking action under s 103(2)	Not Delegated	

Cemeteries and Crematoria Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	GMCP, MGPR	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	Not Delegated	
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	Not Delegated	
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	Not Delegated	
s 109(1)(a)	Power to open, examine and repair a place of interment	GMCP, MGPR	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	GMCP, MGPR	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	GMCP, MGPR	
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	MGPR	
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	GMCP, MGPR	

Cemeteries and Crematoria Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	Not Delegated	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	GMCP, MGPR	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	Not Delegated	
sch 1 cl 8(8)	Power to regulate own proceedings	Not Delegated	Subject to cl 8

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CCMP, GMIAP, MGSS	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	EHO, GMIAP, MGSS	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	EHO, GMIAP, MGSS	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	EHO, GMIAP, MGSS	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	EHO, GMIAP, MGSS	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	EHO, GMIAP, MGSS	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	EHO, GMIAP, MGSS	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).	EHO, GMIAP, MGSS	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHO, GMIAP, MGSS	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	EHO, GMIAP, MGSS	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	EHO, GMIAP, MGSS	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	EHO, GMIAP, MGSS	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CCMP, EHO, GMIAP, MGSS	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, GMIAP, MGSS	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CCMP, EHO, GMIAP, MGSS	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CCMP, EHO, GMIAP, MGSS	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	EHO, GMIAP, MGSS	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CCMP, EHO, GMIAP, MGSS	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	EHO, GMIAP, MGSS	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	EHO, GMIAP, MGSS	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Not Delegated	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO, GMIAP, MGSS	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHO, GMIAP, MGSS	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO, GMIAP, MGSS	Where Council is the registration authority
	Power to register or renew the registration of a food premises	EHO, GMIAP, MGSS	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CCMP, EHO, GMIAP, MGSS	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	GMCP, MFIN	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Not Delegated	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	EHO, GMIAP, MGSS	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHO, GMIAP, MGSS	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	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	EHO, GMIAP, MGSS	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38E(4)	Duty to register the food premises when conditions are satisfied	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	EHO, GMIAP, MGSS	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CCMP, EHO, GMIAP, MGSS	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	CCMP, EHO, GMIAP, MGSS	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	CCMP, EHO, GMIAP, MGSS	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	CCMP, EHO, GMIAP, MGSS	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	EHO, GMIAP, MGSS	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	CCMP, EHO, GMIAP, MGSS	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CCMP, EHO, GMIAP, MGSS	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	EHO, GMIAP, MGSS	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	EHO, GMIAP, MGSS	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	EHO, GMIAP, MGSS	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CCMP, EHO, GMIAP, MGSS	
s 40F	Power to cancel registration of food premises	GMIAP, CEO	Where Council is the registration authority
s 43	Duty to maintain records of registration	CCMP, EHO, GMIAP, MGSS	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	EHO, GMIAP, MGSS	Where Council is the registration authority

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHO, GMIAP, MGSS	Where Council is the registration authority
s 45AC	Power to bring proceedings	CCMP, EHO, GMIAP, MGSS	
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	GMIAP, CEO	Where Council is the registration authority

Heritage Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Not Delegated	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Not Delegated	Recommend not delegated

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	GMIAP, MSED	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	GMIAP, STRAT, MSED	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	GMIAP, STRAT, MSED	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	GMIAP, STRAT, MSED	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	GMIAP, STRAT, MSED	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	GMIAP, MSED	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(5)	Function of receiving notice of the Minister's decision	GMIAP, STRAT, MSED	
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	GMIAP, STRAT, MSED	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	GMIAP, MSED	
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	GMIAP, STRAT, MSED	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	GMIAP, STRAT, MSED	
s 12B(1)	Duty to review planning scheme	GMIAP, STRAT, MSED	
s 12B(2)	Duty to review planning scheme at direction of Minister	GMIAP, STRAT, MSED	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMIAP, CEO	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	GMIAP, STRAT, MSED	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Duty of giving copy amendment to the planning scheme	GMIAP, STRAT, MSED	
s 17(2)	Duty of giving copy s 173 agreement	GMIAP, STRAT, MSED	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	GMIAP, STRAT, MSED	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	GMIAP, STRAT, MSED	Until the proposed amendment is approved or lapsed
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	GMIAP, STRAT, MSED	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	GMIAP, STRAT, MSED	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	GMIAP, CEO	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	GMIAP, STRAT, MSED, CEO	Until the end of 2 months after the amendment comes into operation or lapses

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21A(4)	Duty to publish notice	GMIAP, STRAT, MSED	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	GMIAP, STRAT, MSED	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	GMIAP, STRAT, MSED	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	GMIAP, STRAT, MSED	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	GMIAP, STRAT, MSED	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	GMIAP, STRAT, MSED	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	GMIAP, STRAT, MSED	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	GMIAP, STRAT, MSED	During the inspection period

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	GMIAP, MSED	
s 28(1)	Duty to notify the Minister if abandoning an amendment	GMIAP, MSED	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	GMIAP, STRAT, MSED	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	GMIAP, STRAT, SCO	
s 30(4)(a)	Duty to say if amendment has lapsed	GMIAP, MSED	
s 30(4)(b)	Duty to provide information in writing upon request	GMIAP, STRAT, MSED	
s 32(2)	Duty to give more notice if required	GMIAP, STRAT, MSED	
s 33(1)	Duty to give more notice of changes to an amendment	GMIAP, STRAT, MSED	
s 36(2)	Duty to give notice of approval of amendment	GMIAP, STRAT, MSED	
s 38(5)	Duty to give notice of revocation of an amendment	GMIAP, STRAT, MSED	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	GMIAP, MSED	
s 40(1)	Function of lodging copy of approved amendment	GMIAP, STRAT, MSED	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	GMIAP, STRAT, MSED	
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	GMIAP, STRAT, MSED	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	GMIAP, STRAT, MSED	
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	Not relevant	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	GMIAP, CEO	Where Council is a responsible public entity

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	GMIAP, CEO	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	GMIAP, CEO	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	GMIAP, CEO	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	GMIAP, CEO	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	GMIAP, CEO	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	GMIAP, CEO	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	GMIAP, STRAT, MSED	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	GMIAP, STRAT, MSED	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GP	Function of receiving a notice under s 46GO	GMIAP, STRAT, MSED	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	GMIAP, STRAT, MSED	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	GMIAP, STRAT, MSED	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	GMIAP, STRAT, MSED	
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	GMIAP, MSED	
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	GMIAP, MSED	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	GMIAP, MSED	
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	GMIAP, MSED	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	GMIAP, MSED	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	GMIAP, MSED	
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	GMCP, MFIN	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	GMIAP, MSED	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)	GMIAP, MSED	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)	GMIAP, MSED	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	GMIAP, MSED	
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	GMIAP, MSED	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	GMIAP, MSED	Where Council is the collecting agency

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and 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	GMIAP, MSED	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	GMCP, MFIN	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	GMCP, MFIN	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	GMCP, MFIN	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	GMCP, MFIN	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	GMCP, MFIN	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

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Function of receiving the monetary component	GMCP, MFIN	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)	GMCP, MFIN	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	GMCP, MFIN	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	GMCP, MFIN	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	GMCP, MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	GMCP, MFIN	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	GMCP, MFIN	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	GMCP, MFIN	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	GMCP, MFIN	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	GMIAP, CEO	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	GMIAP, CEO	<p>If the VPA is the collecting agency under an approved infrastructure contributions plan</p> <p>Where Council is a development agency under an approved infrastructure contributions plan</p>

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	GMIAP, CEO	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)	GMIAP, CEO	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)	GMCP, MFIN	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	GMCP, MFIN	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	GMCP, MFIN	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)	GMCP, CEO	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	GMCP, CEO	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	GMIAP, CEO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	GMCP, MFIN	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)	GMCP, MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	GMCP, MFIN	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	GMCP, CEO	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	GMIAP, CEO	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	GMCP, CEO	Where Council is a collecting agency or development agency

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	GMIAP, CEO	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	GMIAP, STRAT, MSED	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	GMIAP, STRAT, MSED	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMIAP, MSED	
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	GMIAP, STRAT, MSED	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	GMIAP, MSED	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	GMIAP, MSED	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	GMIAP, MSED	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(1)	Duty to keep proper accounts of levies paid	GMCP, GMIAP, MFIN, MSED	
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	GMCP, GMIAP, MFIN, MSED	
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	GMCP, GMIAP, MFIN, MSED	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	GMCP, GMIAP, MFIN, MSED	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	GMCP, GMIAP, MFIN, MSED	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	GMIAP, MSED	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	GMIAP, MSED	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	GMCP, GMIAP, MFIN, MSED	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46QD	Duty to prepare report and give a report to the Minister	GMCP, GMIAP, MFIN, MSED	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 in accordance with the public availability requirements, during the inspection period	Not Delegated	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Not Delegated	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	CSTP, GMIAP, MGSS, PLNNR	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	CSTP, GMIAP, MGSS, PLNNR	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Not Delegated	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CSTP, GMIAP, MGSS, PLNNR	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CSTP, GMIAP, MGSS, PLNNR, BSOSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 50(4)	Duty to amend application	CSTP, GMIAP, MGSS, PLNNR	
s 50(5)	Power to refuse to amend application	CSTP, GMIAP, MGSS, PLNNR	
s 50(6)	Duty to make note of amendment to application in register	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 50A(1)	Power to make amendment to application	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CSTP, GMIAP, MGSS, PLNNR	
s 50A(4)	Duty to note amendment to application in register	CSTP, GMIAP, MGSS, PLNNR	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR, BSOSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
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	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
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	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CSTP, GMIAP, MGSS, PLNNR, BSOSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(3)	Power to give any further notice of an application where appropriate	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CSTP, GMIAP, MGSS, PLNNR	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CSTP, GMIAP, MGSS, PLNNR	
s 54(1)	Power to require the applicant to provide more information	CSTP, GMIAP, MGSS, PLNNR	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 54(1B)	Duty to specify the lapse date for an application	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CSTP, GMIAP, MGSS, PLNNR	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CSTP, GMIAP, MGSS, PLNNR, BSOSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CSTP, GMIAP, MGSS, PLNNR	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 57A(5)	Power to refuse to amend application	CSTP, GMIAP, MGSS, PLNNR	
s 57A(6)	Duty to note amendments to application in register	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 57B(1)	Duty to determine whether and to whom notice should be given	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CSTP, GMIAP, MGSS, PLNNR	
s 57C(1)	Duty to give copy of amended application to referral authority	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 58	Duty to consider every application for a permit	CSTP, GMIAP, MGSS, PLNNR	
s 58A	Power to request advice from the Planning Application Committee	CSTP, GMIAP, MGSS, PLNNR	
s 60	Duty to consider certain matters	CSTP, GMIAP, MGSS, PLNNR	
s 60(1A)	Duty to consider certain matters	CSTP, GMIAP, MGSS, PLNNR	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CSTP, GMIAP, MGSS, PLNNR	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <hr/> <p>Power is subject to the following conditions:</p> <p>a) Delegates may only decide an application if three (3) or fewer valid objections have been received.</p> <p>b) Delegates may only refuse an application:</p> <p>i. where an application has been inactive for a period of 6 months or more and the applicant has failed to provide reasonable justification for a lack of action; or</p> <p>ii. where an application is for a use or development that is prohibited; or</p> <p>At any stage before an application is decided under delegation, any Councillor may decide to call in an application to the Council planning hearing.</p>

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CSTP, GMIAP, MGSS, PLNNR	<p>Power is subject to the following condition:</p> <p>a) Where a determining referral authority has objected to the grant of a permit (and their grounds are the only grounds for refusal).</p> <p>At any stage before an application is decided under delegation, any Councillor may decide to call in an application to the Council planning hearing.</p>
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CSTP, GMIAP, MGSS, PLNNR	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not relevant	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	GMIAP, MGSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CSTP, GMIAP, MGSS, PLNNR	<p>Power is subject to the following condition:</p> <p>a) Where the breach of a registered restrictive covenant is the only grounds for refusal and a permit has not been issued, or a decision has not been made to grant a permit, to allow the removal or variation of the covenant.</p> <p>At any stage before an application is decided under delegation, any Councillor may decide to call in an application to the Council planning hearing.</p>
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CSTP, GMIAP, MGSS, PLNNR	
s 62(2)	Power to include other conditions	CSTP, GMIAP, MGSS, PLNNR	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CSTP, GMIAP, MGSS, PLNNR	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CSTP, GMIAP, MGSS, PLNNR	
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	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CSTP, GMIAP, MGSS, PLNNR	
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)	CSTP, GMIAP, MGSS, PLNNR	
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)	CSTP, GMIAP, MGSS, PLNNR	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CSTP, GMIAP, MGSS, PLNNR	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CSTP, GMIAP, MGSS, PLNNR	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	CSTP, GMIAP, MGSS, PLNNR	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	CSTP, GMIAP, MGSS, PLNNR	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CSTP, GMIAP, MGSS, PLNNR, STRAT	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	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CSTP, GMIAP, MGSS, PLNNR, BSOSS	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	CSTP, GMIAP, MGSS, PLNNR	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CSTP, GMIAP, MGSS, PLNNR	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(1)	Function of receiving application for extension of time of permit	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 69(1A)	Function of receiving application for extension of time to complete development	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 69(2)	Power to extend time	CSTP, GMIAP, MGSS, PLNNR	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 71(1)	Power to correct certain mistakes	CSTP, GMIAP, MGSS, PLNNR	
s 71(2)	Duty to note corrections in register	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 73	Power to decide to grant amendment subject to conditions	CSTP, GMIAP, MGSS, PLNNR	
s 74	Duty to issue amended permit to applicant if no objectors	CSTP, GMIAP, MGSS, PLNNR	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CSTP, GMIAP, MGSS, PLNNR	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CSTP, GMIAP, MGSS, PLNNR	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	CSTP, GMIAP, MGSS	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	CSTP, GMIAP, MGSS, PLNNR	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	CSTP, GMIAP, MGSS, PLNNR	
s 83	Function of being respondent to an appeal	CSTP, GMIAP, MGSS, PLNNR	
s 83B	Duty to give or publish notice of application for review	CSTP, GMIAP, MGSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CSTP, GMIAP, MGSS, PLNNR	
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	CSTP, GMIAP, MGSS, PLNNR	
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	CSTP, GMIAP, MGSS, PLNNR	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CSTP, GMIAP, MGSS, PLNNR	
s 84AB	Power to agree to confining a review by the Tribunal	CSTP, GMIAP, MGSS	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CSTP, GMIAP, MGSS, PLNNR	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CSTP, GMIAP, MGSS	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CSTP, GMIAP, MGSS, PLNNR	
s 91(2)	Duty to comply with the directions of VCAT	CSTP, GMIAP, MGSS, PLNNR	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CSTP, GMIAP, MGSS, PLNNR	
s 93(2)	Duty to give notice of VCAT order to stop development	CSTP, GMIAP, MGSS, PLNNR	
s 95(3)	Function of referring certain applications to the Minister	GMIAP, CEO	
s 95(4)	Duty to comply with an order or direction	CSTP, GMIAP, MGSS, PLNNR	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CSTP, GMIAP, MGSS, PLNNR	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	GMIAP, CEO	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CSTP, GMIAP, MGSS, PLNNR	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CSTP, GMIAP, MGSS, PLNNR	
s 96F	Duty to consider the panel's report under s 96E	CSTP, GMIAP, MGSS, PLNNR	
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 Planning and Environment (Planning Schemes) Act 1996	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96H(3)	Power to give notice in compliance with Minister's direction	CSTP, GMIAP, MGSS, PLNNR	
s 96J	Duty to issue permit as directed by the Minister	CSTP, GMIAP, MGSS, PLNNR	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CSTP, GMIAP, MGSS, PLNNR	
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	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 97C	Power to request Minister to decide the application	CSTP, GMIAP, MGSS, PLNNR	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CSTP, GMIAP, MGSS, PLNNR	
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	CSTP, GMIAP, MGSS, PLNNR	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CSTP, GMIAP, MGSS, PLNNR, BSOSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CSTP, GMIAP, MGSS, PLNNR	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CSTP, GMIAP, MGSS, PLNNR	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CSTP, GMIAP, MGSS, PLNNR	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CSTP, GMIAP, MGSS, PLNNR	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CSTP, GMIAP, MGSS, PLNNR	
s 97Q(4)	Duty to comply with directions of VCAT	CSTP, GMIAP, MGSS, PLNNR	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CSTP, GMIAP, MGSS	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CSTP, GMIAP, MGSS	
s 101	Function of receiving claim for expenses in conjunction with claim	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103	Power to reject a claim for compensation in certain circumstances	CSTP, GMIAP, MGSS, PLNNR	
s.107(1)	function of receiving claim for compensation	CSTP, GMIAP, MGSS, PLNNR	
s 107(3)	Power to agree to extend time for making claim	CSTP, GMIAP, MGSS, PLNNR	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	GMIAP	
s 114(1)	Power to apply to the VCAT for an enforcement order	GMIAP, CEO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CCMP, GMIAP, MGSS, PCO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CCMP, GMIAP, MGSS, PCO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CCMP, GMIAP, MGSS, PCO	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CCMP, GMIAP, MGSS, PCO	Except Crown Land
s 129	Function of recovering penalties	CCMP, GMIAP, MGSS, PCO	
s 130(5)	Power to allow person served with an infringement notice further time	CCMP, GMIAP, MGSS, PCO	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149A(1)	Power to refer a matter to the VCAT for determination	GMIAP, CEO	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	GMIAP, CEO	
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)	CSTP, GMIAP, MGSS	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CSTP, GMIAP, MGSS	
s 171(2)(g)	Power to grant and reserve easements	CSTP, GMIAP, MGSS	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Not Delegated	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)	Not Delegated	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)	Not Delegated	Where Council is the development agency specified in an approved infrastructure contributions plan

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 173(1)	Power to enter into agreement covering matters set out in s 174	CSTP, GMIAP, MGSS	
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	Not Delegated	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 Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CSTP, GMIAP, MGSS, PLNNR	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CSTP, GMIAP, MGSS, PLNNR	
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	CSTP, GMIAP, MGSS	
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	CSTP, GMIAP, MGSS	
s 178A(1)	Function of receiving application to amend or end an agreement	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CSTP, GMIAP, MGSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CSTP, GMIAP, MGSS	
s 178A(5)	Power to propose to amend or end an agreement	CSTP, GMIAP, MGSS, PLNNR	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CSTP, GMIAP, MGSS, PLNNR	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CSTP, GMIAP, MGSS, PLNNR	
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	CSTP, GMIAP, MGSS, PLNNR	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CSTP, GMIAP, MGSS, PLNNR	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CSTP, GMIAP, MGSS, PLNNR	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CSTP, GMIAP, MGSS	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	CSTP, GMIAP, MGSS	If no objections are made under s 178D Must consider matters in s 178B

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(2)(c)	Power to refuse to amend or end the agreement	CSTP, GMIAP, MGSS	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	CSTP, GMIAP, MGSS	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	CSTP, GMIAP, MGSS	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	CSTP, GMIAP, MGSS	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CSTP, GMIAP, MGSS	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)	CSTP, GMIAP, MGSS	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CSTP, GMIAP, MGSS	
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	CSTP, GMIAP, MGSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CSTP, GMIAP, MGSS	
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	CSTP, GMIAP, MGSS	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CSTP, GMIAP, MGSS	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CSTP, GMIAP, MGSS	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CSTP, GMIAP, MGSS	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CSTP, GMIAP, MGSS	
s 182	Power to enforce an agreement	CSTP, GMIAP, MGSS, PCO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CSTP, GMIAP, MGSS	
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	CSTP, GMIAP, MGSS	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CSTP, GMIAP, MGSS	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CSTP, GMIAP, MGSS	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CSTP, GMIAP, MGSS	
s 184G(2)	Duty to comply with a direction of the Tribunal	CCMP, CSTP, GMIAP, MGSS	
s 184G(3)	Duty to give notice as directed by the Tribunal	CCMP, CSTP, GMIAP, MGSS	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	GMIAP, MGSS	
s 198(1)	Function to receive application for planning certificate	CSTP, GMIAP, MGSS	
s 199(1)	Duty to give planning certificate to applicant	CSTP, GMIAP, MGSS	
s 201(1)	Function of receiving application for declaration of underlying zoning	CSTP, GMIAP, MGSS, PLNNR	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(3)	Duty to make declaration	CSTP, GMIAP, MGSS, PLNNR	
	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	CSTP, GMIAP, MGSS, PLNNR	
	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	CSTP, GMIAP, MGSS, PLNNR	
	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	CSTP, GMIAP, MGSS, PLNNR	
	Power to give written authorisation in accordance with a provision of a planning scheme	CSTP, GMIAP, MGSS, PLNNR	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CSTP, GMIAP, MGSS, PLNNR, BSOSS	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CSTP, GMIAP, MGSS, PLNNR	

Residential Tenancies Act 1997

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	GMIAP, GMCW	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	GMIAP	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	GMCW	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	GMCW	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 142D	Function of receiving notice regarding an unregistered rooming house	EHO	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	EHO	
s 142G(2)	Power to enter certain information in the Rooming House Register	EHO	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	EHO	

Residential Tenancies Act 1997

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 206AZA(2)	Function of receiving written notification	EHO, MTEC	Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 207ZE(2)	Function of receiving written notification	EHO, MTEC	Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	EHO, MTEC	
s 317ZDA(2)	Function of receiving written notification	EHO, MTEC	
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	EHO, GMIAP, MGSS	
s 522(1)	Power to give a compliance notice to a person	EHO, GMIAP, MGSS	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Not Delegated	
s 525(4)	Duty to issue identity card to authorised officers	GMCP, MGPR, GO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	EHO, GMIAP, MGSS	
s 526A(3)	Function of receiving report of inspection	EHO, GMIAP, MGSS	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Not Delegated	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	GMIAP, CEO	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	GMCP, CEO	
s 11(9)(b)	Duty to advise Registrar	GMIAP, MIFR	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	GMIAP, MIFR	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	GMIAP, MIFR	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	Not Delegated	Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	GMIAP, MIFR, CASS	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	GMIAP, MIFR	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(6)	Function of hearing a person in support of their written submission	GMIAP, MIFR	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	GMIAP, MIFR	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	GMIAP, MIFR	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	GMIAP, MIFR	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	GMIAP, MIFR	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	GMIAP, CEO	
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	GMIAP, CEO	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	GMIAP, CEO	

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(2)	Duty to include details of arrangement in public roads register	GMIAP, MIFR, CASS	
s 16(7)	Power to enter into an arrangement under s 15	GMIAP, CEO	
s 16(8)	Duty to enter details of determination in public roads register	GMIAP, MIFR, CASS	
s 17(2)	Duty to register public road in public roads register	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	GMIAP, CEO	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	GMIAP, MIFR, CASS	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	Not Delegated	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	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Where Council is the coordinating road authority

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	GMIAP, MIFR, CASS	
s 19(4)	Duty to specify details of discontinuance in public roads register	GMIAP, MIFR, CASS	
s 19(5)	Duty to ensure public roads register is available for public inspection	GMIAP, MIFR, CASS	
s 21	Function of replying to request for information or advice	GMIAP, MIFR, CASS	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	GMIAP, CEO	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	GMIAP, CEO	
s 22(5)	Duty to give effect to a direction under s 22	GMIAP, CEO	
s 40(1)	Duty to inspect, maintain and repair a public road.	GMIAP, MIFR, CASS	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	GMIAP, MIFR, CASS	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	GMIAP, MIFR, CASS	
s 42(1)	Power to declare a public road as a controlled access road	GMIAP, CEO	Power of coordinating road authority and sch 2 also applies

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	GMIAP, MIFR, CASS	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)	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	
s 49	Power to develop and publish a road management plan	GMIAP, CEO	
s 51	Power to determine standards by incorporating the standards in a road management plan	GMIAP, MIFR, CASS	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMIAP, MIFR, CASS	
s 54(2)	Duty to give notice of proposal to make a road management plan	GMIAP, MIFR, CASS	

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	GMIAP, MIFR, CASS	
s 54(6)	Power to amend road management plan	GMIAP, MIFR, CASS	
s 54(7)	Duty to incorporate the amendments into the road management plan	GMIAP, MIFR, CASS	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMIAP, MIFR, CASS	
s 63(1)	Power to consent to conduct of works on road	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	GMIAP, MIFR, CASS	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
s 67(3)	Power to request information	GMIAP, MIFR, CASS	Where Council is the coordinating road authority

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68(2)	Power to request information	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Not Delegated	
s 72	Duty to issue an identity card to each authorised officer	GMCP, MGPR, GO	
s 85	Function of receiving report from authorised officer	GMIAP, MIFR, CASS	
s 86	Duty to keep register re s 85 matters	GMIAP, MIFR, CASS	
s 87(1)	Function of receiving complaints	GMIAP, MIFR	
s 87(2)	Duty to investigate complaint and provide report	GMIAP, MIFR	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	GMIAP, MOPS	
s 112(2)	Power to recover damages in court	GMIAP, CEO	
s 116	Power to cause or carry out inspection	GMIAP, MIFR, CASS	
s 119(2)	Function of consulting with the Head, Transport for Victoria	GMIAP, MIFR, CASS	

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	GMIAP, MIFR, CASS	
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)	GMIAP, MIFR, CASS	
s 121(1)	Power to enter into an agreement in respect of works	GMIAP, CEO	
s 122(1)	Power to charge and recover fees	GMIAP, MIFR	
s 123(1)	Power to charge for any service	GMIAP, MIFR	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	GMIAP, CEO	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not Delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not Delegated	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	GMIAP, MIFR, CASS	
sch 2 cl 5	Duty to publish notice of declaration	GMIAP, MIFR, CASS	

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	GMIAP, MIFR, CASS	Where Council is the coordinating road authority

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	GMCP, GMIAP, MFIN, MIFR	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)	GMIAP, MIFR, CASS	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	GMIAP, MIFR, CASS	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)	GMIAP, MIFR, CASS	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	GMIAP, MIFR, CASS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Where Council is the coordinating road authority

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl18(1)	Power to enter into an agreement	GMIAP, CEO	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	GMIAP, MIFR, CASS	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	GMIAP, MIFR, CASS	Where Council is the responsible road authority
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	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CSTP, GMIAP, PLNNR	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CSTP, GMIAP, MGSS, PLNNR	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR	Where Council is the responsible authority
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	CSTP, GMIAP, MGSS, PLNNR	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CSTP, GMIAP, MGSS, PLNNR	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CSTP, GMIAP, MGSS	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CSTP, GMIAP, MGSS	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CSTP, GMIAP, MGSS, PLNNR	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	EHO, GMIAP, MGSS	
r 10	Function of receiving application for registration	EHO, GMIAP, MGSS	
r 11	Function of receiving application for renewal of registration	EHO, GMIAP, MGSS	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	EHO, GMIAP, MGSS	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EHO, GMIAP, MGSS	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	EHO, GMIAP, MGSS	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park	EHO, GMIAP, MGSS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	complies with these regulations		
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	EHO, GMIAP, MGSS	
r 12(4) & (5)	Duty to issue certificate of registration	EHO, GMIAP, MGSS	
r 14(1)	Function of receiving notice of transfer of ownership	EHO, GMIAP, MGSS	
r 14(3)	Power to determine where notice of transfer is displayed	EHO, GMIAP, MGSS	
r 15(1)	Duty to transfer registration to new caravan park owner	EHO, GMIAP, MGSS	
r 15(2)	Duty to issue a certificate of transfer of registration	EHO, GMIAP, MGSS	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Not Delegated	Fees can only be set by resolution of Council.
r 17	Duty to keep register of caravan parks	EHO, GMIAP, MGSS	
r 18(4)	Power to determine where the emergency contact person's details are displayed	EHO, GMIAP, MGSS	
r 18(6)	Power to determine where certain information is displayed	EHO, GMIAP, MGSS	
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	EHO, GMIAP, MGSS	
r 22(2)	Duty to consult with relevant emergency services agencies	EHO, GMIAP, MGSS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	EHO, GMIAP, MGSS	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	EHO, GMIAP, MGSS	
r 25(3)	Duty to consult with relevant floodplain management authority	EHO, GMIAP, MGSS	
r 26	Duty to have regard to any report of the relevant fire authority	EHO, GMIAP, MGSS	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	EHO, GMIAP, MGSS	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	EHO, GMIAP, MGSS, MBS	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	EHO, GMIAP, MGSS, MBS	
r 41(4)	Function of receiving installation certificate	EHO, GMIAP, MGSS	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	EHO, GMIAP, MGSS, MBS	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	EHO, GMIAP, MGSS, MBS	

Road Management (General) Regulations 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	GMIAP, MIFR, CASS	
r 9(2)	Duty to produce written report of review of road management plan and make report available	GMIAP, MIFR, CASS	
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)	GMIAP, MIFR, CASS	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	GMIAP, MIFR, CASS	
r 13(1)	Duty to publish notice of amendments to road management plan	GMIAP, CEO	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	GMIAP, MIFR, CASS	
r 16(3)	Power to issue permit	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	GMIAP, MIFR, CASS	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	GMIAP, CEO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	GMIAP, MIFR, CASS	Where Council is the coordinating road authority

Road Management (General) Regulations 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	GMIAP, MIFR, MOPS, CASS	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))	GMIAP, MIFR, MOPS, CASS	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	GMIAP, CEO	

Road Management (Works and Infrastructure) Regulations 2015

Provision	Power and Functions Delegated	Delegate	Conditions and 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	CODP, GMIAP, MIFR	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	CODP, GMIAP, MIFR	Where Council is the coordinating road authority

8.3 COMMUNITY SUPPORT POLICY

Author: Acting Manager Community Partnerships

Responsible Officer: General Manager Community Wellbeing

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to present the revised Community Support Policy to Council for consideration of adoption.

The provision of community support to our community is a key Council activity. The purpose of a Community Support Policy is to articulate to the community the variety of support that Council provides to the community and how that support is allocated between competing priorities in a consistent, accountable and transparent manner.

RECOMMENDATION

That Council adopt the revised Community Support Policy.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Community's Wellbeing

The Community's vision 1. Socially connected, creative, inclusive, healthy, and safe 'all ages' friendly communities

Initiative: Facilitate and support Council and community led events, programs and activities that focus on building community connections.

BACKGROUND INFORMATION

Historically, Central Goldfields Shire Council has provided a range of community support, both cash and in-kind, to community organisations, groups and committees to assist them running events/activities/initiatives/programs/services throughout the Shire.

At its Ordinary Meeting on 24th September 2019, Council resolved to adopt a Community Support Policy to provide guidance on any Council contribution provided to community organisations, groups and committees for community grants, in-kind support and planning and building fee waivers. This also led to the combining of various annual funding allocations to community groups into one Community Grants funding pool, from which all eligible organisations could apply for funds through an annual process.

At its Ordinary Meeting on 23rd March 2021, Council resolved to support the amendment to the Community Support Policy 2019 to allow a fee waiver, where the waiver of the fee may assist in resolving a difficult planning or building matter.

The review period set for the Community Support Policy is annually. No review was conducted in 2022 and the Policy is now being reviewed prior to the implementation of the 2023 Community Grants program.

REPORT

A review of the existing Policy has been undertaken by the Community Partnerships Unit, informed by feedback obtained from Council staff and councillors after a review of the 2022 Community Grants Program, research of similar updated policies from other Councils and consideration of subsequent legislative requirements since the last review.

The following changes are contained within the draft Policy (Attachment 1):

Victorian Auditor-General's Office (VAGO) Report recommendations

In May 2022, VAGO presented the Fraud Controls Over Local Government Grants report to the Victorian Parliament. The report made nine recommendations to all Victorian councils relating to strengthening fraud controls and improving guidance and training for grant-related fraud. Those recommendations, with resulting changes to the revised Community Support Policy, are as follows:

1. Improve conflict of interest processes by:

- *Requiring staff and Councillors to declare conflicts of interest for each grant application they assess or approve*
- *Documenting how the council manages declared conflicts of interest*

Policy change: Conflict of Interest process incorporated into draft Policy.

2. Develop eligibility and assessment criteria for all their grant programs and:

- *Assess and document each application against them*
- *Communicate assessment outcomes and reasons to unsuccessful applications*

Policy change: None – actions are already documented in Policy.

3. Exclude Councillors from assessing and making recommendations on grant applications

Policy change: Councillors have not been involved in assessing or making recommendations during previous grant assessment processes, however the relevant sections of the Policy outlining the role of councillors have been adjusted to ensure this is clear.

4. Verify that all grant recipients use grant funds for their intended purpose

Policy change: None - Grant acquittal process already provides this verification.

5. Evaluate the benefits of:

- *Recurring grants and require recipients to seek future funding through existing competitive grant programs.*
- *Non-recurring grants (if appropriate) and consider their risks and value*

Policy change: None - the transparency and fairness risk of recurring grants was addressed and resolved through the adoption of the 2019 Community Support Policy. Evaluation of the benefits of grant programs can be achieved through the set annual review of the Community Support Policy.

6. Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording:

- The names of individuals involved in assessing or approving grant applications*
- If applicants met the eligibility criteria*
- How assessors and approvers scored applicants against the assessment criteria*
- What assessors and approvers considered to determine funding amounts*
- Reasons why any funding decisions do not align with assessments*

Policy change: None - the online records system used by Council to document and process the Community Grants program achieves these aims. However, officers need to ensure any relevant external documents are saved within the system appropriately.

7. Develop their own overarching grant policy that details:

- When and why the council uses grants to achieve its strategy*
- How the council will administer grant programs across their life cycle*
- The risk-based approach the council uses to determine if it will evaluate each grant program*
- Staff and Councillors' roles in managing grants*
- Relevant council policies and procedures, including policies and procedures for declaring conflicts of interest.*

Policy change: The changes incorporated within the draft Community Support Policy address these points and provide an overarching policy to guide grants.

8. Include grant related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks

Action taken: Ensure relevant risks are included within the Council Risk Register.

9. Develop mandatory training for staff and Councillors that covers:

- Declaring and managing conflicts of interest*
- Fraud risks specific to grant programs*
- The council's relevant policies and procedures.*

Action taken: Ensure current and future training programs include content specific to grant programs.

In-kind Support

The current Policy outlines that provision of in-kind support is available through application for principally events related activities such as traffic management, waste management and event set-up. Applications must be made a month in advance through the Community Support Application Form and will be assessed by Council Officers. In practice, this process is not being undertaken and community organisations are approaching Council officers through various means to request in-kind support at any time prior to an event.

Traffic management services are contracted out externally, so in practice are not an in-kind service through existing Council resources. Waste management services (provision of rubbish bins) utilises bins owned by Energy Breakthrough for other events and the coordination and delivery of this service is problematic at times.

Council is scheduled to develop an Events Strategy by the end of 2023 and, through the strategy development, provision of events support will be reviewed and recommendations made. It is proposed that the current provisions for in-kind support remain within the Policy for now until the Events strategy process is completed and then this section can be updated or removed when the Policy undergoes its annual review in 2024.

Planning and Building Permit Fee waivers

Feedback through the previous Program review indicated a desire to remove this section from the Policy and be addressed through another policy, as it wasn't seen to fit well with the intent of the Policy. After discussion with the Statutory Services Unit, it is recommended that the section of fee waiver policy relating to community organisations and community benefit remain within this Policy and the remaining policy direction on fee waivers be incorporated within a future Statutory Fees and Charges Policy. However, it is proposed that all fee waiver provisions remain in the Community Support Policy for now until the new Statutory Fees and Charges Policy is developed and adopted. This section can then be updated when the Community Support Policy undergoes its annual review in 2024.

Application process

Council now uses an online system to administer the Community Grants program so any references to paper based application forms has been updated accordingly. Training and support will be provided to assist community organisations to complete the application online.

Assessment criteria and process

The current Policy lists three criteria to be used for assessment. This has been broadened to provide a stronger focus on outcomes aligned to the Council Plan and other relevant strategies (e.g. Climate Action Plan), encourage applicants to support the local economy through project expenditure and to recognise where applicants are providing their own significant contributions to the project.

Acknowledgement of Grant support and project evidence

These requirements have been strengthened in order to ensure Council's support is recognised and the grants program receives further promotion. The requirement of photographic evidence will also assist with promotion and to ensure projects have been finalised and are acquitted properly.

Inclusion of conflict of interest, human rights and gender equity sections

These sections have been added to reflect required changes in legislation and to clearly state Council's commitment to these principles.

Update of relevant legislation and guidelines

Updated as required to include current version and title of relevant documents.

CONSULTATION/COMMUNICATION

Staff from Community Partnerships, Events, Statutory Services and Governance have been consulted during the Policy review process.

A communication plan will be developed to inform the community of any changes to the Community Support Policy and to promote the 2023 Community Grants process. Community information workshops will be held to inform prospective applicants about the application process.

FINANCIAL & RESOURCE IMPLICATIONS

The draft 2023/2024 Council Budget has allocated \$41,000 to fund the Community Grants program, which is an increase of \$7,750 from the previous year. In addition, it is proposed that \$5,000 from the Climate Action Plan implementation budget is added to the available pool and applications for projects that address the impacts of climate change are encouraged and assessed through the Program Guidelines.

In-kind support is provided principally for events support and is allocated between the operating budgets of the Events and the Operations Units. It is envisaged that the upcoming Events Strategy will include recommendations to Council regarding resourcing events support into the future.

The financial impact of waving fees is measured in the budget. This can be reviewed annually to ensure the policy change is not resulting in unreasonable loss of revenue to Council.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices by ensuring the Community Support Policy clearly articulates Council's purpose and processes to provide community support in a consistent, accountable and transparent manner.

CONCLUSION

The Community Support Policy provides a framework to ensure that community requests and applications for Council support are managed in a consistent, transparent and equitable manner.

A review of the existing Policy has identified several recommendations to strengthen the Policy, better align with Council objectives, improve processes and ensure Council is meeting relevant legislative requirements.

ATTACHMENTS

1. Draft Community Support Policy



8.3.1 DRAFT Community Support Policy

Category: Community Wellbeing
 Adoption: Council Date
 Review Period: Annually
 Responsible Manager: General Manager Community Wellbeing

Signed by CEO:

Date:

1. Purpose

Central Goldfields Shire Council is committed to working in partnership with the community to encourage, develop and support community based organisations and the wide range of local quality recreational, cultural, social and community support and business group initiatives which they undertake. These make a positive contribution to the Central Goldfields Shire community and strengthen the development of a supported and cohesive community, living a full and healthy life.

Each financial year, Council provides financial assistance to community based organisations to support the provision of programs and services which benefit the Central Goldfields Shire community and are in accordance with Council’s plans and strategies.

The Community Support Policy provides a consistent, accountable and transparent process to determine the nature and level of support provided to the community through:

- Community Grants;
- In kind support; and
- Planning and Building fee waivers.

2. Scope

This Policy applies to:

- Council staff including assessment panel members;
- Councillors;



- Community Grant applicants and recipients; and
- Community Grant processes and decision-making.

This Policy also applies to all statutory planning fees and charges and Council building application fees (but not the State Building levy) and can apply in these circumstances to all legal entities. This Policy is to be read in conjunction with the relevant legislation. State government regulations within the Planning and Environment (Fees) Regulations 2016; the Subdivision (Fees) Regulations 2016 and the Building Regulations 2018 provide the power for a Responsible Authority (usually Council) to waive or rebate the payment of fees.

3. Community Based Organisation definition

Typically a community based organisation is an organisation that is a recognised not-for-profit group or organisation that carries out one or more of the following activities:

- Providing services to the community such as positive ageing, child care, health services, charity services or services of a similar type;
- Reinvests or applies the revenue it receives predominately for public interest services or activities;
- Principally provides social or junior sporting or recreational activities;
- Supports public events or information of an historical, cultural or community arts focus.

Typically a community based organisation would not include:

- A political organisation;
- A profit making organisation;
- Schools or tertiary institutions (excluding parents and friends groups);
- State or Federal government agencies and departments;
- Any organisation where more than 50% of its income is derived from any State or Federal government program.

4. Policy

All applications must be for projects that are:

- Based in the Central Goldfields Shire; and
- Benefit the Central Goldfields Shire community.

Community Grants

Community Grants provide financial support to projects and events that provide community benefit to the Shire. Grants from \$500 are available to a wide range of community based organisations to run projects and events. Individuals are not eligible to apply for Community Grants.



In Kind Support

In kind support is available to a wide range of community based organisations to run projects and events that provide benefit to the Shire. In kind support is when Council provides services to a group or organisation, rather than providing them with purely financial support. In kind support can include items like traffic management, waste management and event set up.

Fee Waivers

Circumstances can arise where it is appropriate and in the public interest for consideration to be given to waiving, reducing or refunding fees and charges associated with applications for planning and building permits. Council can, upon application, consider a request to waive or reduce the statutory planning and/or building fee for the delivery of projects, activities or service that provides a community benefit and which align with Council's policies, strategies or activities.

Council can consider and agree to a waiver, reduction or rebate of a statutory planning fee for an application to use or develop land which will result in resolving difficult planning application issues that may have a potential risk or liability for the Council.

Personal, commercial or family circumstances including financial hardship will not ordinarily be considered appropriate for application of this policy.

If an applicant withdraws an application for a permit before it is approved or refused, Council may refund the fees or charges it has received in accordance with this Policy if they have not already been expended for the relevant purpose.

Refunds may be applied to planning fees and charges as follows:

<ul style="list-style-type: none"> It is determined that no planning permit is required 	100% fee refunded
<ul style="list-style-type: none"> Application received, lodged, entered into the information management system and allocated to a Planner 	75% fee refunded
<ul style="list-style-type: none"> Application received, lodged, entered into the information management system and allocated to a Planner; and Application initially assessed and referrals to authorities or internal departments commenced, additional information received 	50% fee refunded
<ul style="list-style-type: none"> Application received, lodged, entered into the information management system and allocated to a Planner; and Application initially assessed and referrals to authorities or internal departments commenced, additional information received; and Further assessment undertaken 	25% fee refunded

Where an application has progressed to the final stages of a decision no refund will be given.

No refunds will be provided if an application is lapsed and fees will not be waived for subsequent applications.

Excluded fees, charges and levies means any other prescribed fees, charges or levies that Council is required to collect by legislation on behalf of the State Government or another government entity, e.g. building permits.



5. Application Process

Eligibility

To be eligible to apply for Community Support you must be a community based organisation and submit a completed Application Form to Council in accordance with the relevant timeframes.

The following are not eligible:

- Applications from individuals;
- Applications where funding for projects is being requested retrospectively;
- Applicants with an overdue acquittal for Central Goldfields Shire Council funding;
- Applicants receiving funding from Central Goldfields Shire Council for the same project.
- Applicants who do not support diversity, tolerance and inclusion within the community.

What will not be funded

- Applications seeking funding to cover ongoing operational costs (e.g. insurance, utilities, rent, salaries);
- Projects or activities that:
 - Do not reflect widely held community standards;
 - Are the responsibility of the State or Federal Government; or
 - Are already underway or have been completed.

Applications for Community Grants

Application dates will be released annually and applications must be made using the online submission form indicated. Workshops and officer assistance will be offered to support organisations to complete applications. Late Applications will not be accepted.

Applications for In Kind Support

Applications for in kind support must be received at least 1 month prior to the date of the project or event. Council may refuse late applications.

Applications must be made using the Community Support Application Form.

Applications for Fee Waivers

Fee Waiver Applications are to be lodged in conjunction with your planning or building permit application using the Fee Waiver Application Form.



6. Assessment of Applications

Assessment of Community Grant Applications

Eligible applications will be assessed against the following criteria:

- How the project aligns with the strategic objectives of the Council Plan 2021-2025 and other relevant Council strategies
- How the project benefits the Central Goldfields Shire community – including social, economic and environmental benefits
- Demonstrated capacity of the project to succeed
- The level of financial and in-kind contribution to the project from the applicant organisation

The weighting of each criteria will be detailed within the Community Support Grant Guidelines.

Assessment of Community Grant Applications will occur via the following process:

- A panel of Council officers will assess all applications for both eligibility and against the assessment criteria. The panel will present recommendations to Council for approval, based on the ranking of those applications against the assessment criteria.
- Council will give final approval to all successful applications at a Council meeting.

Assessment of In Kind Support Applications

Assessment of in kind support will be made by the relevant General Manager.

Assessment of Fee Waiver Applications

Assessment of Applications for fee waivers or reductions will be made by the delegated staff members – the Manager Statutory Services and the General Manager Infrastructure, Assets and Planning.

Outcome Notification

Successful applicants will be notified in writing.

Applicants for grants will be sent a funding agreement outlining the terms and conditions of the funding being provided by Council.

Funding agreements must be signed and returned by the due date. An invoice for the grant amount must also be provided with the funding agreement to receive funding.

Unsuccessful applicants will be notified in writing of their unsuccessful application and provided with feedback as to the reason/s behind the decision. Applicants may also request to speak with a Council officer about their unsuccessful application if they would like further feedback.

7. Community Grant Financials and Acquittals

- Projects must be completed and the acquittal process finalised within 12 months of receiving a grant.
- Successful applicants will be accountable to Council for the disbursement of grant monies.



- Grant recipients are required to submit a financial statement at the conclusion of the funding period relating to the project or event.
- Funds not expended for the intended purpose must be returned to Council.
- Any variations to the original Grant Application must be lodged in writing and approved by Council. This includes an extension of acquittal process deadlines of no more than 12 months for extenuating circumstances.
- An assessment of the key outcomes of the project must be provided detailing the key achievements, including photographic evidence.

8. Acknowledgment

Central Goldfields Shire Council must be acknowledged in any promotional material relating to the project and evidence of this acknowledgement is to be provided as part of the acquittal process.

9. Roles and Responsibilities

Person/s responsible	Accountability
Councillors	Final approval of successful grant recipients
Officer/Manager/General Manager/CEO	Ensure all approaches and applications comply with this policy and give reason to those that are non-compliant.
Officer/Manager/	Ensure where necessary acquittals and/or reviews/evaluations are received and recorded.

10. Declarations of Conflict of Interest

Any Conflicts of Interest will be managed according to the Local Government Act 2020 and Council's Conflict of Interest procedures. When a Conflict of Interest is declared, the relevant person must not have any involvement in (or seek to influence) respective assessment, recommendation or approval processes.

11. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006). Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.



12. Gender Equity Statement

It is considered that this policy goes towards promoting gender equity principles as outlined in the Gender Equality Act 2020 and does not contribute to the promotion of inequalities.

13. Related Policies and Procedures

- Central Goldfields Shire Council Plan 2021-2025
- Central Goldfields Shire Council Action Plan 2022-23

14. Relevant Legislation and Guidelines

- Building Act 1993
- Building Regulations 2018
- Charter of Human Rights and Responsibilities Act 2006
- Gender Equality Act 2020
- Local Government Act 2020
- Planning and Environment Act 1987
- Planning and Environment (Fees) Regulations 2016
- Subdivision Act 1988
- Subdivision (Fees) Regulations 2016
- Australian Tax Legislation

8.4 ENERGY BREAKTHROUGH EVALUATION

Author: Coordinator Events and Volunteer Development

Responsible Officer: General Manager Community Wellbeing

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to seek endorsement of the 2022 Energy Breakthrough Event Debrief Report.

RECOMMENDATION

That Council:

1. Endorse the Energy Breakthrough Event Debrief Report.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Growing Economy

The Community's vision 2. Engaging and flourishing tourism

BACKGROUND INFORMATION

Energy Breakthrough (EB) is jointly managed and delivered by Council and Country Education Partnership (CEP) through a special committee of Council called the Management Group (The Committee).

EB is the largest and longest running science, technology, engineering, and maths (STEM) educational program in the country. The celebration event hosted in Maryborough each year for the last 30 years is the largest annual event in Central Goldfields Shire.

Following a two-year hiatus due to the COVID-19 Pandemic, EB returned to Maryborough in 2022.

Over the last three years, the Energy Breakthrough (EB) team have implemented new initiatives to improve the overall flow of the event including:

- Establishment of a new EB Governance Group (The Committee)
- Sitewide Electrical Upgrades, Wi-Fi, and CCTV
- New Event Management System (MyEB)
- Relocation of the Administration Centre (EB Admin Hub)
- Reimagined Expo (led by Scouts Australia, Toyota and Transurban) in place of the carnival and sideshows
- Implemented the Robotics Demonstration Event

- Online video Display & Presentation replaced some face-to-face presentations
- Energy Meters for energy efficient vehicles (EEVs)
- Schedule changes for Human Powered Vehicle Primary, TRY-athlon and Pushcarts
- HPV secondary teams marshalling instead of local community groups
- Traffic light monitoring
- B-Alternative waste management
- Enhanced directional, new graphics, and wayfinding signage across the site.

The 2022 event was smaller than previous events with approximately 30% less participation, attracting 4,600 students in 214 teams, across 97 schools. It drew an estimated 10,000 supporters, friends, and family.

While this year's event was smaller, it is the largest event held in Australia for schools since the COVID-19 pandemic commenced and is estimated to have contributed approximately \$3.3M to the local economy.

Like previous years, the event attracted teams from all over Victoria including from the Mallee, the Wimmera, central / north central Victoria, metro Melbourne, Gippsland and as far as Sydney.

Following the 2022 EB, RM Consulting Group (RMCG) were engaged to facilitate a strategic planning session that brought together 23 key personnel, including representatives from Central Goldfields Shire Council, Community Education Partnership, Victoria Police, and volunteers. This evaluation was held on Friday 9 December 2022.

REPORT

The 2022 EB was not without its challenges, with 95 teams withdrawing. The withdrawals were mainly due to time and resource constraints for schools. The Department of Education's "Time in Lieu" policy has impacted teacher availability and school participation. This event also takes a lot of time and planning for schools and since the event had been on hiatus since 2019, there has been turnover in both teachers and students who participated in previous years, resulting in a huge loss of knowledge and experience. It is estimated that this was a new experience for 90% of students who attended this year's event.

In addition to managing participation, there were also significant logistical challenges, including:

- Cost increases – everything was more expensive than it was previously. Overall, it was estimated that costs increased by 20-30%
- Severe weather events:
 - Monday – saturated ovals and camping grounds required the relocation of campsites.
 - Friday – severe 100km/h+ wind warning required Expo campers to relocate.
 - Saturday – heavy rain delayed the start of the 24-hour trial by 30 minutes. Severe thunderstorm warning required a total site evacuation (first time in 30 years of the event's operation)
 - Sunday – barriers were blown onto the track by high winds.
- Anti-social behaviour – tacks were thrown onto the track resulting in approximately 30 punctures to vehicles in the 24-hour trial.
- EEV charging station fire.

The incident response led to the following outcomes:

- Relocation of 77 schools on Monday and 35 schools on Friday
- Set-up of a Salvation Army Campsite and set-up of Expo area campsite
- Sourced and resourced indoor evacuation centres.
- Cancelled outdoor Awards Ceremonies on Saturday and Sunday
- CFA re-filled water barriers on Sunday at short notice
- Electrical fire caused loss of some batteries and chargers.
- Changes were promptly, effectively, and clearly communicated.

Overall, there was:

- A strong influx of new volunteers who are past participants.
- A low level of medical incidents
- Lower cost solutions identified for future events.
- Overwhelming positive feedback from students, teachers, volunteers, and spectators.

During the RMCG facilitated evaluation meeting all parties were given the opportunity to reflect on the highlights of the event, the value of the event to schools, students, and Maryborough as well as areas for improvement in the future.

Participants were given the opportunity to comment on the ten topic areas and what they would like to start, change, keep, or stop. These areas included:

- Camping
- Site set-up and pack-up
- Communications
- Expo
- Waste management
- Sponsors
- Volunteers
- Rules and regulations
- Emergency Management
- Education

The top priorities for action before the next event will be actioned by The Committee and EB Action Group, these include:

- Publicise the success of this event now, and try to reach a wider audience (e.g. do not limit it to Victorians)
- Start volunteer recruitment now and create a designated role for a volunteer coordinator. This role should be responsible for recruitment, training, coordination before and during the event, and communication with volunteers
- Add a volunteer sign-up option to the application form for schools.
- Renew traffic lights and barriers.
- Set-up computers for event administration on the Monday to record volunteers' traffic and support the roll out of wrist bands (for tapping in and out of the event)
- Find a major sponsor for the event and lobby government for more support
- Undertake engagement with schools earlier in the school year, particularly for new schools, non-returning schools (i.e. find out why?), and schools who do not necessarily have the right skill set to participate. The aim is to make sure schools have access to information they require, photos and guidance so they can actively participate.
- Promote Energy Breakthrough on social media all year to maintain momentum. Link into the information centre to make this happen and tell the story of the history of the event.

The Committee and EB Action Group will also consider the operational budget and look at ways to reduce the overheads. Initial discussions include the rescheduling of events to allow for all trials to be held on Track One only. This will reduce the need to set up Track Two for trial events and would reduce the expenditure considerably. Other areas for consideration will include a review of medical, security and infrastructure requirements all of which have significant impact on the budget.

CONSULTATION/COMMUNICATION

The Committee and the EB Action Group and key stakeholders were invited to the Evaluation Meeting, 23 people attended the meeting.

FINANCIAL & RESOURCE IMPLICATIONS

EB continues to require an annual investment from Council to support set-up costs, event planning and management. Since the loss of RACV as a major partner prior to the 2018 event, this figure has sat around \$200,000 annually. Post pandemic and in the wake of floods the 2022 operating costs increased by c.30% whilst income was also down c.30% due to a significant fall in registrations, increasing the one off investment to \$375,000.

A dedicated partnership coordinator was engaged for a fixed period through the Crisis Committee of Infrastructure grant awarded during COVID, however, the pandemic also saw a significant disruption to the events landscape, with a flow on effect to loss of confidence in partnerships. Every effort is being made to engage larger sponsors/partners, however, these arrangements often have a long lead time.

Our key partnership with Country Education Partnership is also being strengthened through the revised Governance Committee structure and collectively there is increased focus on the sustainability of the event, with a particular focus on reducing operational costs, increasing sponsor/partner support, and working with schools to build the pipeline of participation.

The budget for the 2023 event is based on the actual income and expenditure from 2022. It includes the increase in entry fees as previously agreed to by Council (Tuesday 28 February 2023). It is anticipated that there may be additional revenue once the 2023 entries are confirmed as well as cost savings as a result of a review of the Program and other expense areas. Initial saving calculations are estimated to be around \$150,000.

RISK MANAGEMENT

This report addresses Council's strategic risk Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community by annually reviewing the Energy Breakthrough event and identifying opportunities for improvement to ensure it remains viable.

CONCLUSION

Overall, the 2022 EB had its challenges, but the overwhelming response was that everyone was grateful to have the event back and it was highlighted how everyone adapted to the challenges that arose.

The evaluation report specifies both positive and negative practices that provide a platform to improve future events. The Management Committee, the Action Group and the Community Engagement Committee will work towards implementation for the 2023 event.

ATTACHMENTS

1. 2022 Enerreaktrough Event Debrief Report.

RMCG

8.4.1

FEBRUARY 2023

Energy Breakthrough 2022 event debrief

Final Report

Central Goldfields Shire Council

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Victoria — Tasmania — ACT — NSW



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1 Introduction

1.1 THIS REPORT

This report provides an overview of the discussions at the Energy Breakthrough 2022 evaluation meeting held in Maryborough on 9 December 2022. The purpose of the debrief was to reflect on the highlights of the event, the value of the event to schools, students and Maryborough as well as areas for improvement in the future.

The meeting was hosted by Central Goldfields Shire Council (CGSC) and facilitated by Melissa Ludeman from RM Consulting Group. Overall, 23 people attended the debrief, which included representatives from Central Goldfields Shire Council, Community Education Partnership, Victoria Police, and volunteers.

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge and extend appreciation for the Dja Dja Wurrung People, the Traditional Owners of the land that Energy Breakthrough is held on. We pay our respects to leaders and Elder's past, present and emerging for they hold the memories, the traditions, the culture and the hopes of all Dja Dja Wurrung People. We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

1.2 OVERVIEW OF THE 2022 EVENT

This was the first Energy Breakthrough event held since 2019 due to the COVID-19 pandemic. Overall 4,600 students participated in 214 teams across 97 schools who entered. It drew an estimated crowd of 10,000 supporters, friends, and family. The 2022 event was smaller than previous events by approximately 30% less participants. While this year's event was smaller, it was

still the largest event held in Australia for schools since the COVID-19 pandemic commenced and is estimated to have contributed approximately \$3.3M to the local economy.

Similarly to previous years, the event attracted teams from all over Victoria including from the Mallee, the Wimmera, central / north central Victoria, metro Melbourne, Gippsland and as far as Sydney.

Over the last three years, the Energy Breakthrough (EB) team have implemented new initiatives to improve the overall flow of the event including:

- Establishment of a new EB Governance Group
- Sitewide Electrical Upgrades
- New Event Management System (MyEB)
- Moved Administration Centre
- Reimagined Expo (led by Scouts Australia, Toyota and Transurban) in place of the carnival and sideshows
- Implemented the Robotics Demonstration Event
- Video Display & Presentation
- Energy Meters for energy efficient vehicles (EEVs)
- Schedule changes for Human Powered Vehicle Primary, TRY-athlon and Pushcarts
- HPV secondary teams marshalling
- Traffic light monitoring
- B-Alternative waste management
- Enhanced directional, new graphics, and wayfinding signage across the site.

This year's event was not without its challenges, with 95 entries withdrawing. The withdrawals were mainly due to time and resource constraints for schools. The Department of Education's "Time in Lieu" policy has impacted teacher availability and school participation. This event also takes a lot of time and planning for schools and since the event has been on hiatus since 2019, there has been turnover in both teachers and students who participated in previous years, resulting in a huge loss of knowledge and experience. It is estimated that this was a new experience for 90% of students who attended this year's event.

In addition to managing participation, there were also significant logistical challenges, including:

- Severe cost – everything is more expensive than it was previously. Overall it was estimated that costs had increased by 20-30%
- Severe weather events:
 - Monday – saturated ovals and camping grounds required the relocation of campsites
 - Friday – severe 100km/h+ wind warning required Expo campers to move again
 - Saturday – heavy rain delayed the start of the 24 hour trial by 30 minutes. Severe thunderstorm warning required a total site evacuation (first time in 30 years of the event's operation)
 - Sunday – barriers were blown onto the track by high winds
- Anti-social behaviour – tacks were thrown onto the track resulting in approximately 30 punctures
- EEV charging station fire.

The incident response led to the following outcomes:

- Relocation of 77 schools on Monday and 35 schools on Friday
- Set-up of a Salvation Army Campsite and set-up of Expo area campsite
- Sourced and resourced indoor evacuation centres
- Cancelled outdoor Awards Ceremonies on Saturday and Sunday
- CFA re-filled water barriers on Sunday at short notice
- Electrical fire caused no physical harm: only loss of some batteries and chargers
- Changes were promptly, effectively, and clearly communicated.

Overall, there was:

- A strong influx of new volunteers who are past participants
- A low level of medical incidents
- Lower cost solutions identified for future events
- Overwhelming positive feedback from students, teachers, volunteers, and spectators.

This summary was presented by Nigel Preston at the Energy Breakthrough debrief workshop.

2 Highlights of the 2022 event

There were several highlights from the event noted by those who attended the debrief workshop. These included:

- Quick adaptation to the challenges that arose, including:
 - Relocation of primary schools to another campsite. This was well supported by Alisha (CGSC Coordinator of Event and Volunteer Development), her team and the volunteers
 - There was great teamwork between staff and volunteers to manage the various incidents
 - There were no complaints from participants, and they were satisfied with the set-up
- Resilience demonstrated by all involved
- Excellent work and support offered by the Salvation Army, particularly the captain. They were well connected to the community and supported the various incident responses
- There was a calm and solution focussed attitude from all involved in the various incident responses
- Communication about the weather events and incident responses were well delivered and communicated. It enabled the adaptation of the event to flow as there was no push back from event organisers when instructed by emergency response organisations (e.g. Victoria Police)
- Commitment to sustainability was strong. There was good sorting and avoidance of waste. This was easier to do than at previous events because there was no carnival
- The event is highly valued by participants. The event has been absent for the last two years and despite challenging conditions the participants really enjoyed it and got a lot of value from it
- Team work – there was a lot of feedback from teachers saying it was a good opportunity for students to work as a team. This included during emergency responses such a relocating camp sites and evacuation
- Students developed their skills and confidence:
 - They travelled a long way to participate
 - Great enthusiasm from students when events recommenced following weather interruptions
 - Lots of moments of celebration from students
 - Biggest event in Australia for school students
 - Local kids were proud participants and highlighted the history of the event through their presentations
- Teachers were grateful that the primary school track got up and running following interruptions
- There was involvement from specialised and mainstream schools
- Volunteers travelled far and wide (e.g. Gippsland) to support the event.

3 Value of Energy Breakthrough

In pairs, workshop participants discussed the value that the Energy Breakthrough presents to students, schools, and Maryborough. The results are presented below.

Table 3-1: Value of Energy Breakthrough

VALUE FOR STUDENTS	VALUE FOR SCHOOLS	VALUE FOR MARYBOROUGH
<ul style="list-style-type: none"> ▪ Teamwork ▪ Pride, equality, diversity ▪ Strong educational benefit – application of science, technology, engineering, arts and mathematics (STEAM), practical application of skills, builds public speaking and presenting skills ▪ Helps students set goals and plan to achieve them ▪ Provides a learning experience beyond the school campus ▪ Creates a sense of achievement among students ▪ Provides an environment where participation is more important than winning ▪ Builds skills that can be applied after leaving school (e.g. two past students designed energy meters for vehicles so the energy efficiency of school vehicles participating could be measured) ▪ Chance to meet students from other schools ▪ Physical activity ▪ Lifelong memories are built ▪ Provides a safe space for students to get out of the comfort zone ▪ Respectful and healthy competition 	<ul style="list-style-type: none"> ▪ Broad range of learning opportunities for teachers to tap into (e.g. robotics) ▪ Facilitates an opportunity for teachers, students, and parents to bond and build their relationship ▪ It brings STEAM to life in an applied learning environment ▪ Improves mental wellbeing for students ▪ Builds collaboration between schools (e.g. combined catering) ▪ Expands the school community ▪ Schools observe learning benefits from students' growth ▪ Good value for money event ▪ Variety of options available (e.g. robotics, junk yard, pushcarts) ▪ Caters to a wide range of students not just riders (e.g. those who are interested in PE, science, maths, communications, building / engineering) ▪ It is a program that increases students' confidence 	<ul style="list-style-type: none"> ▪ Local community pride and support – it helps support sporting clubs through fundraising opportunities and payment for services ▪ Positive exposure for local businesses ▪ Increased tourism to the region (1000s of people visiting the region) ▪ Economic value / benefits for local businesses ▪ Show cases local facilities ▪ Demonstrates to locals that Maryborough is a valued community ▪ Builds community energy, innovation, and collaboration ▪ All local schools are involved ▪ Builds social cohesion ▪ Involves lots of local businesses (e.g. electricians, other trades, food outlets, supermarket)

4 Event improvements

4.1 PARTS OF THE EVENT TO RECONSIDER

There were several points raised by the workshop participants that could be reconsidered to improve future events. These points arose because it was unclear what the purpose or intent was of these parts of the events. These included:

- The use of generators for electricity seems to be at odds with what the event is trying to achieve. Consider ways around this in the long term.
- The carnival – this was the first event for some time where the carnival was not a part of the event. This created mixed feelings. On one hand it meant there was less waste, less presentations to the medical tent and less antisocial behaviour. On the other hand, some felt that it should be replaced with something else rather than nothing at all. A benefit of not having the carnival was that students became more invested in watching and supporting each other.
- Length of the pushcart track for endurance versus number of participants or change over points
- Transponder locations on push carts
- Historical expenses should be reviewed to determine whether they may still be required
- Education program could include more on emissions reduction and renewable energy
- Inability to establish a significant expo area
- There is a lack of support from tertiary institutions for personnel – education is key for this event. Event organisers need to encourage their involvement
- Healthier food options not deep fried food
- Build a stronger alignment between operations and the ideal values of the event, particularly from a sustainability point of view.

4.3 PARTS TO STOP, START, KEEP AND CHANGE

All debrief workshop participants were asked to record what they would stop, start, keep and change about specific areas of the event. There was only one suggestion for “stop” and that was to reduce the number of ‘trestle table and pamphlet’ stall holders at the expo. All other responses are recorded below.

Table 4-1: Stop, start, keep, change - summary of discussions

TOPIC	START	KEEP	CHANGE
Camping	<ul style="list-style-type: none"> ▪ Briefing with B–Alternative – arrival times, site numbers ▪ More sustainable practices for camping / schools – communication, pre-event / at the start of the year ▪ Traffic management – parking at camp sites and loading / unloading gear ▪ Assessment of all potential camping areas in Maryborough 	<ul style="list-style-type: none"> ▪ New waste management – B-Alternative - build on this next year 	<ul style="list-style-type: none"> ▪ More sustainable energy use ▪ Try to reduce generator use ▪ Perhaps we need a plan for change of venues in advance of extreme weather ▪ Need a risk assessment of emergency venues
Site set-up and pack-up	<ul style="list-style-type: none"> ▪ Investigate new dividers for display and presentation ▪ Investigate alternative power for traffic lights ▪ Engage an additional 1-2 people to help with set-up and pack-up ▪ Engage assistants at least one month earlier ▪ Create an additional check in station for peak times 	<ul style="list-style-type: none"> ▪ Corner marshal roster in time order (track 2) ▪ Clearer plan on where infrastructure needs to be set-up 	<ul style="list-style-type: none"> ▪ Store traffic light trailer on track 2 to the cricket pitch (it was done this year by necessity) ▪ Refresh controllers on traffic lights
Communications	<ul style="list-style-type: none"> ▪ Administration computers set-up on Monday ▪ Training volunteers before Thursday to use computers ▪ Signing in Corner Marshals ▪ Daily newsletter during the event sent via email to volunteers, schools, visitors, participants. Use the “The good oil” from the Great Victorian Bike Ride as an example. ▪ Promote the additional weekend Vline train services on Saturday and Sunday to attract walking groups and clubs, who are interested in day tripping ▪ VIC staff to assist with the accommodation requests 	<ul style="list-style-type: none"> ▪ Presence on social media – this was fantastic ▪ Volunteers sign in with wrist bands ▪ Signage 	<ul style="list-style-type: none"> ▪ Firewall setting – a lot of emails sent to junk
Expo	<ul style="list-style-type: none"> ▪ A tent that has schools’ display boards on show, in a path type set-up, with the sounds of ‘Energy Breakthrough’ playing. Could be supervised by CEPs (Country Education Partnership) rural youth ambassadors. Many schools have old display boards too. Noting that the skate park will be there next year also, so events and demonstrations could be implemented externally. 	<ul style="list-style-type: none"> ▪ Scouts involvement ▪ Location ▪ The event free from side shows / carnival ▪ Live music / local bands 	<ul style="list-style-type: none"> ▪ Continue to focus on STEAM / infrastructure stalls ▪ Earlier communication on what’s on offer

TOPIC	START	KEEP	CHANGE
	<ul style="list-style-type: none"> ▪ EB specific showcase; Educate new / potential participants on what the program is ▪ Merchandise ▪ Engaging local schools to attend ▪ Consider adding additional components: dance, games, themed events, live art demonstrations, acrobatic performers, photography lessons, Karaoke, photo booth, Life Changer Foundation, Healthy Heart Victoria, Maryborough District Health Service, sport and fitness workshops, healthy food vendors, more simulators, push carts and HPV demonstrations for future competitors. In addition, the SES could set up road safety for teenagers, VicRoads area, and any high-profile sports representatives. ▪ Consider introducing additional pop ups, night market or place an expression of interest to local businesses the opportunity to come on board like Lyal Eales, Sportspower and bike shop suppliers 	<ul style="list-style-type: none"> ▪ Youth programs and movie nights 	
Waste management	<ul style="list-style-type: none"> ▪ Charging schools for disposal of pit carpet ▪ More labelled bins ▪ Maybe some more education on waste prior to the event so that visitors / public know in advance where to place and manage their waste ▪ Messaging to avoid plastic water bottles 	<ul style="list-style-type: none"> ▪ B-Alternative ▪ Keep cup ▪ No plastic water bottles 	<ul style="list-style-type: none"> ▪ Perhaps include points in presentation for waste / carbon footprints ▪ Pit / camping practices – needs to be more sustainable
Sponsors	<ul style="list-style-type: none"> ▪ Start utilising La Trobe University for personnel ▪ Wind farms ▪ Increasing opportunities to engage with schools during the year 	<ul style="list-style-type: none"> ▪ Scouts ▪ Toyotas involvement ▪ B-Alternative 	
Volunteers	<ul style="list-style-type: none"> ▪ Networking now to recruit volunteers for the various positions required ▪ A brief training session on coping with tricky situations and maintaining positive relationships with visitors ▪ “Lunch packs” for volunteers or group catering ▪ Lockers or safe spots for handbags / back packs 	<ul style="list-style-type: none"> ▪ Sign in with wrist bands ▪ Continue to build on relationship with Maryborough Volunteer Resource Centre who helped to attract new volunteers ▪ Engage more key volunteers to help spread the word 	<ul style="list-style-type: none"> ▪ Communication can be improved for off-site locations – phone lists etc. ▪ Better registration process – more easily accessible ▪ Catering for volunteers – tighten up catering as it is a bit of a “free for all”
Rules and regulations	<ul style="list-style-type: none"> ▪ “Leave no trace” policy – bring and take it all home e.g. carpet, broken gear 		

TOPIC	START	KEEP	CHANGE
Emergency management	<ul style="list-style-type: none"> ▪ Emergency management team to meet earlier in the planning steps to help familiarise each other with protocols 	<ul style="list-style-type: none"> ▪ Pre-event consultations – walk through site ▪ Ongoing liaison throughout event ▪ Organisational structure 	
Education	<ul style="list-style-type: none"> ▪ Offering to more schools ▪ Expand robotics trial ▪ Expand opportunities to incorporate climate action, emissions reduction, renewable energy learning in the overall program. ▪ A focus on mental health as well as physical health could be integrated into the program, funding could be provided via grants considering the impact of a pandemic on children, teachers, and families. 	<ul style="list-style-type: none"> ▪ Display and presentations 	<ul style="list-style-type: none"> ▪ Liaison with tertiary institutions ▪ Design and construction – scoring and judging

4.4 TOP PRIORITIES FOR ACTION

The top priorities for action before the next event are:

- Publicise the success of this event now, and try to reach a wider audience (e.g. do not limit it to Victorians)
- Start volunteer recruitment now and create a designated role for a volunteer coordinator. This role should be responsible for recruitment, training, coordination before and during the event, and communication with volunteers
- Add a volunteer sign-up option to the application form for schools
- Renew traffic lights and barriers
- Set-up computers for event administration on the Monday to record volunteers' traffic and support the roll out of wrist bands (for tapping in and out of the event)
- Find a major sponsor for the event and lobby government for more support
- Undertake engagement with schools earlier in the school year, particularly for new schools, non-returning schools (i.e. find out why?), and schools who do not necessarily have the right skill set to participate. The aim is to make sure schools have access to information they require, photos and guidance so they can actively participate
- Promote Energy Breakthrough on social media all year to maintain momentum. Link into the information centre to make this happen and tell the story of the history of the event.

Actions to consider over the next 3-5 years were:

- Options for countering negative local views of the event around Maryborough. This has previously been caused about misinformation spread about the event and the carnival.
- Link in with other events around Maryborough to replace the carnival noting that this has implications for an already tight resource pool

- Develop a media and communications strategy that outlines key messages, timing, approaches and audiences. Also consider ways to engage universities to help deliver this strategy.
- Run media and communications capacity building sessions for the governance group and core delivery group
- Develop an equipment renewal schedule
- Deliver a school roadshow to:
 - Promote the program
 - Demonstrate how schools can progress through the options for participating in the event
 - Assist schools to work out what they can commit to
 - Deliver professional development training for teachers
- Consider how schools who have participated over a long period of time can help connect with and mentor new schools
- Create an alumni database for those involved in the event, including schools, volunteers, and parents. The aim is to draw on different people experience and expertise, obtain sponsorship and develop partnerships.
- Investigate the feasibility of implementing an admission fee. Look to the Murray Bridge event for guidance. They charge \$20 per person, plus car entry fees (\$30) and a school entry fee. Consider the logistics associated, for example the event is not currently fenced but if an admission fee was implemented it may require fencing.
- Allocate presentation points for schools who demonstrate how they minimise their environmental footprint
- Consider requiring an “environmental champion” for each school to promote sustainability at the event
- Consider whether there could be any fundamental changes to the design of the event to help manage budget constraints in future years. Particularly if no major sponsor comes on board.

4.5 COMPARISON TO PREVIOUS YEARS FEEDBACK

There were four re-occurring suggestions that have been raised in 2018, 2019 and this year (2022). These included:

- Create a volunteer coordinator role
- Market the event more broadly and throughout the year
- Encourage further sponsorship
- Promote the history and story of Energy Breakthrough in the media.

These suggestions should be a priority focus for the next 12 months in addition to the top priorities for action before the next event (Section 4.4).

This report has been prepared by:

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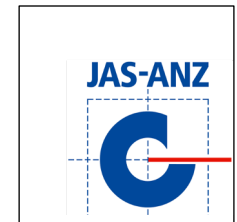
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Document review and authorisation

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1.0	Draft	16/12/2022	M. Ludeman	C. Larsen	J. Longford	C. Larsen	Central Goldfields Shire Council
2.0	Final	20/02/2023	M. Ludeman	C. Larsen	-	C. Larsen	Central Goldfields Shire Council

9. Notices of Motion

The Governance Rules provides that Councillors May Propose Notices Of Motion, Chapter 2, Division 4:

Councillors may ensure that an issue is listed on an agenda by lodging a Notice of Motion.

22. Notice Of Motion

22.1 A notice of motion must be in writing signed by a Councillor, and be lodged with or sent to the Chief Executive Officer at least one week before the Council meeting to allow sufficient time for him or her to include the notice of motion in agenda papers for a Council meeting and to give each Councillor at least 48 hours notice of such notice of motion.

22.2 The Chief Executive Officer may reject any notice of motion which:

22.2.1 is vague or unclear in intention 22.2.2 it is beyond Council's power to pass;

or 22.2.3 if passed would result in Council otherwise acting invalidly but must:

22.2.4 give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and

22.2.5 notify in writing the Councillor who lodged it of the rejection and reasons for the rejection.

22.3 The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda.

22.4 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.

22.5 Except by leave of Council, each notice of motion before any meeting must be considered in the order in which they were entered in the notice of motion register.

22.6 If a Councillor who has given a notice of motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.

22.7 If a notice of motion is not moved at the Council meeting at which it is listed, it lapses.

10. Urgent Business

The Governance Rules provide for urgent business as

follows:¹

If the agenda for a Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:

1. 1 relates to or arises out of a matter which has arisen since distribution of the agenda; and
2. 2 cannot safely or conveniently be deferred until the next Council meeting.

¹ Chapter 2, Rule 20.

11. Confidential Business

The public transparency principles include that Council decision making processes be transparent except when the Council is dealing with information that is confidential by virtue an Act.¹

Except in specified circumstances, Council meetings must be kept open to the public.² One circumstance is that the meeting is to consider confidential information.³

If a Council determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection:⁴

- (a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in Act's definition of confidential information;⁵
- (b) an explanation of why the specified ground or grounds applied.

Confidential information, as defined by the *Local Government Act 2020*,⁶ is:

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;
- (c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- (d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- (f) personal information, being information which if released would result in the unreasonable disclosure of information affairs;
- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);

¹ *Local Government Act 2020*, s 58 (a).

² *LGA 2020* s 66 (1).

³ *LGA 2020* s 66 (2) a).

⁴ *LGA 2020* s 66 (5).

⁵ Section 3 (1).

⁶ Section 3 (1).

- (i) internal arbitration information, being information specified in section 145;
- (j) Councillor Conduct Panel confidential information, being information specified in section 169;
- (k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- (l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989;

The Governance Rules provide for information relating to a meeting to be confidential:⁷

- If the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the *Local Government Act 2020*, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

⁷ Chapter 6.

11.1 REAPPOINTMENT OF INDEPENDENT COMMITTEE MEMBER TO THE AUDIT AND RISK COMMITTEE

The following item is confidential under section 3(f) of the Local Government Act 2020, being personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

The reason this section applies is because the report and discussion concern the performance and reappointment of a person to a Council Committee, and as the reappointment has not yet been made, it is unreasonable to disclose this information.

RECOMMENDATION

That the meeting be closed to the public in accordance with sections 3(f) and 66 of the Local Government Act, to consider the reappointment of an independent committee member to the Audit and Risk Committee.

12. Meeting Closure