

Maddocks

Maddocks Delegations and Authorisations

***S6 Instrument of Delegation – Members of Staff***

**Southern Grampians Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

## Instrument of Delegation

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

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

2. record that references in the Schedule are as follows:

CEO	means Chief Executive Officer
DIS	means Director Infrastructure and Sustainability
DWPR	means Director Wellbeing, Planning and Regulation
MSSR	means Manager Shire Strategy and Regulation
CP	means Coordinator Planning
SP	means Statutory Planner
SSP	means Senior Statutory Planner
SSTRAP	means Senior Strategic Planner
Planning Committee	means the Planning Committee established by Council
EHC	means Environmental Health Coordinator
EHO	means Environmental Health Officer
MPMO	means Manager Project Management Office

declares that:

2.1 this Instrument of Delegation is authorised by **a resolution** of Council passed on 13 December 2023; and

2.2 the delegation:

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

2.2.2 remains in force until varied or revoked;

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

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

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



- 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - (a) policy; or
  - (b) strategy
 adopted by Council;
- 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

**THE COMMON SEAL OF THE SOUTHERN** )  
**GRAMPIANS SHIRE COUNCIL** was affixed by )  
 authority of the Council in the presence of:

.....  
 Councillor

.....  
 Chief Executive Officer

Date: .....



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## SCHEDULE



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



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<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	EHC, MSSR, DWPR	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	EHC, MSSR, DWPR	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	EHC, MSSR, DWPR	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	EHC, MSSR, DWPR	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	EHC, MSSR, DWPR	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	EHC, MSSR, DWPR	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).	EHC	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHC, MSSR, DWPR	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



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<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	EHC, MSSR, DWPR	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	EHO, EHC	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	EHO, EHC	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	EHO, EHC	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, EHC	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	EHO, EHC	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	EHO, EHC	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, EHC	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	EHO, EHC	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	EHO, EHC	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	DWPR	





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<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	EHC, MSSR	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	EHC	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHC	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	EHC	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	EHC	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	EHC, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	EHC	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	EHC	Where Council is the registration authority



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<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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)	EHC	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	EHC, EHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	EHC	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	EHC	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHC	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	EHC	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	EHO, EHC	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	EHC	Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	EHC	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	EHC	Where Council is the registration authority



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



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<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 40D(1)	Power to suspend or revoke the registration of food premises	EHC, MSSR	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	EHC, MSSR	
s 40F	Power to cancel registration of food premises	EHC, MSSR	Where Council is the registration authority
s 43	Duty to maintain records of registration	EHC	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	EHC, MSSR	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHC, MSSR	Where Council is the registration authority
s 45AC	Power to bring proceedings	EHC, MSSR	
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	EHC, MSSR	Where Council is the registration authority



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<b>HERITAGE ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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



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<b>LOCAL GOVERNMENT ACT 1989</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO <sup>1</sup>	

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



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	DWPR, MSSR	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DWPR, MSSR, PC, SSTRAP	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DWPR, MSSR, PC, SSTRAP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	DWPR, MSSR, PC	Only in relation to amendments which seek to correct an anomaly or error in the planning scheme. These are always administrative and minor in nature and require no notice through the Act.
s 8A(5)	Function of receiving notice of the Minister's decision	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DWPR, MSSR	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	DWPR, MSSR, PC, SSTRAP	
s 12B(1)	Duty to review planning scheme	DWPR, MSSR	
s 12B(2)	Duty to review planning scheme at direction of Minister	DWPR, MSSR	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	DWPR, MSSR	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DWPR, MSSR, PC, SSTRAP, SSP, SP	
s 17(1)	Duty of giving copy amendment to the planning scheme	DWPR, MSSR, PC, SSTRAP	
s 17(2)	Duty of giving copy s 173 agreement	DWPR, MSSR, PC, SSTRAP	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DWPR, MSSR, PC, SSTRAP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	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	CEO, DWPR, MSSR, PC	Power to <b>not</b> give notice is delegated only to the Chief Executive Office and Director.





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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DWPR, MSSR, PC	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	DWPR, MSSR, PC	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DWPR, MSSR, PC, SSTRAP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR, PC	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DWPR, MSSR, PC, SSTRAP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DWPR, MSSR, PC, SSTRAP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DWPR, MSSR, PC, SSTRAP	Includes to instruct legal providers or consultants with the required expertise to represent Council. SSTRAP may only exercise power subject to prior consultation with PC.
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DWPR, MSSR, PC	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DWPRD, MSSR	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR, PC, SSTRAP	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DWPR, MSSR, PC, SSTRAP	
s 30(4)(a)	Duty to say if amendment has lapsed	DWPR, MSSR, PC, SSTRAP	
s 30(4)(b)	Duty to provide information in writing upon request	DWPR, MSSR, PC, SSTRAP	
s 32(2)	Duty to give more notice if required	DWPR, MSSR, PC, SSTRAP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 33(1)	Duty to give more notice of changes to an amendment	DWPR, MSSR, PC, SSTRAP	
s 36(2)	Duty to give notice of approval of amendment	DWPR, MSSR, PC, SSTRAP	
s 38(5)	Duty to give notice of revocation of an amendment	DWPR, MSSR, PC, SSTRAP	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DWPR, MSSR, PC, SSTRAP	
s 40(1)	Function of lodging copy of approved amendment	DWPR, MSSR, PC, SSTRAP	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR, PC, SSTRAP	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	DWPR, MSSR, PC, SSTRAP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not Applicable.	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	DWPR, MSSR, PC	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	DWPR, MSSR, PC, SSTRAP  Not Delegated	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	DWPR, MSSR	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	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DWPR, MSSR, PC	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DWPR, MSSR, PC, SSTRAP	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DWPR, MSSR, PC, SSTRAP	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DWPR, MSSR, PC, SSTRAP	
s 46GP	Function of receiving a notice under s 46GO	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR, PC, SSTRAP	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DWPR, MSSR, PC, SSTRAP	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DWPR, MSSR, PC	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	DWPR, MSSR	
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	DWPR, MSSR	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DWPR, MSSR	
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	DWPR, MSSR, PC, SSTRAP	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR, PC, SSTRAP	



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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	DWPR, MSSR  DWPR, MSSR	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DWPR, MSSR	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)	DWPR, MSSR	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)	DWPR, MSSR	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	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR	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	DWPR, MSSR	Where Council is the collecting agency



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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	DWPR, MSSR, PC, SSTRAP	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	DWPR, MSSR, PC, SSTRAP	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR	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	DWPR, MSSR	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	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency





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s 46GZ(2)(b)	Function of receiving the monetary component	DWPR, MSSR	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)	DWPR, MSSR	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	DWPR, MSSR	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	DWPR, MSSR	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	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan



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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	DWPR, MSSR	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4)  Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	DWPR, MSSR, PC, SSTRAP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DWPR, MSSR, PC, SSTRAP	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)	DWPR, MSSR	Where Council is a development agency under an approved infrastructure contributions plan



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s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DWPR, MSSR	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	DWPR, MSSR	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)	DWPR, MSSR	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)	DWPR, MSSR	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	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency



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s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DWPR, MSSR	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)	DWPR, MSSR	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	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	DWPR, MSSR	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)	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan



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s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DWPR, MSSR	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	DWPR, MSSR	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	DWPR, MSSR, PC, SP	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	DWPR, MSSR, PC, SSTRAP	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	DWPR, MSSR, PC, SSTRAP	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DWPR, MSSR	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DWPR, MSSR	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DWPR, MSSR	
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	DWPR, MSSR	



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s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DWPR, MSSR	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DWPR, MSSR	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DWPR, MSSR	
s 46Q(1)	Duty to keep proper accounts of levies paid	DWPR, MSSR	
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	DWPR, MSSR	
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	DWPR, MSSR	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DWPR, MSSR	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)	DWPR, MSSR	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



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s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	DWPR, MSSR	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	DWPR, MSSR	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	DWPR, MSSR	
s 46QD	Duty to prepare report and give a report to the Minister	DWPR, MSSR	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 applicable	
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 applicable	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Not applicable	
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	Not applicable	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	DWPR, MSSR	



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s 47	Power to decide that an application for a planning permit does not comply with that Act	DWPR, MSSR, PC, SSP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DWPR, MSSR, PC, SSP, SP	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	DWPR, MSSR, PC, SSP, SP	
s 50(4)	Duty to amend application	DWPR, MSSR, PC, SSP	
s 50(5)	Power to refuse to amend application	DWPR, MSSR, PC, SSP	
s 50(6)	Duty to make note of amendment to application in register	DWPR, MSSR, PC, SSP	
s 50A(1)	Power to make amendment to application	DWPR, MSSR, PC, SSP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DWPR, MSSR, PC, SSP	
s 50A(4)	Duty to note amendment to application in register	DWPR, MSSR, PC, SSP	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	DWPR, MSSR, PC, SSP, SP	





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s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DWPR, MSSR, PC, SSP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DWPR, MSSR, PC, SSP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DWPR, MSSR, PC, SSP	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DWPR, MSSR, PC, SSP	
s 52(3)	Power to give any further notice of an application where appropriate	DWPR, MSSR, PC, SSP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DWPR, MSSR, PC, SSP	



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s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DWPR, MSSR, PC, SSP	
s 54(1)	Power to require the applicant to provide more information	DWPR, MSSR, PC, SSP	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DWPR, MSSR, PC, SSP	
s 54(1B)	Duty to specify the lapse date for an application	DWPR, MSSR, PC, SSP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DWPR, MSSR, PC, SSP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DWPR, MSSR, PC, SSP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DWPR, MSSR, PC, SSP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DWPR, MSSR, PC, SSP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DWPR, MSSR, PC, SSP	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	DWPR, MSSR, PC, SSP	



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s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DWPR, MSSR, PC, SSP	
s 57A(5)	Power to refuse to amend application	DWPR, MSSR, PC	
s 57A(6)	Duty to note amendments to application in register	DWPR, MSSR, PC, SSP	
s 57B(1)	Duty to determine whether and to whom notice should be given	DWPR, MSSR, PC, SSP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DWPR, MSSR, PC, SSP	
s 57C(1)	Duty to give copy of amended application to referral authority	DWPR, MSSR, PC, SSP	
s 58	Duty to consider every application for a permit	DWPR, MSSR, PC, SSP	
s 58A	Power to request advice from the Planning Application Committee	DWPR, MSSR	
s 60	Duty to consider certain matters	DWPR, MSSR, PC, SSP	
s 60(1A)	Duty to consider certain matters	DWPR, MSSR, PC, SSP	



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s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DWPR, MSSR, PC, SSP	
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	Planning Committee, DWPR, MSSR, PC, SSP	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>Power to decide to grant a permit, or grant a permit with conditions, is only if 10 or less objections are received - if more than 10 objections are received, the matter is to be reported to the Planning Committee.</p> <p>Power to refuse a permit application cannot exercised (except if refusal relates to a matter which is prohibited under the Planning Scheme).the matter is to be reported to the Planning Committee.</p> <p>This power is subject to Council's delegated planning committee Terms of Reference.</p>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DWPR, MSSR, PC, SSP	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DWPR, MSSR, PC, SSP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DWPR, MSSR	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	DWPR, MSSR, PC, SSP	



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s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DWPR, MSSR, PC, SSP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DWPR, MSSR, PC, SSP	
s 62(2)	Power to include other conditions	DWPR, MSSR, PC, SSP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DWPR, MSSR, PC, SSP	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DWPR, MSSR, PC, SSP	
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)	DWPR, MSSR, PC, SSP	
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)	DWPR, MSSR, PC, SSP	



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s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DWPR, MSSR, PC, SSP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DWPR, MSSR, PC, SSP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DWPR, MSSR, PC, SSP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority



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s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	DWPR, MSSR, PC, SSP	
s 69(1A)	Function of receiving application for extension of time to complete development	DWPR, MSSR, PC, SSP	
s 69(2)	Power to extend time	DWPR, MSSR, PC, SSP	
s 70	Duty to make copy permit available in accordance with public availability requirements	DWPR, MSSR, PC, SSP	
s 71(1)	Power to correct certain mistakes	DWPR, MSSR, PC, SSP	
s 71(2)	Duty to note corrections in register	DWPR, MSSR, PC, SSP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 73	Power to decide to grant amendment subject to conditions	DWPR, MSSR, PC, SSP	
s 74	Duty to issue amended permit to applicant if no objectors	DWPR, MSSR, PC, SSP	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DWPR, MSSR, PC, SSP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DWPR, MSSR, PC, SSP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	
s 83	Function of being respondent to an appeal		





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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 83B	Duty to give or publish notice of application for review	DWPR, MSSR, PC, SSP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DWPR, MSSR, PC, SSP	
s 84AB	Power to agree to confining a review by the Tribunal	DWPR, MSSR, PC, SSP	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DWPR, MSSR, PC, SSP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DWPR, MSSR, PC, SSP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DWPR, MSSR, PC, SSP	
s 91(2)	Duty to comply with the directions of VCAT	DWPR, MSSR, PC, SSP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DWPR, MSSR, PC, SSP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DWPR, MSSR, PC, SSP	
s 93(2)	Duty to give notice of VCAT order to stop development	DWPR, MSSR, PC, SSP	
s 95(3)	Function of referring certain applications to the Minister	DWPR, MSSR, PC, SSP	
s 95(4)	Duty to comply with an order or direction	DWPR, MSSR, PC, SSP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DWPR, MSSR, PC	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DWPR, MSSR, PC, SSP, SSTRAP	
s 96F	Duty to consider the panel's report under s 96E	DWPR, MSSR, PC, SSTRAP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DWPR, MSSR, PC	
s 96H(3)	Power to give notice in compliance with Minister's direction	DWPR, MSSR, PC, SSP, SSTRAP	
s 96J	Duty to issue permit as directed by the Minister	DWPR, MSSR, PC	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DWPR, MSSR, PC, SSP, SSTRAP	
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	DWPR, MSSR, PC, SSP, SSTRAP	
s 97C	Power to request Minister to decide the application	DWPR, MSSR, PC, SSP, SSTRAP	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DWPR, MSSR, PC	
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	DWPR, MSSR, PC, SSP, SSTRAP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	DWPR, MSSR, PC, SSP, SSTRAP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	DWPR, MSSR, PC, SSP, SSTRAP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DWPR, MSSR, PC	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DWPR, MSSR, PC, SSP, SSTRAP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DWPR, MSSR, PC, SSP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DWPR, MSSR, PC, SSP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DWPR, MSSR, PC	
s 97Q(4)	Duty to comply with directions of VCAT	DWPR, MSSR, PC	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	DWPR, MSSR, PC	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DWPR, MSSR, PC	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DWPR, MSSR, PC	
s 101	Function of receiving claim for expenses in conjunction with claim	DWPR, MSSR, PC	
s 103	Power to reject a claim for compensation in certain circumstances	DWPR, MSSR	Note - refers to small claims, ie: a) \$500 or any greater amount prescribed by the Regulations; b) or 0.1% of the value that the land would have had if the land had not been affected by any circumstance set out in section 98(1) or (2) or 107.
s 107(1)	Function of receiving claim for compensation	DWPR, MSSR, PC, SSP	
s 107(3)	Power to agree to extend time for making claim	DWPR, MSSR	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DWPR, MSSR	
s 114(1)	Power to apply to the VCAT for an enforcement order	DWPR, MSSR, PC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DWPR, MSSR, PC, SP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DWPR, MSSR, PC	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DWPR, MSSR, PC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DWPR, MSSR	Except Crown Land
s 129	Function of recovering penalties	DWPR, MSSR, PC	
s 130(5)	Power to allow person served with an infringement notice further time	DWPR, MSSR, PC	
s 149A(1)	Power to refer a matter to the VCAT for determination	DWPR, MSSR, PC	Note - Part 6 of the Act refers to enforcement and legal proceedings
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DWPR, MSSR, PC	
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)	DWPR, MSSR	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DWPR, MSSR	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 171(2)(g)	Power to grant and reserve easements	DWPR, MSSR, PC, SSP, MPMO	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO	Where Council is the development agency specified in an approved infrastructure contributions plan  This power can only be used when there is no dispute of either the acquisition or of the amount of compensation being offered. If there is a dispute of either the matter must be presented to Council.
s 173(1)	Power to enter into agreement covering matters set out in s 174	DWPR, MSSR, PC	Details of agreements must be subsequently reported to Council
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	DWPR, MSSR, PC	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DWPR, MSSR, PC	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DWPR, MSSR, PC	
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	DWPR, MSSR, PC	
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	DWPR, MSSR, PC, SSP	Note - section 178 provides: "An agreement may, with the approval of the Minister, be amended by agreement between the responsible authority and all persons who are bound by any covenant in the agreement"
s 178A(1)	Function of receiving application to amend or end an agreement	DWPR, MSSR, PC, SSP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DWPR, MSSR, PC, SSP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DWPR, MSSR, PC, SSP	
s 178A(5)	Power to propose to amend or end an agreement	DWPR, MSSR, PC, SSP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DWPR, MSSR, PC, SSP	





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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DWPR, MSSR, PC	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DWPR, MSSR, PC	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DWPR, MSSR, PC, SSP	If no objections are made under s 178D Must consider matters in s 178B



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DWPR, MSSR, PC	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)	DWPR, MSSR, PC, SSP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DWPR, MSSR	
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	DWPR, MSSR	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DWPR, MSSR, PC, SSP	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	DWPR, MSSR, PC, SSP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	DWPR, MSSR, PC, SSP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DWPR, MSSR, PC, SSP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DWPR, MSSR, PC, SSP	
s 182	Power to enforce an agreement	DWPR, MSSR, PC	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DWPR, MSSR, PC, SSP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	DWPR, MSSR	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 184G(2)	Duty to comply with a direction of the Tribunal	DWPR, MSSR	
s 184G(3)	Duty to give notice as directed by the Tribunal	DWPR, MSSR	
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	DWPR, MSSR, PC, SSP	
s 198(1)	Function to receive application for planning certificate	DWPR, MSSR, PC, SSP	
s 199(1)	Duty to give planning certificate to applicant	DWPR, MSSR, PC, SSP	



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<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 201(1)	Function of receiving application for declaration of underlying zoning	DWPR, MSSR, PC, SSP	
s 201(3)	Duty to make declaration	DWPR, MSSR, PC, SSP	
-	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	DWPR, MSSR, PC	
	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	DWPR, MSSR, PC	
	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	Not delegated	
-	Power to give written authorisation in accordance with a provision of a planning scheme	DWPR, MSSR, PC	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DWPR, MSSR, PC, SSP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DWPR, MSSR	



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



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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	DIS	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	Not delegated	
s 11(9)(b)	Duty to advise Registrar	DIS	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DIS	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DIS	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	DIS	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	Not delegated	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	Not delegated	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies



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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Not delegated	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	DIS	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	DIS	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	DIS	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	DIS	
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	DIS	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DIS	
s 15(2)	Duty to include details of arrangement in public roads register	DIS	
s 16(7)	Power to enter into an arrangement under s 15	DIS	





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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 16(8)	Duty to enter details of determination in public roads register	DIS	
s 17(2)	Duty to register public road in public roads register	DIS	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	DIS	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	DIS	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	DIS	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	DIS	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	DIS	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	DIS	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DIS	
s 19(4)	Duty to specify details of discontinuance in public roads register	DIS	
s 19(5)	Duty to ensure public roads register is available for public inspection	DIS	



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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 21	Function of replying to request for information or advice	DIS	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DIS	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	DIS	
s 22(5)	Duty to give effect to a direction under s 22	DIS	
s 40(1)	Duty to inspect, maintain and repair a public road	DIS	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DIS	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DIS	
s 42(1)	Power to declare a public road as a controlled access road	DIS	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DIS	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	DIS	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	DIS	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



Maddocks

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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)	DIS	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	DIS	
s 49	Power to develop and publish a road management plan	DIS	
s 51	Power to determine standards by incorporating the standards in a road management plan	DIS	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DIS	
s 54(2)	Duty to give notice of proposal to make a road management plan	DIS	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DIS	
s 54(6)	Power to amend road management plan	DIS	
s 54(7)	Duty to incorporate the amendments into the road management plan	DIS	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DIS	



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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 63(1)	Power to consent to conduct of works on road	DIS	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	DIS	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DIS	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DIS	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	DIS	Where Council is the coordinating road authority
s 67(3)	Power to request information	DIS	Where Council is the coordinating road authority
s 68(2)	Power to request information	DIS	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	DIS	
s 72	Duty to issue an identity card to each authorised officer	DIS	
s 85	Function of receiving report from authorised officer	DIS	
s 86	Duty to keep register re s 85 matters	DIS	
s 87(1)	Function of receiving complaints	DIS	
s 87(2)	Duty to investigate complaint and provide report	DIS	



Maddocks

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 96	Power to authorise a person for the purpose of instituting legal proceedings	DIS	
s 112(2)	Power to recover damages in court	DIS	
s 116	Power to cause or carry out inspection	DIS	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DIS	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DIS	
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)	DIS	
s 121(1)	Power to enter into an agreement in respect of works	DIS	
s 122(1)	Power to charge and recover fees	DIS	
s 123(1)	Power to charge for any service	DIS	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DIS	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	DIS	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	DIS	



Maddocks

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DIS	
sch 2 cl 5	Duty to publish notice of declaration	DIS	
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	DIS	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	DIS	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	DIS	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	DIS	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	DIS	Where Council is the infrastructure manager or works manager



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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DIS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DIS	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DIS	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DIS	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)	DIS	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DIS	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)	DIS	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DIS	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DIS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DIS	Where Council is the coordinating road authority



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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DIS	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DIS	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	DIS	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	DIS	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	DIS	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	DIS	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	DIS	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DIS	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DIS	Where Council is the responsible road authority





Maddocks

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	DIS	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	DIS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



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<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DWPR, MSSR, PC	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DWPR, MSSR, PC, SSP	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	DWPR, MSSR, PC, SSP	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	DWPR, MSSR, PC, SSP	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DWPR, MSSR, PC	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.



Maddocks

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DWPR, MSSR	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DWPR, MSSR	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	DWPR, MSSR	



Maddocks

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



Maddocks

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



Maddocks

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 25(3)	Duty to consult with relevant floodplain management authority	EHC, EHO, MSSR	
r 26	Duty to have regard to any report of the relevant fire authority	EHC, MSSR, EHO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	EHC, MSSR	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	EHC, EHO	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	EHC, EHO	
r 41(4)	Function of receiving installation certificate	EHC, EHO	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	EHC, MSSR	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	EHC, MSSR	



Maddocks

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 8(1)	Duty to conduct reviews of road management plan	DIS	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DIS	
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)	DIS	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	DIS	
r 13(1)	Duty to publish notice of amendments to road management plan	DIS	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	DIS	
r 16(3)	Power to issue permit	DIS	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DIS	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DIS	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	DIS	Where Council is the coordinating road authority



Maddocks

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	DIS	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))	DIS	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DIS	





Maddocks

<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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		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		Where Council is the coordinating road authority



## Southern Grampians Council

VTS - Adaptive Mobility



Victorian Telecommunications Services contract - VTS

# What's happening - TPAMS to VTS



Victorian Telecommunications Services contract - VTS

## Benefits of VTS



-  Access the best 5G network with best coverage.
-  Reduce your complexity with our simpler plans.
-  Access a bigger range of devices to modernise your fleet.
-  Access to a monthly fund of 10% of the total value of the identified plans active for the month, each month, for 36-months.  
*Plus* a once off mobility fund equivalent to 10% of the value of the plans initially taken up under VTS, paid up front.  
E.g. 36 months = 36 x monthly active plan cost x 10%.

Victorian Telecommunications Services contract - VTS

## Benefits of VTS

- Significant cost savings over the current TPAM plan
- Increased data pool allowances to keep up with modern workforce



Victorian Telecommunications Services contract - VTS

# Current costs for 2023

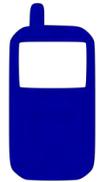
	Amount ex GST
Actuals - January 2023	\$5,779
Actuals - February 2023	\$6,363
Actuals - March 2023	\$6,113
Actuals - April 2023	\$6,468
Actuals - May 2023	\$5,942
Actuals - June 2023	\$7,173
Actuals - July 2023	\$6,865
Actuals - August 2023	\$6,678
Actuals - September 2023	\$7,296
<b>Avg monthly cost</b>	<b>\$6,519.55</b>
<b>1 year estimated total</b>	<b>\$78,234.59</b>
<b>3 year estimated total</b>	<b>\$234,703.78</b>

## Audit prep work

- There was significant work involved with our Telstra dealer and SGSC IT services staff to identify all current plans and map them to the most appropriate option.
- We were consuming 7 different plans under TPAMS, adding to a shared data pool total of 296GB.
- Average data usage per month is currently 500GB (resulting in significant additional charges).
- Proposal is for 3 different plans under VTS, with 1676GB shared data pool and 25GB IoT pool for sensors.

Victorian Telecommunications Services contract - VTS

# Contract requirements



**Mobile Phones** - Adaptive Mobility UL Voice and data pack – **118 Services**

**Tablets/Laptops** - Adaptive Mobility Mobile Broadband Essential - **111 Services**



**IoT Sensors** - Telstra IoT Shared plan - **25 Services**



**Coming Soon!**

**Tablets** - digital outdoor workforce coming soon – **29 services**



Victorian Telecommunications Services contract - VTS

# Projected costs/savings

	Amount ex GST
New VTS contract p/m	\$4,306.14
1 year estimated total	\$51,673.68
3 year estimated total	\$155,021.04
	<b>*does not include additional services for digital outdoor workforce</b>
Current TPMS contract p/m	\$6,519.55
1 year estimated total	\$78,234.59
3 year estimated total	\$234,703.78
Savings per year	\$26,560.91
Telstra Store credit – 36 months (10% of contract)	\$15,502.10
Extra Telstra Store credit pre month 10% spend	\$430.61

Victorian Telecommunications Services contract - VTS

## Telstra Dealer

- Our Telstra dealer appointed by Telstra business is Solve Communications



We use a blend of 30 years' experience, advanced mobile technology, security, and professional services to help Business, Corporate and Government organisations deliver their employees and customers a more satisfying and connected experience. We use a blend of 30 years' experience, advanced mobile technology, security, and professional services to help Business, Corporate and Government organisations deliver their employees and customers a more satisfying and connected experience.

Victorian Telecommunications Services contract - VTS

# Resolution

- Procurement exemption for multiple quotes as Telstra is the only provider with the coverage required in the shire.
- Delegation of authority to CEO to award the new contract with below constraints.
- Approval with overhead \$250,000 over 36 months to encompass future expansion and accommodate increasing digital outdoor workforce requirements.



# SOUTHERN GRAMPIANS SHIRE COUNCIL AUDIT AND RISK COMMITTEE CHARTER

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## **PURPOSE**

In accordance with Section 54 of the Local Government Act 2020 (the Act), it is mandatory for Councils to establish an Audit and Risk Committee (the Committee).

The purpose of the Committee is to assist Council in the effective conduct of its responsibilities in relation to its financial and performance reporting practices. This includes monitoring compliance of Council's policies and procedure with overarching governance principles and legislative responsibilities, risk management and internal control systems.

## **AUTHORITY**

The Committee does not have delegated powers or delegated financial responsibilities or authority to implement actions in areas over which management has responsibility.

Therefore, the Committee does not have any management function and is independent to management.

Within its scope of responsibility, Council authorises the Committee to:

- a) perform activities within the scope of this Charter;
- b) require the attendance of Senior Council Officers at meetings as required;
- c) have access to members of Executive Leadership Team, employees and relevant information;
- d) oversee the performance and meet with both the external auditor and the internal auditor;
- e) meet privately, without the attendance of management;
- f) request necessary financial resources to be provided to enable the Committee to receive any necessary legal, accounting or other professional advice.

## **COMPOSITION**

The Committee will comprise of a minimum of five members, including at least three (3) Independent members and a maximum of two (2) Councillor members.

The Chief Executive Officer (CEO) and the Director Community and Corporate Services (DCCS) are not members of the Committee, but should attend meetings in an advisory capacity.



### ***Independent members***

Independent members are defined as external members who are neither Councillors or a member of Council staff, as outlined in section 53 of the Act.

The appointment of external independent members shall be made by Council resolution following public advertisement in the local newspaper and Council website.

Independent members shall be appointed for a term of three years, after which time Council can choose to exercise an option to renew the appointment for another term. Independent members can only serve for two consecutive terms without public advertisement, however, members may re-apply at the end of their term(s) and be re-appointed for further terms through the public advertisement process.

The applications for membership will be assessed against criteria including, but not limited to:

- a) level and breadth of senior business, management, finance and accounting and/or audit experience and qualifications;
- b) level of familiarity in relation to local government operations, financial reporting and auditing requirements, risk management, corporate governance; and
- c) previous Audit and Risk Committee experience.

In the event of a resignation of an external independent member or statutory change, the Committee has the option to review unsuccessful applicants from the initial recruitment process and recommend to Council to appoint an applicant, if this occurs within the previous 12 month period.

### ***Committee Chairperson***

The Chairperson of the Committee must be appointed by Council resolution and be an independent member. The Chairperson will be appointed for two years.

After serving two years, the Committee may choose to appoint the Chairperson for a further one year term or the Committee may choose to nominate another Chairperson from the independent membership for a one year term. The process will be dependent on the Committee seeking nominations from the current independent membership and providing a report for noting to the Council.

The Chairperson of the Committee shall have a casting vote on occasions where there is an equal number of votes on a matter.

In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the Independent members present at the meeting.



***Council members***

The Council members of the Committee shall be appointed by Council at its Statutory Meeting, unless otherwise determined by the Chairperson of the Committee

***Remuneration of independent members***

Remuneration paid to independent members will be a set fee per meeting with an additional amount paid to the Chairperson.

Travelling costs will also be reimbursed.

**MEETINGS**

***Quorum***

A quorum of any meeting will be three members, of which, two will be independent members. A quorum must be present at all times during the meeting.

***General provisions***

The Committee shall meet as required, but must meet a minimum of four times per year with an additional meeting to consider the Annual Financial and Performance Statements.

Additional meetings shall be convened at the discretion of the Chairperson or at the written request of a Committee member, the CEO or the internal or external auditors.

The agenda and supporting documentation will be circulated to members of the Committee at least five days in advance of each meeting.

The Chairperson will review the minutes within one week of the meeting and these will be presented to the next practicable Council meeting. The minutes will then be formally approved at the subsequent meeting of the Committee.



The following requirements shall apply to all meetings of the Committee:

- a) only Committee members are entitled to attend and vote at meetings;
- b) other Councillors may attend meetings in an observation capacity only;
- c) the CEO, DCCS, Manager Finance or their delegates must attend meetings of the Committee, other than those meetings or parts of Committee meetings which are deemed to be closed to management;
- d) the Committee may invite, or require any persons to attend meetings, as it deems necessary;
- e) the Internal Auditor should attend all meetings where internal audit reports are presented or as requested by the Committee;
- f) the External Auditor should attend the meeting when the annual financial accounts and external audit management reports are considered or as requested by the Committee;
- g) the External Auditor shall be offered the opportunity to meet in camera to discuss any aspects of the external audit; and
- h) the Committee will meet at least once annually with the external and internal auditors (separately) without management present.

#### ***Conflict of interest***

In accordance with Section of 130 of the *Local Government Act 2020*, members of the Committee will be required to disclose all conflicts of interest as and when they arise.

Each independent member of the Committee is required to lodge a declaration of interest form on a bi-annual basis and declare any interest at the commencement of each meeting and prior to the consideration of the item at the meeting.

#### ***Confidentiality***

Pursuant to Section 125 of the *Local Government Act 2020*, Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Committee of which he or she is a member or was in his or her possession except in accordance with such terms and in such a manner as stipulated by the Southern Grampians Shire Council.

#### ***Insurance***

Members of the Committee will be covered by Council's insurance policies while engaged in the business of the Committee.

#### ***Performance***

The Committee will undertake an annual assessment of its performance against the charter and prepare a biannual audit and risk report that describes the activities of the Committee including its findings and recommendations to the CEO for tabling at the next Council meeting.



## **RESPONSIBILITIES**

The Committee will carry out the following responsibilities:

### ***Financial and Performance reporting***

1. Review Council's financial position, via the receipt of Council's Standard Statements
2. Report to Council on any material issues which have not previously been reported or actioned.
3. Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements and understand the subsequent impact on financial reports.
4. Review the annual financial and performance statements prior to their approval by Council and determine whether they are complete and consistent with the information known to the Committee members.
5. Assess whether the financial and performance statements reflect appropriate policies and comply with all relevant standards and regulatory requirements
6. Recommend the adoption of the Annual Financial Statements incorporating the Annual Performance Statements to Council (and review any significant changes and the reasons for the changes that may arise subsequent to such recommendation but before the Statements are signed).
7. Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards.
8. Review any litigation, claim or contingency which could have a material effect on Council's financial position or operating result.

### ***External audit***

1. Review Council's draft Annual Financial Statement with the External Auditor, focusing on:
  - i) Accounting policies and Approved Accounting Standards;
  - ii) Changes to accounting policies and Approved Accounting Standards;
  - iii) Significant adjustments to the financial statements (if any) arising from the audit process;
  - iv) Compliance with accounting standards and other reporting requirements of financial and non-financial information; and
  - v) Significant variances with explanations from prior years.
2. Review Council's draft Performance Statement with the External Auditor and consider the results in the context of the quarterly reports received throughout the year and challenge any unusual or unexpected results.
3. Discuss and review with the external auditor, issues arising from the audit including all Management Letters issued by the auditor for completeness and appropriateness.





4. Ensure findings and recommendations made by the external auditor and management's proposed responses are received, discussed and appropriately acted upon.
5. Meet separately with the external auditor to discuss any matters that the Committee or auditor believe should be discussed privately.

***Internal audit***

1. Monitor the effectiveness of the internal audit function on an ongoing basis.
2. Review the strategic three year and annual plan of the Internal Auditor to ensure that it takes into consideration the risk profile of Council.
3. Review the scope of the internal audit plan and the effectiveness of the function, evaluating whether the plan addresses the following issues:
  - i) Effectiveness of internal controls over significant areas of risk, including non- financial management control systems;
  - ii) Effectiveness of internal controls over key processes relating to revenue, expenditure, assets and liabilities;
  - iii) Efficiency and effectiveness of significant Council programmes; and
  - iv) Compliance with legislation, policies, best practice guidelines and contractual arrangements.
4. Prior to audits being undertaken, receive, review and approve the scope of work for each proposed audit.
5. Ensure the significant findings and recommendations made by the Internal Auditor, and management's proposed responses are received, discussed and appropriately acted upon.
6. Meet with the Internal Auditor annually or as required to consider any matters that the Committee or Internal Auditor should discuss privately.
7. Review on an annual basis the performance of the Internal Auditor, and where performance is not considered satisfactory, discuss with Council and management any proposal to undertake a tender process for the appointment of a new Internal Auditor.

***Compliance and ethics***

1. Consider the effectiveness of the systems and processes for monitoring compliance with legislation and regulations.
2. Obtain regular updates from management about compliance and non-compliance matters of material significance pertaining to ethical, statutory, related party and legal issues.
3. Keep informed of the findings of any examination by regulatory agencies and monitor managements response to such findings.
4. Monitor compliance of Council's policies and procedures with the overarching governance principles outlined in Section 9 of the Local Government Act and compliance with Act, regulations and Ministerial directions.



***Fraud prevention and risk management***

1. Monitor the effectiveness of the organisations fraud prevention policies.
2. Identify and refer specific projects or investigations deemed necessary through Council's CEO, the Internal Auditor and Council.
3. Consider any subsequent investigation, including the investigation of any suspected cases of fraud.
4. Review internal controls over revenue, expenditure, assets and liability processes; and over significant areas of risk including non-financial management control systems.
5. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
6. Review Council's Risk Management Policy and Framework and risk profile.
7. Monitor the process of review of Council's risk profile to ensure that material risks are dealt with appropriately.
8. Receive status reports on a regular basis of the risk register and actions being taken to manage identified risks.
9. Monitor the effectiveness of Council's business continuity processes and practices.

***Other matters***

1. Consider the findings and recommendations of relevant audits undertaken by the Victorian Auditor General's Office (VAGO), the Victorian Ombudsman, Independent Broad-based Anti-corruption Commission (IBAC) and other agencies and to ensure Council considers the relevant recommendations.
2. Review and consider annual performance reports based on Local Government Victoria's Performance Reporting Framework.
3. Enquire as to the internal control framework and level of assurance received around the accuracy and completeness of the annual performance information reported.
4. Perform other activities related to this Charter as requested by Council.

**REPORTING TO COUNCIL**

The Committee must prepare a biannual report to Council describing the activities of the Committee and include its findings and recommendations.

The biannual report of the Committee will be provided to the CEO for tabling at the next Council meeting.



The Committee Charter and details of its members will be published on the Council's website.

### **ANNUAL WORK PROGRAM**

The Committee must adopt an annual work program.

### **REVIEW OF THE AUDIT AND RISK COMMITTEE CHARTER**

The Committee will review the Committee Charter at least once every two years and recommend changes to Council for approval.



This Charter is scheduled to be reviewed prior to May 2024.

Previous Amendments:

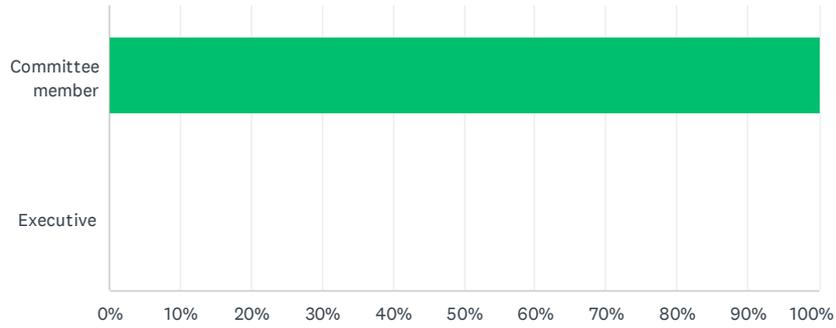
1. November 2015
2. November 2017
3. November 2019
4. July 2020
5. August 2022

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q1 What role do you have in the Audit & Risk Committee?

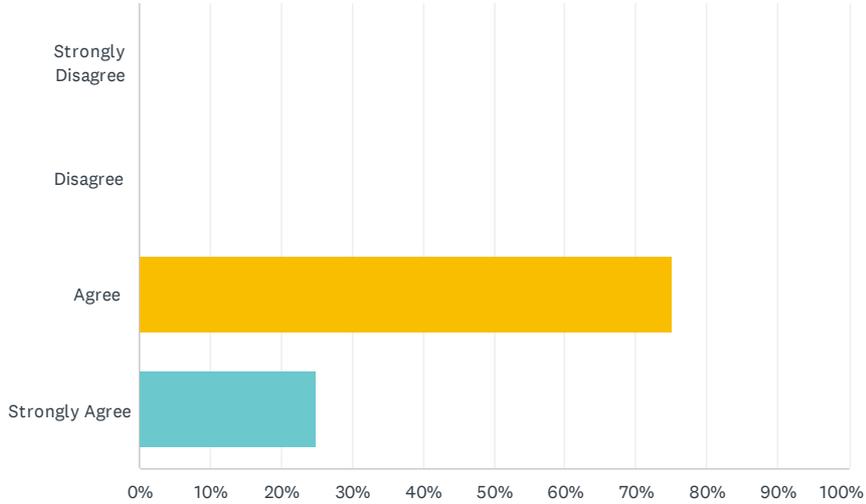
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Committee member	100.00%	4
Executive	0.00%	0
TOTAL		4

**Q2 The Charter clearly articulates the Committee’s roles and responsibilities and provides it with the necessary authority to discharge them?**

Answered: 4 Skipped: 0



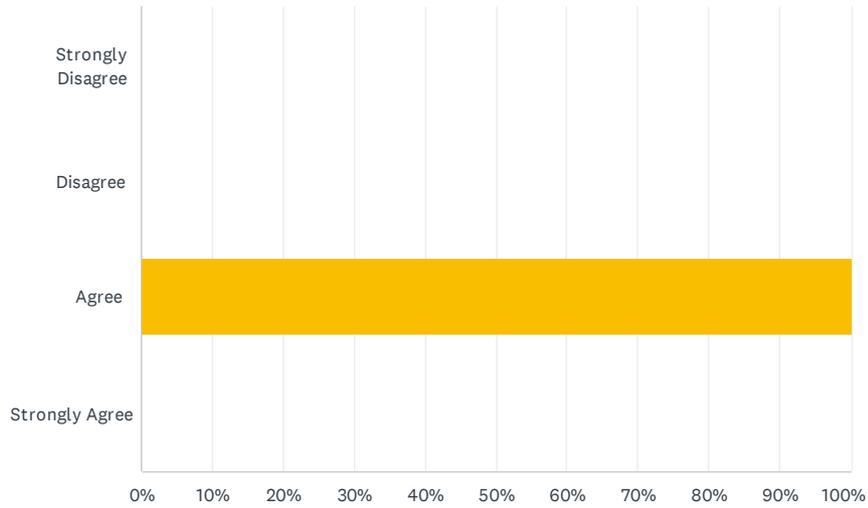
ANSWER CHOICES		RESPONSES	
Strongly Disagree		0.00%	0
Disagree		0.00%	0
Agree		75.00%	3
Strongly Agree		25.00%	1
<b>TOTAL</b>			<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

Q3 During the past year, the Committee has adequately addressed all of its responsibilities as detailed in the Charter?

Answered: 4 Skipped: 0



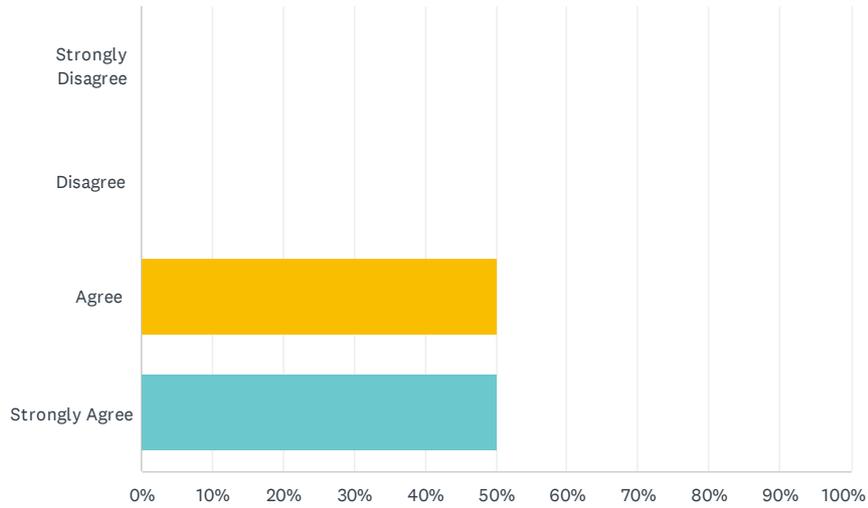
ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	100.00% 4
Strongly Agree	0.00% 0
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q4 The Charter ensures the Committee is sufficiently independent from the management of Council?

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>



Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q5 A - Audit Committee Charter - Comments or Suggestions for Improvement

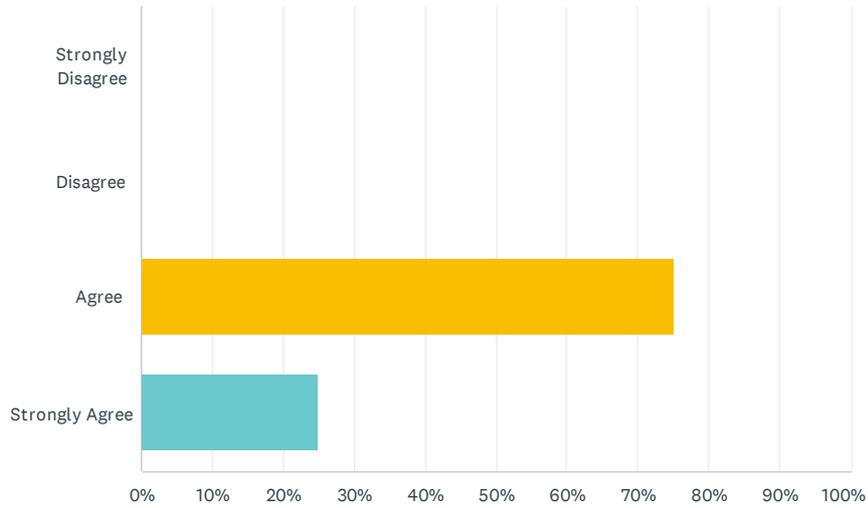
Answered: 4 Skipped: 0

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q6 B - Skills and Experience - The Committee has the desired mix of skills to allow it to effectively discharge its responsibilities\***

Answered: 4 Skipped: 0



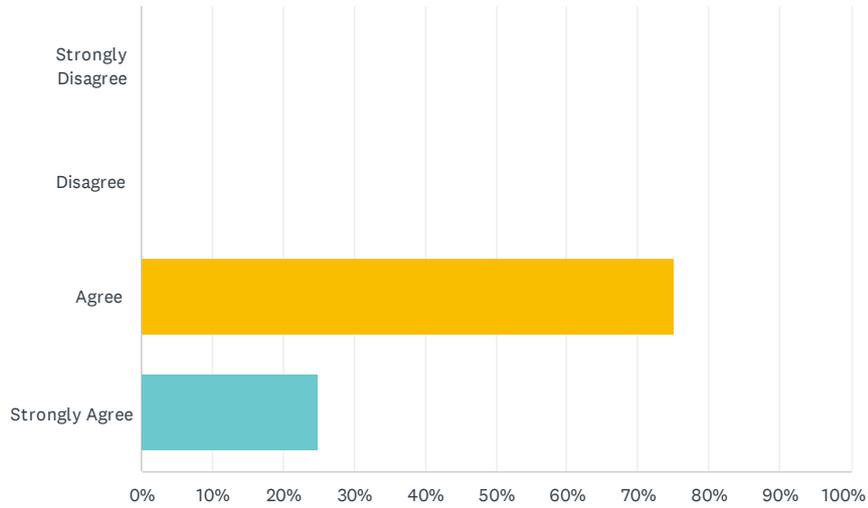
ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	75.00% 3
Strongly Agree	25.00% 1
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q7 The Committee has been able to analyse and critically evaluate information presented to it by management.**

Answered: 4 Skipped: 0



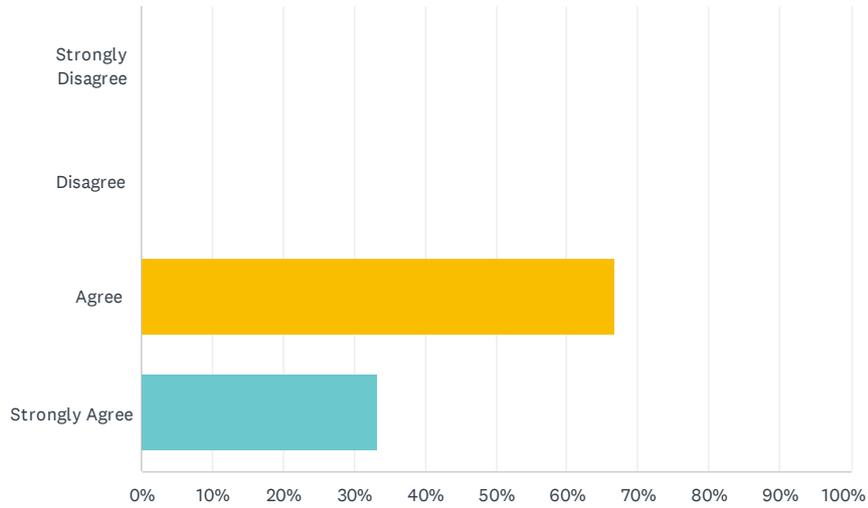
ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	75.00% 3
Strongly Agree	25.00% 1
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q8 There is a clear process that Committee members can follow to access advice and /or training to improve their skills and knowledge \***

Answered: 3 Skipped: 1



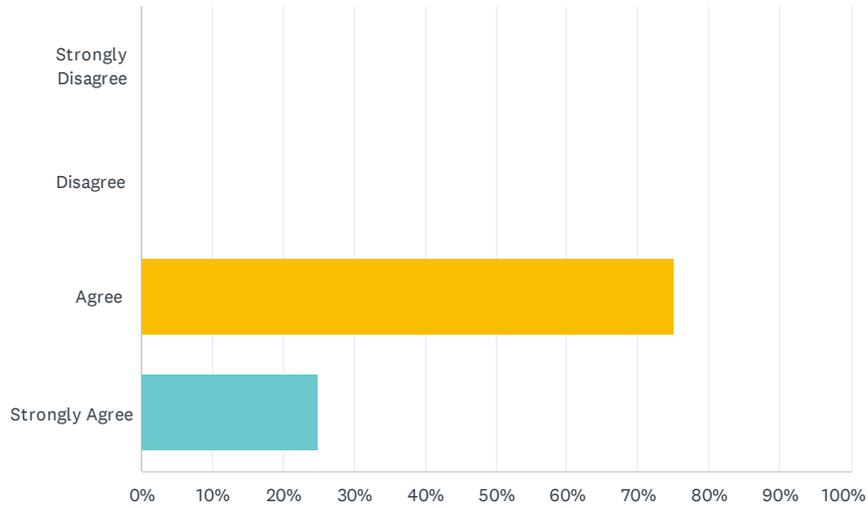
ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	66.67% 2
Strongly Agree	33.33% 1
<b>TOTAL</b>	<b>3</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q9 The Committee has responded appropriately where significant risks and/or control breakdowns have been brought to its attention**

Answered: 4 Skipped: 0



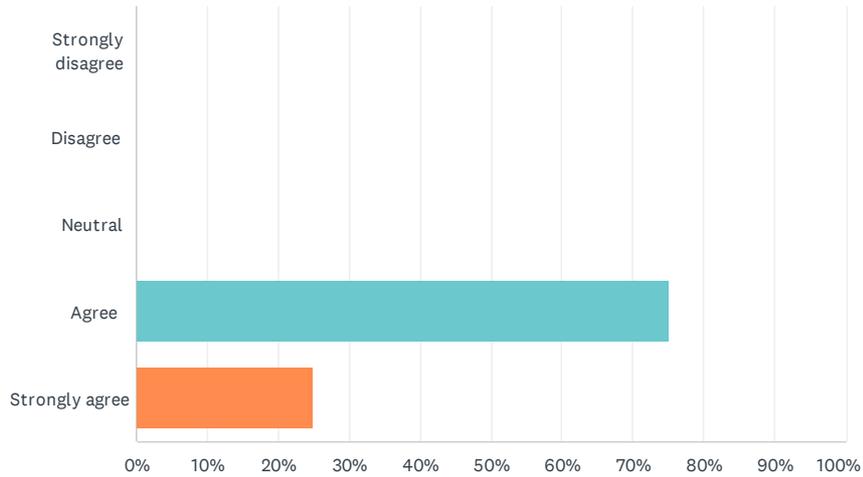
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	75.00%	3
Strongly Agree	25.00%	1
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q10 The Committee has shown an openness to new ideas and different views in its deliberations

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly disagree	0.00% 0
Disagree	0.00% 0
Neutral	0.00% 0
Agree	75.00% 3
Strongly agree	25.00% 1
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q11 B - Skills and Experience - Comments or Suggestions for Improvement

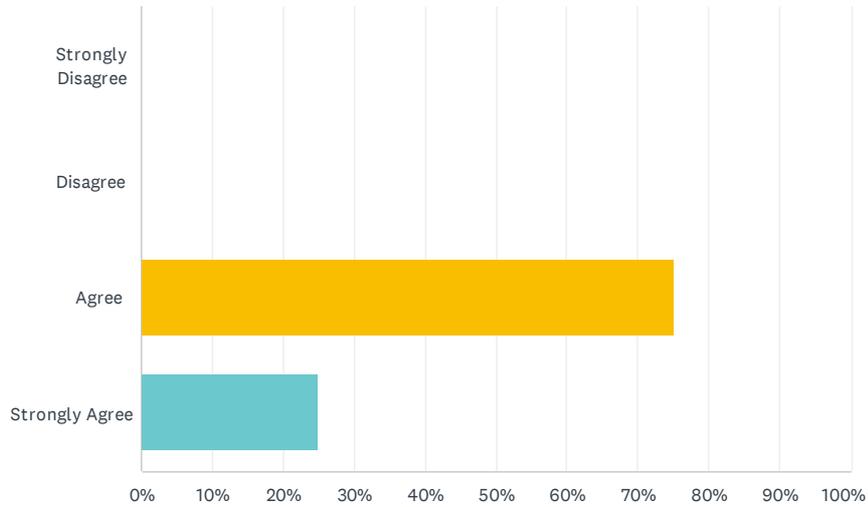
Answered: 4 Skipped: 0

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q12 C - Understanding the Business - The Committee has an adequate understanding of Council's: - Risk management framework (including fraud and business continuity planning) and risk profile \***

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	75.00% 3
Strongly Agree	25.00% 1
<b>TOTAL</b>	<b>4</b>

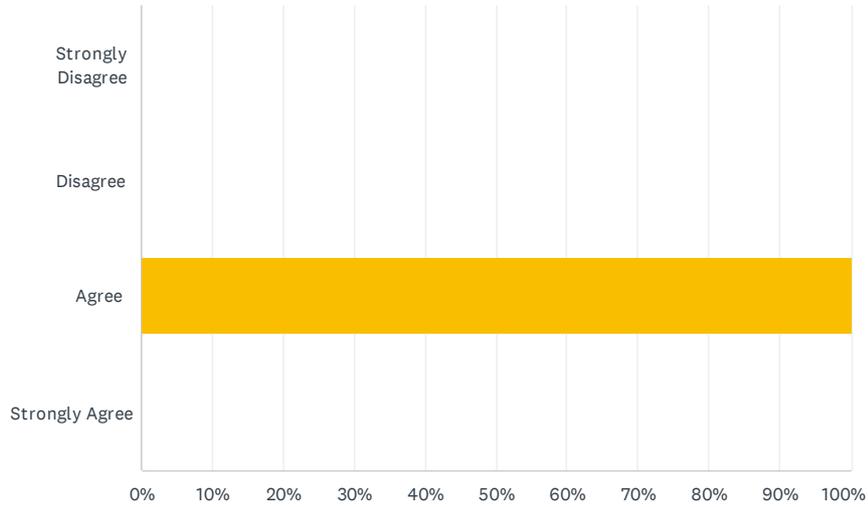


Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q13 - Internal control framework to mitigate significant risks \***

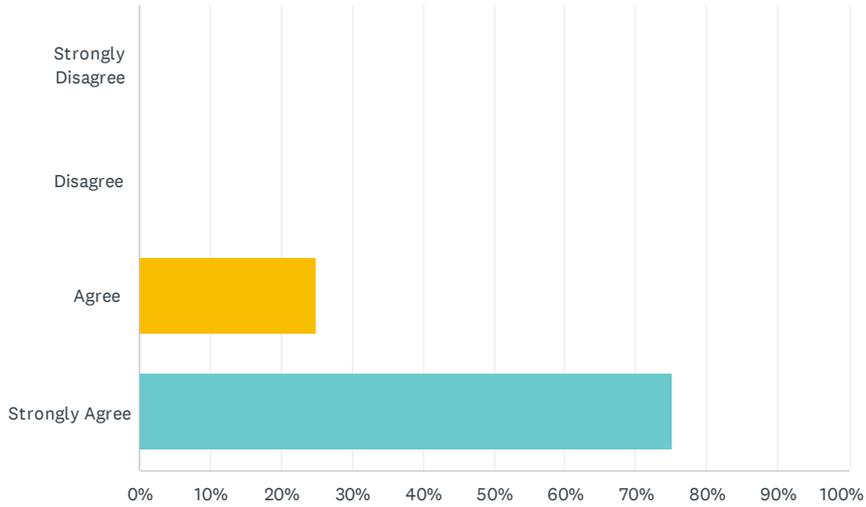
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	100.00%	4
Strongly Agree	0.00%	0
<b>TOTAL</b>		<b>4</b>

Q14 - Financial and statutory reporting requirements \*

Answered: 4 Skipped: 0



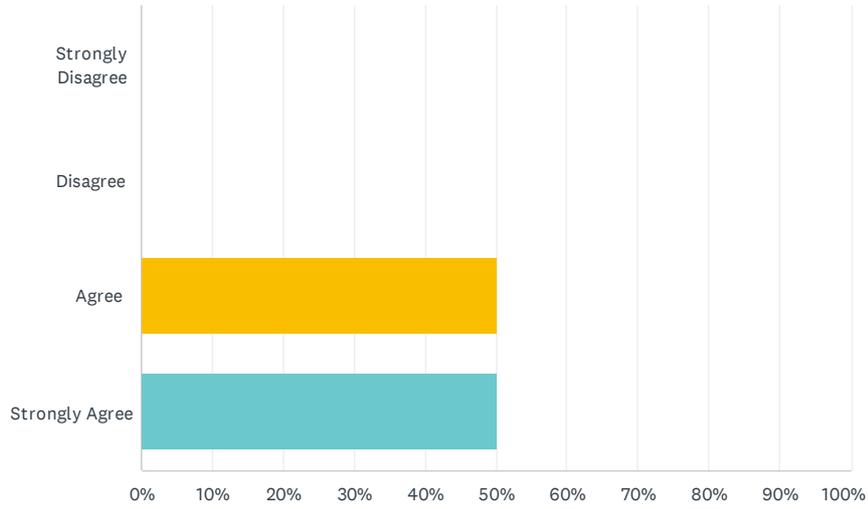
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	25.00%	1
Strongly Agree	75.00%	3
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q15 - Legislative compliance requirements \*

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

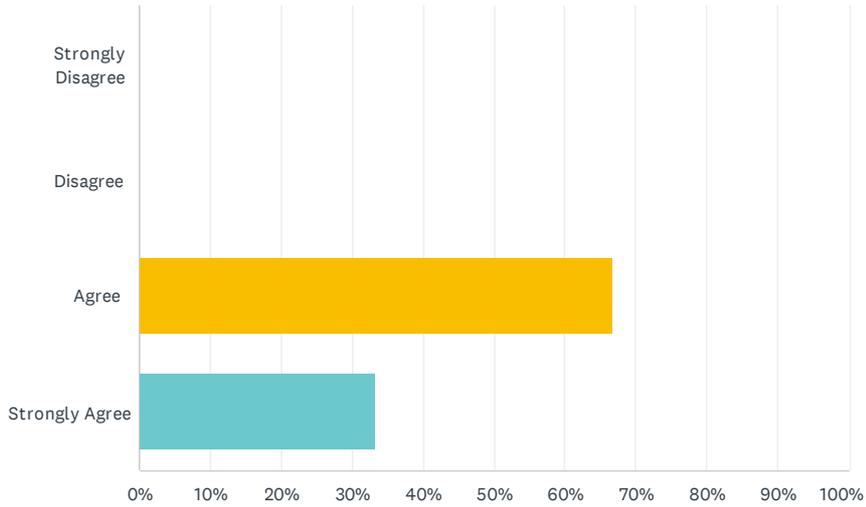
SurveyMonkey

## Q16 - Changes in financial reporting requirements \*

Answered: 2 Skipped: 2

Q17 - Changes in financial reporting requirements \*

Answered: 3 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	66.67%	2
Strongly Agree	33.33%	1
<b>TOTAL</b>		<b>3</b>

Audit Risk Committee Self-Assessment Survey

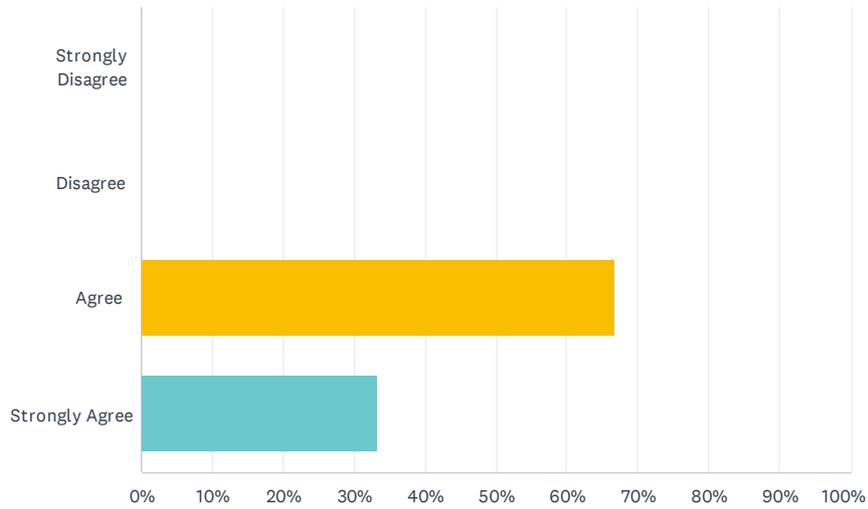
SurveyMonkey

## Q18 - Changes in performance reporting requirements \*

Answered: 3 Skipped: 1

Q19 - Changes in performance reporting requirements \*

Answered: 3 Skipped: 1



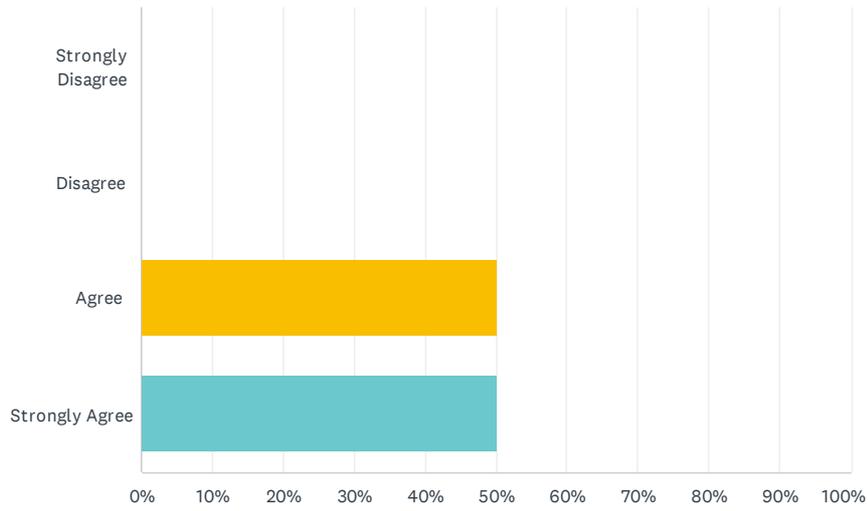
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	66.67%	2
Strongly Agree	33.33%	1
<b>TOTAL</b>		<b>3</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q20 - Integrity Body reports (IBAC, VAGO) \*

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

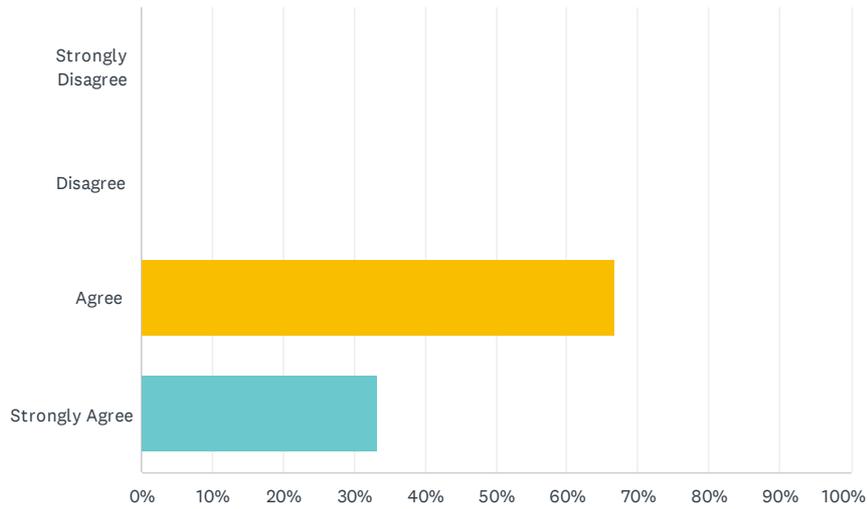


Audit Risk Committee Self-Assessment Survey

SurveyMonkey

Q21 - Changes in the business/regulatory environment \*

Answered: 3 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	66.67%	2
Strongly Agree	33.33%	1
<b>TOTAL</b>		<b>3</b>

Audit Risk Committee Self-Assessment Survey

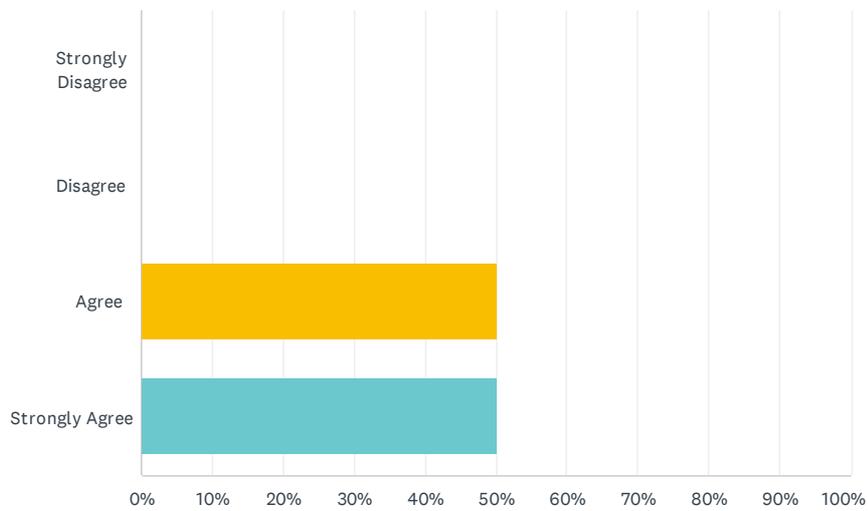
SurveyMonkey

## Q22 C - Understanding the Business - Comments or Suggestions for Improvement

Answered: 3 Skipped: 1

**Q23 - Meeting Administration and Conduct - The Committee has had an appropriate number of meetings (with sufficient time allowed between meetings to allow any work arising to be carried out and reported) to properly discharge its responsibilities\***

Answered: 4 Skipped: 0



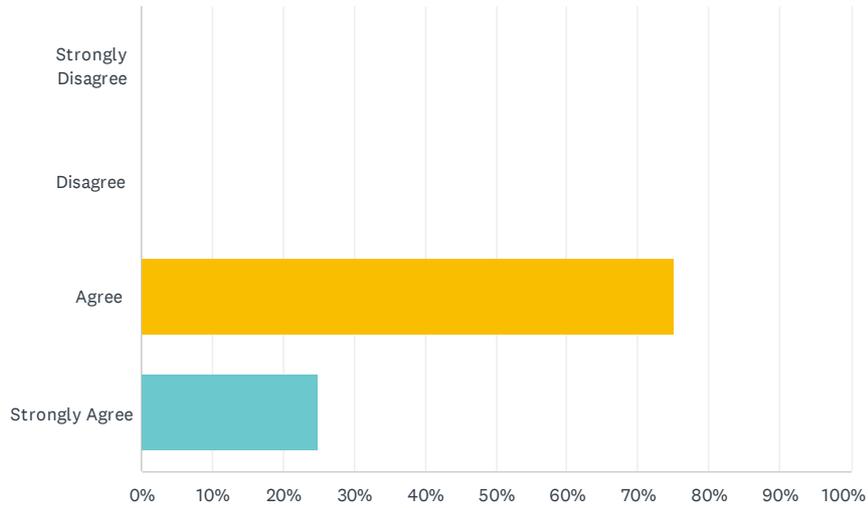
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

Q24 Agendas are structured to allow sufficient time to discuss all critical issues \*

Answered: 4 Skipped: 0



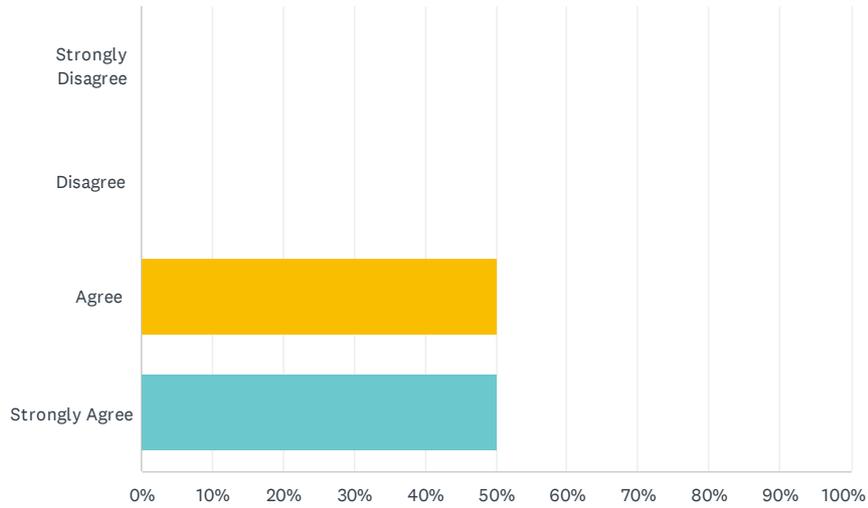
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	75.00%	3
Strongly Agree	25.00%	1
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q25 The Committee receives agendas and supporting papers in sufficient time prior to meetings \***

Answered: 4 Skipped: 0



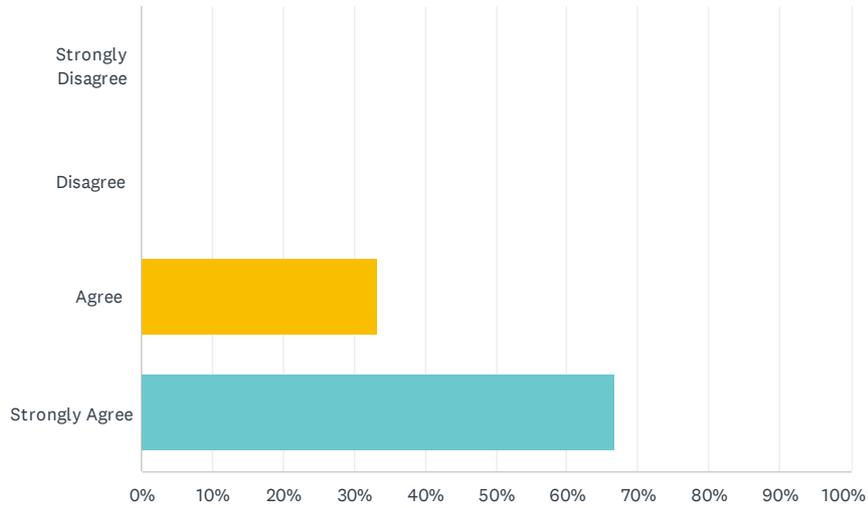
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q26 Agendas and supporting papers are of sufficient clarity and quality to enable the Committee to make informed decisions \***

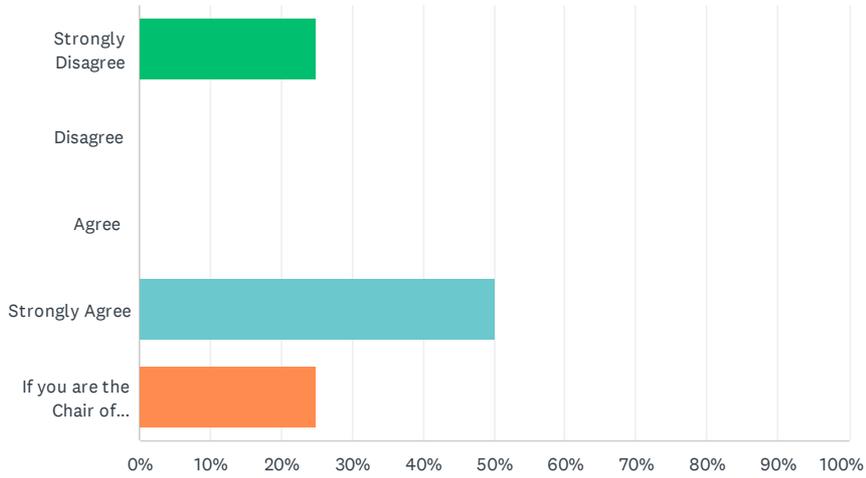
Answered: 3 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	33.33%	1
Strongly Agree	66.67%	2
<b>TOTAL</b>		<b>3</b>

Q27 Committee meetings are well run and productive \*

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	25.00%	1
Disagree	0.00%	0
Agree	0.00%	0
Strongly Agree	50.00%	2
If you are the Chair of Committee - please tick	25.00%	1
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q28 D - Meeting Administration and Conduct - Comments or Suggestions for improvement

Answered: 3 Skipped: 1

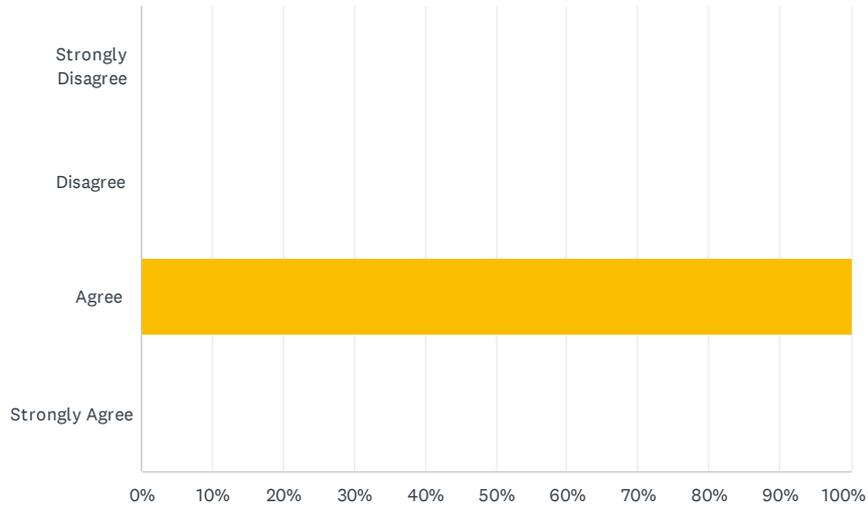


Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q29 E - Communications with Council - Committee communications to Council about its deliberations and decisions are appropriate. \***

Answered: 4 Skipped: 0



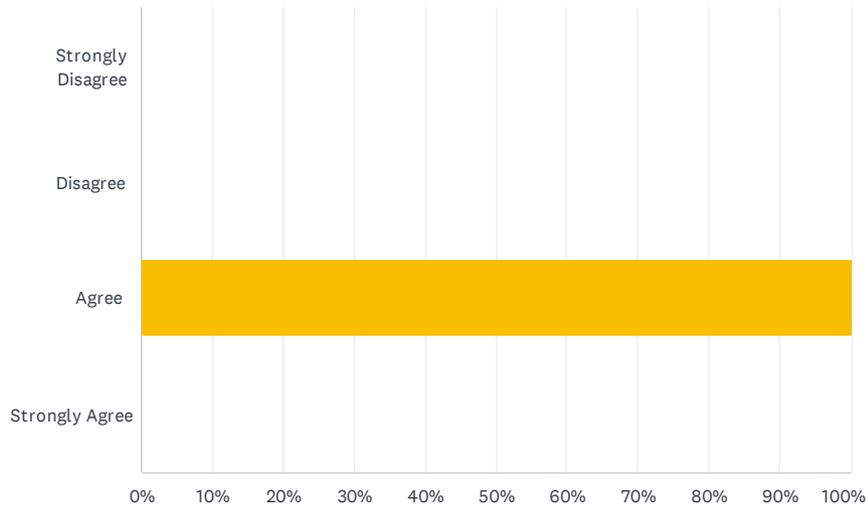
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	100.00%	4
Strongly Agree	0.00%	0
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

Q30 Committee reports to Council on its activities are appropriate \*

Answered: 3 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	100.00%	3
Strongly Agree	0.00%	0
<b>TOTAL</b>		<b>3</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q31 E - Communications with Council - Comments or Suggestions for improvement

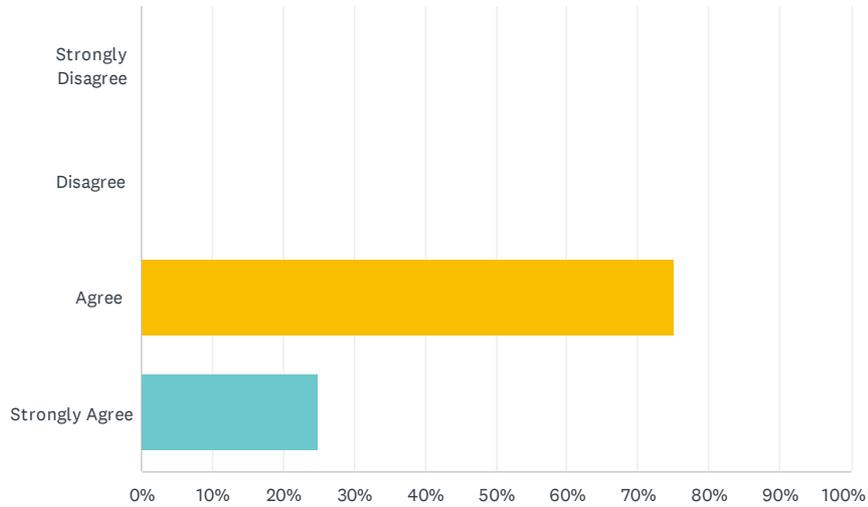
Answered: 2 Skipped: 2

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q32 - Management Commitment & Support - Information and briefing papers presented by management meet the Committee's expectations in respect of: Council's risk profile and mitigating actions for key risks \***

Answered: 4 Skipped: 0



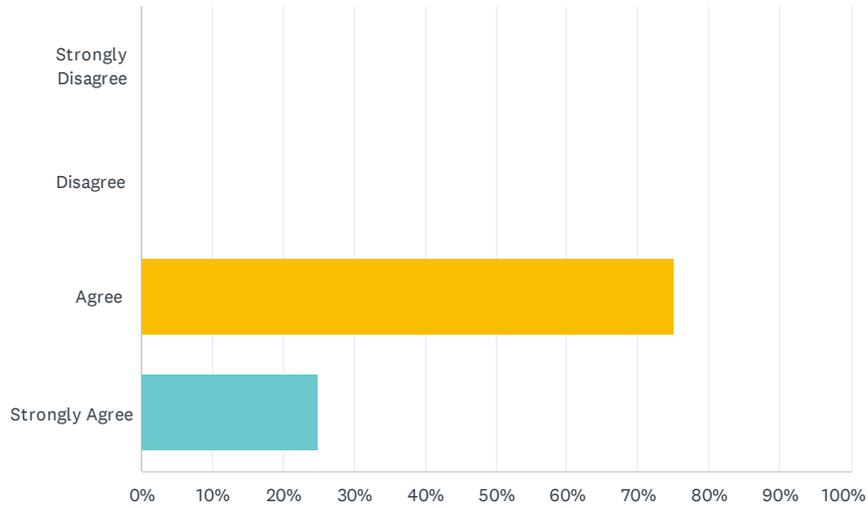
ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	75.00% 3
Strongly Agree	25.00% 1
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q33 Maintenance of a strong internal control environment that is effective in mitigating key risks \*

Answered: 4 Skipped: 0



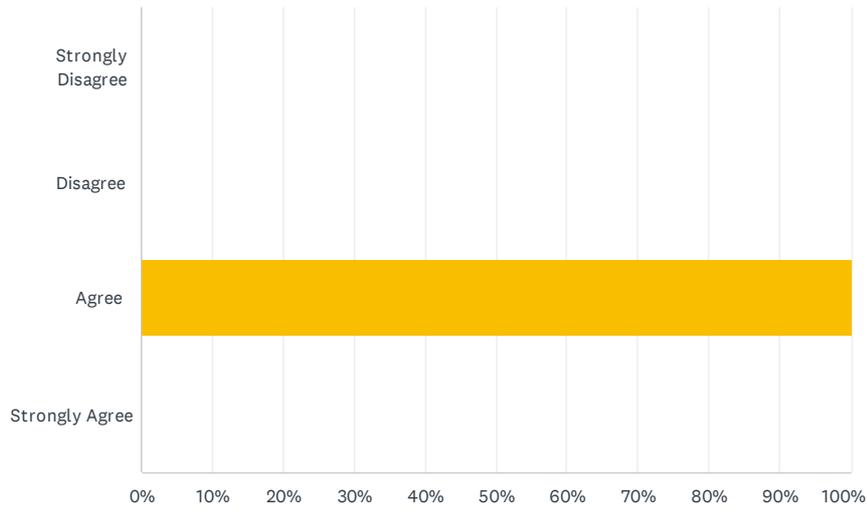
ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	75.00% 3
Strongly Agree	25.00% 1
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

Q34 Management of Council's compliance and regulatory obligations\*

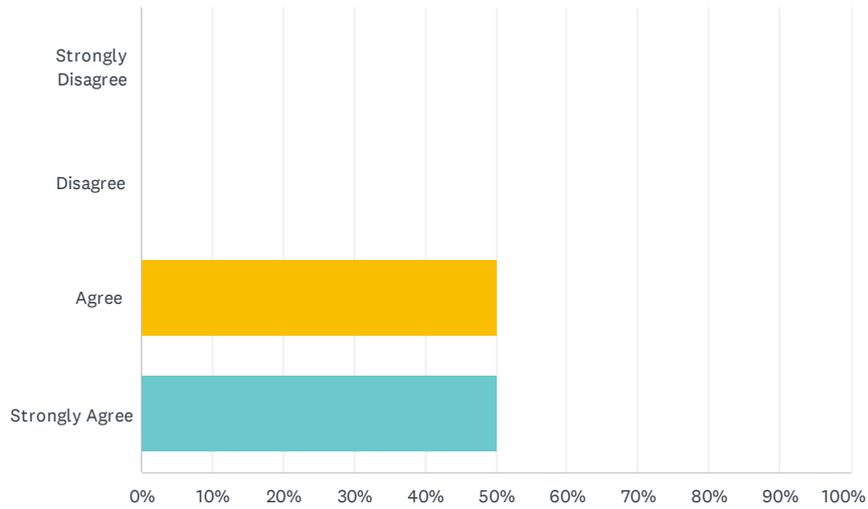
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	100.00%	4
Strongly Agree	0.00%	0
<b>TOTAL</b>		<b>4</b>

### Q35 Council's external reporting requirements \*

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q36 F - Management Commitment & Support - Comments or Suggestions for improvement

Answered: 2 Skipped: 2

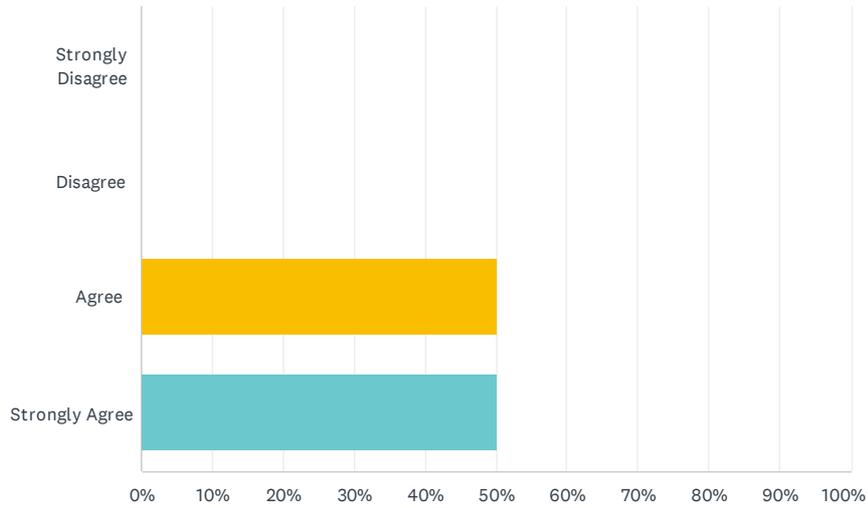


Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q37 G - Internal Audit - The Committee reviewed and approved the internal audit plan \***

Answered: 4 Skipped: 0



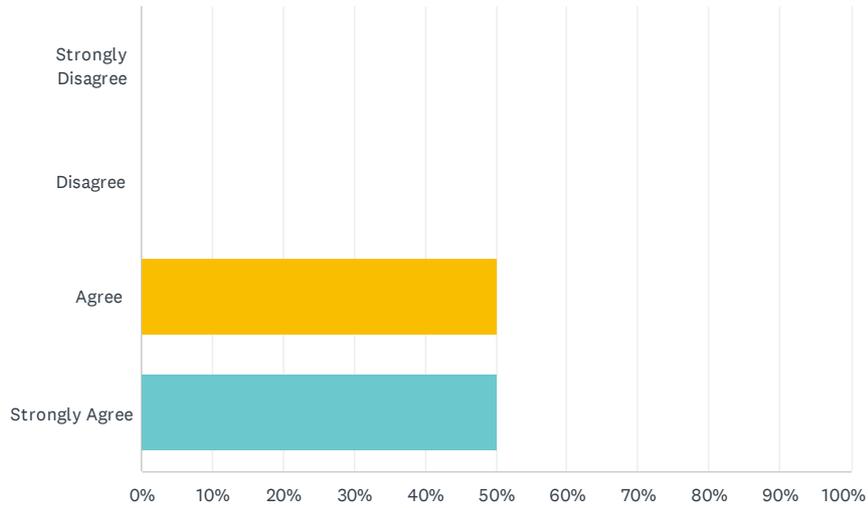
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

Q38 The Committee considered the performance of the internal audit function \*

Answered: 4 Skipped: 0



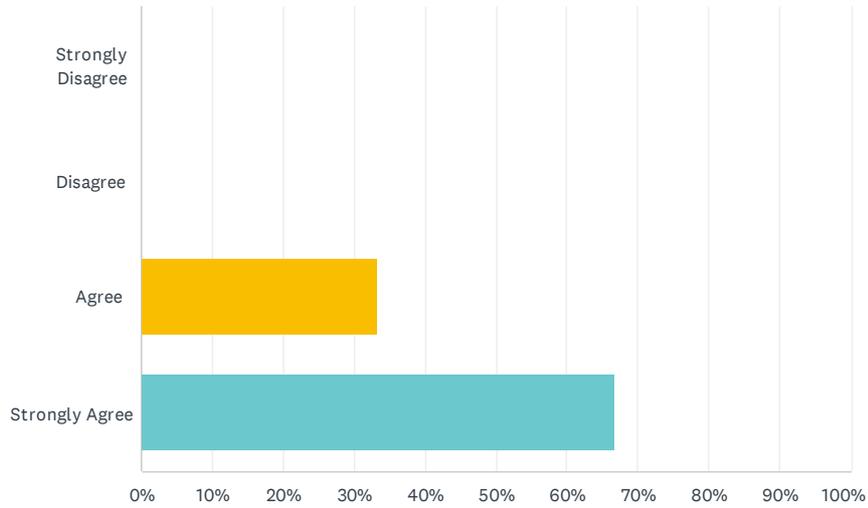
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q39 The Committee reviewed and approved any significant changes to the internal audit plan\***

Answered: 3 Skipped: 1



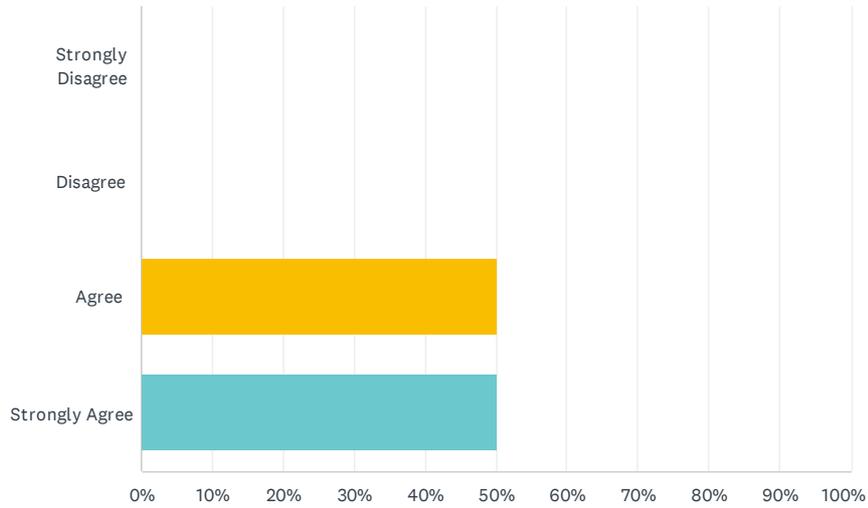
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	33.33%	1
Strongly Agree	66.67%	2
<b>TOTAL</b>		<b>3</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q40 The Committee reviewed all internal audit reports and monitored management responses to recommendations \***

Answered: 4 Skipped: 0



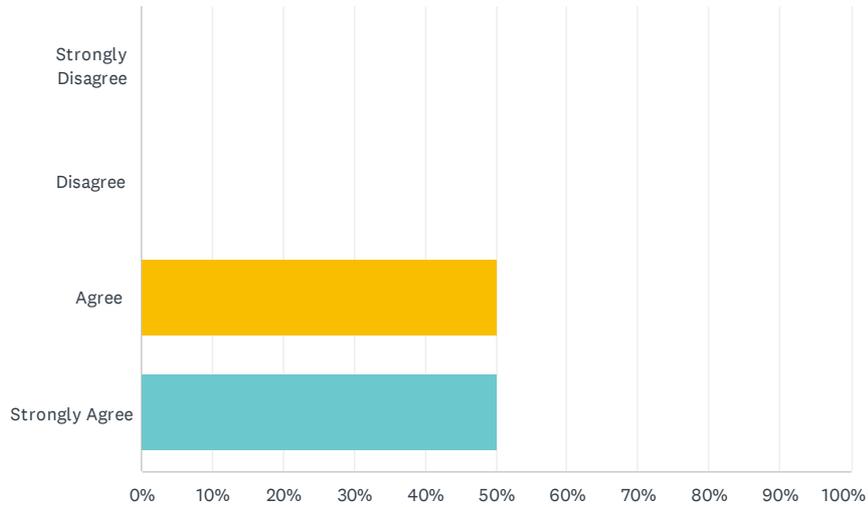
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q41 The Committee reviewed the Internal Audit Charter to ensure that appropriate structures, authority, access and reporting arrangements are in place for the internal audit function\***

Answered: 4 Skipped: 0



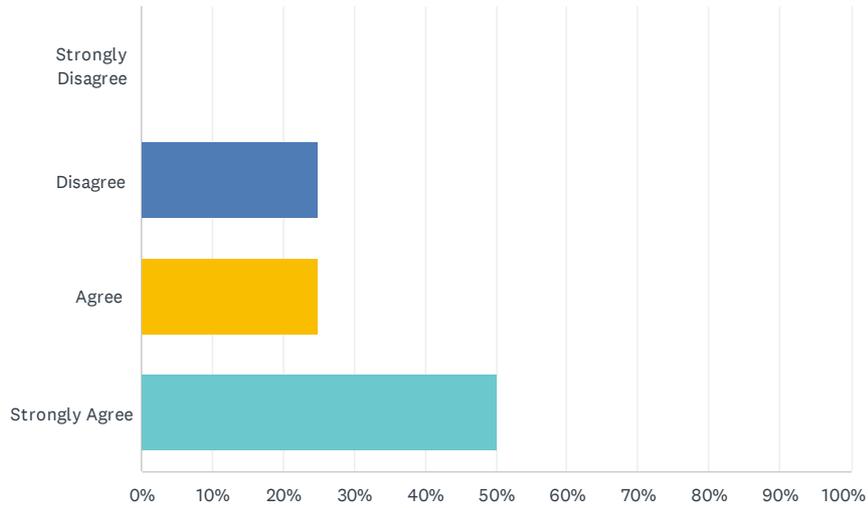
ANSWER CHOICES		RESPONSES	
Strongly Disagree		0.00%	0
Disagree		0.00%	0
Agree		50.00%	2
Strongly Agree		50.00%	2
<b>TOTAL</b>			<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q42 Does the Committee meet with the internal auditor at least once a year without the presence of management? \***

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	25.00% 1
Agree	25.00% 1
Strongly Agree	50.00% 2
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q43 G - Internal Audit - Comments or Suggestions for improvement

Answered: 2 Skipped: 2

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q44 H - External Audit

Answered: 2 Skipped: 2

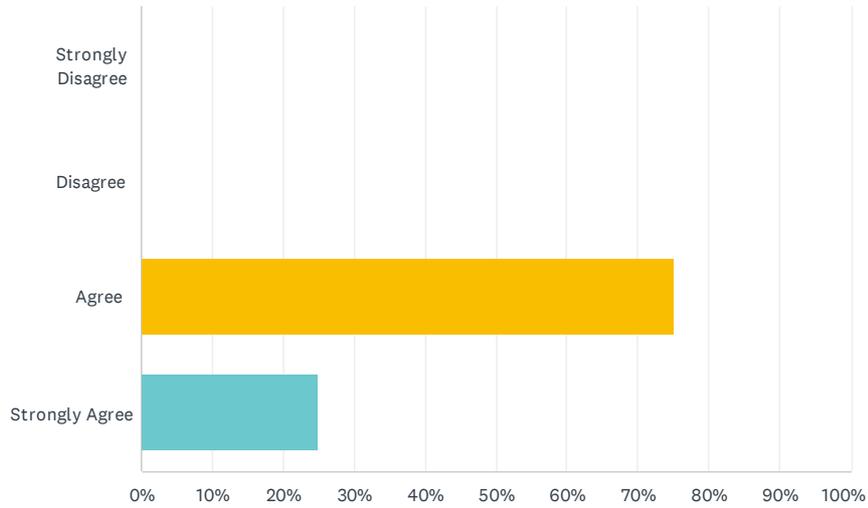


Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q45 H - External Audit - The Committee reviewed and approved the external audit plan\*

Answered: 4 Skipped: 0



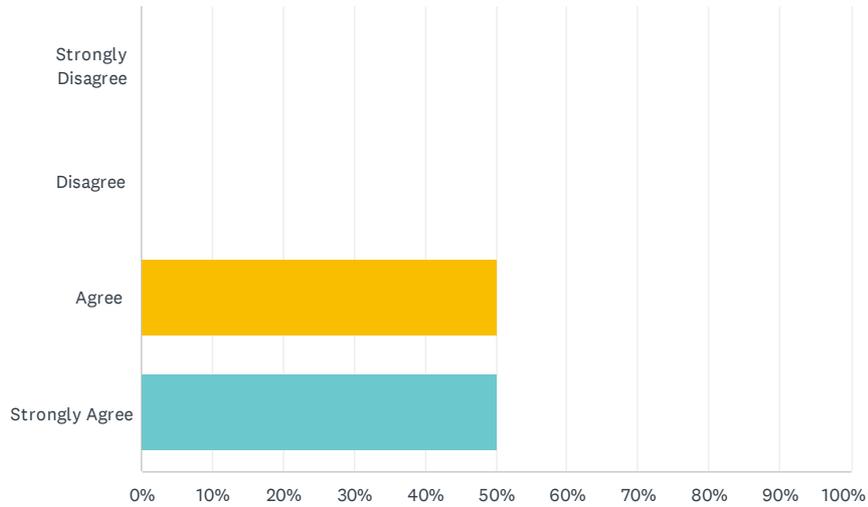
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	75.00%	3
Strongly Agree	25.00%	1
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q46 The Committee reviewed external audit reports and management letters and monitored management responses to findings and recommendations made by external audit \***

Answered: 4 Skipped: 0



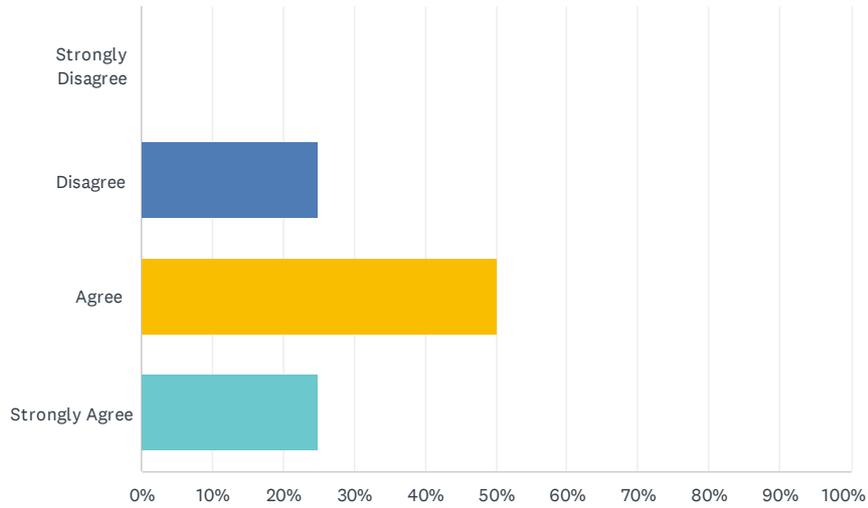
ANSWER CHOICES	RESPONSES	
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	50.00%	2
Strongly Agree	50.00%	2
<b>TOTAL</b>		<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

### Q47 The Committee provided feedback on the performance of external audit \*

Answered: 4 Skipped: 0



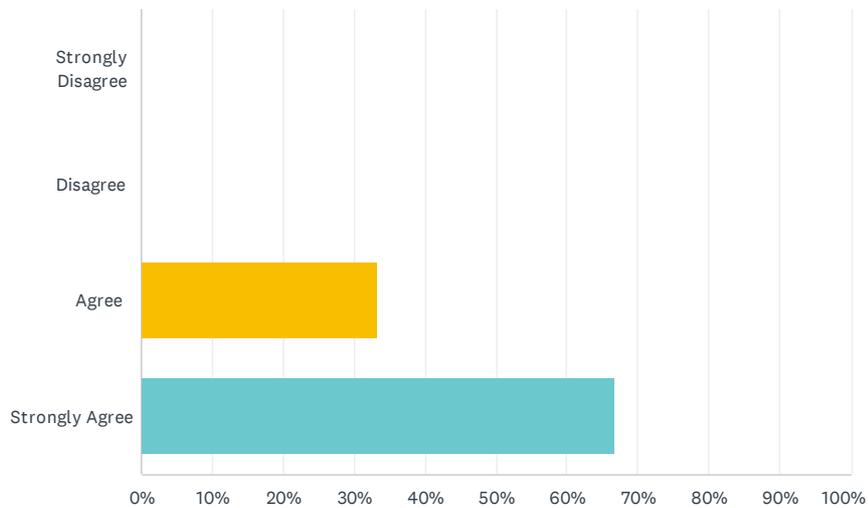
ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	25.00% 1
Agree	50.00% 2
Strongly Agree	25.00% 1
<b>TOTAL</b>	<b>4</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q48 At least annually, does the Committee meet with the lead external audit partner, and other members of the audit team as necessary, without the presence of management, to discuss issues arising from the audit, and any other matters that the auditor might wish to arise with the audit committee and vice versa? \***

Answered: 3 Skipped: 1



ANSWER CHOICES	RESPONSES
Strongly Disagree	0.00% 0
Disagree	0.00% 0
Agree	33.33% 1
Strongly Agree	66.67% 2
<b>TOTAL</b>	<b>3</b>

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q49 H - External Audit - Comments or Suggestions for improvement

Answered: 2 Skipped: 2

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

## Q50 Other Comments [Please phrase your comments as opportunities for improvement]

Answered: 1 Skipped: 3

Audit Risk Committee Self-Assessment Survey

SurveyMonkey

**Q51 Please note here any other comments you would like to make about the Committee's performance:**

Answered: 2 Skipped: 2



Maddocks

Maddocks Delegations and Authorisations

***S18 Instrument of Sub-Delegation  
under the Environment Protection Act 2017***

**Southern Grampians Shire Council**

**Instrument of Sub-Delegation**

**to**

**Members of Council staff**





## Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, 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 in column 3 of the Schedule;
2. record that references in the Schedule are as follows
  - DWPR** mean **Director Wellbeing, Planning and Regulation**
  - EHC** means **Environmental Health Coordinator**
  - RANGERS**
  - MSSR** means **Manager Shire Strategy and Regulation**
  - CSNRC** means **Community Safety and Natural Resources Coordinator**
3. this Instrument of Sub-Delegation is authorised by **#a resolution of Council** passed on **#date** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
  - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
  - 4.2 remains in force until varied or revoked;
  - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
  - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
  - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
    - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
    - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
  - 6.1 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;



- 6.2 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;
- 6.3 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
- 6.4 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.

THE COMMON SEAL OF THE )  
 SOUTHERN GRAMPIANS SHIRE COUNCIL )  
 was affixed by authority of the Council )  
 in the presence of: )

.....  
 Councillor

.....  
 Chief Executive Officer

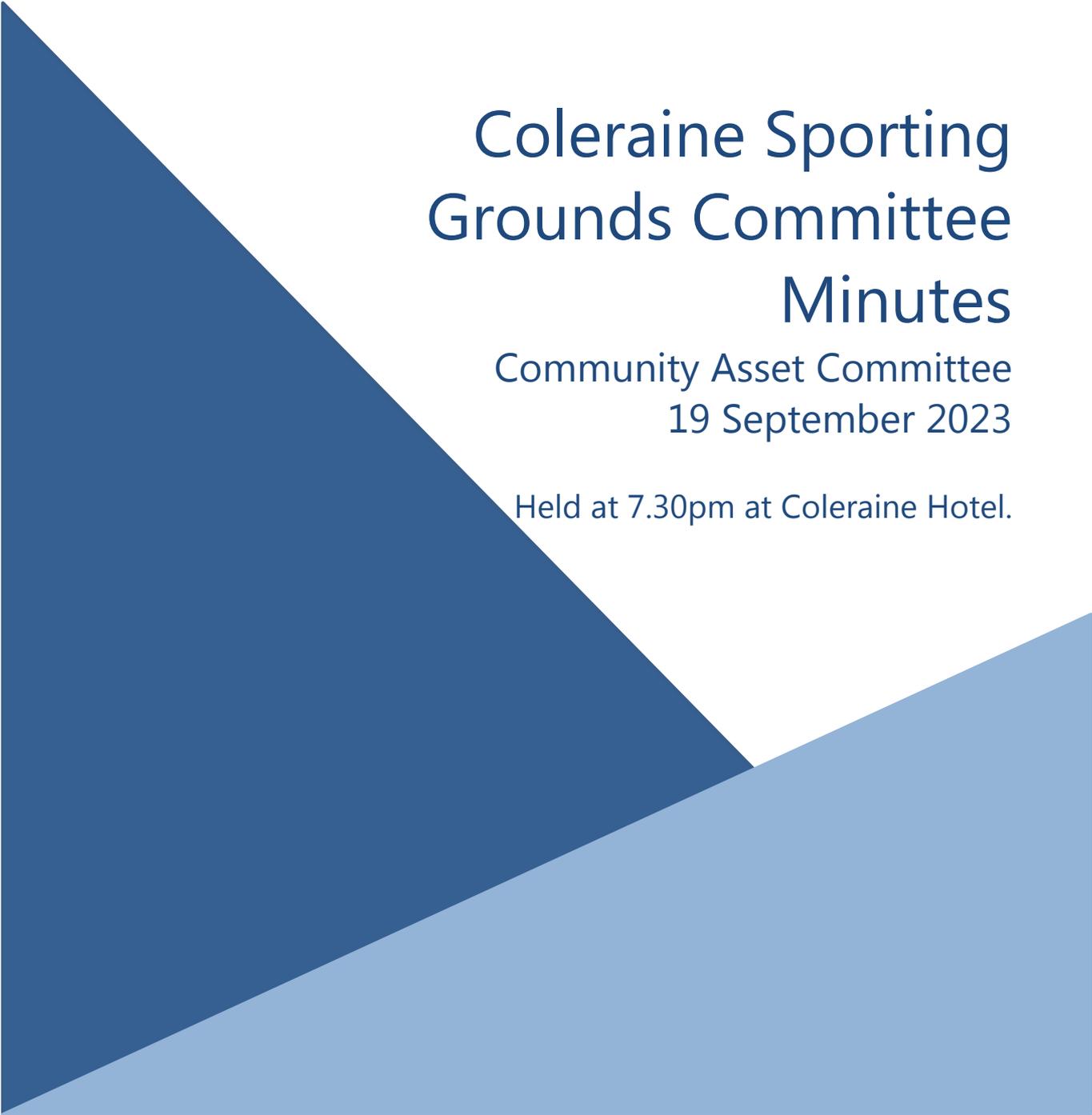
Date: .....

## SCHEDULE



Maddocks

<b>ENVIRONMENT PROTECTION ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 271	Power to issue improvement notice	RANGERS, CSNRC, MSSR, EHC, DWPR	
s 272	Power to issue prohibition notice	CSNRC, MSSR, EHC, DWPR	
s 279	Power to amend a notice	MSSR, DWPR	
s 358	Functions of the Environment Protection Authority	EHC, CSNRC, MSSR, DWPR	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	EHC, CSNRC, DWPR, MSSR	
s 359(2)	Power to give advice to persons with duties or obligations	EHC, CSNRC, DWPR, MSSR	



# Coleraine Sporting Grounds Committee Minutes

Community Asset Committee  
19 September 2023

Held at 7.30pm at Coleraine Hotel.

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7. Guest Speaker .....	4
8. Correspondence .....	4
9.1 Treasurer's Report .....	4
9. General Business .....	5
10. Close of Meeting .....	5

## 1. Present

### Members

Leigh Peterson (Chairperson)  
Marg Ferguson  
Barbara Waldron-Hunter  
Steve Cooper  
Christian Barker  
Owen McClure

### Officers

None present

## 2. Welcome

The Chair welcomed members.

## 3. Apologies

Kate Dorahy (Secretary)  
Josh Eats  
Ashley Lambert  
Roger Rook SGSC  
Hayley Rigby  
Sarah Cassidy  
Lyn Brown  
Steve Boardman and  
Braeden Marett have been removed as Cricket Club delegates, hence Christian Barker being present.

## 4. Confirmation of Minutes

### RECOMMENDATION

That the Minutes of the Coleraine Sporting Grounds Committee held on 15 August 2023 be confirmed as a correct record of business transacted.

**MOVED:** Steve

**SECONDED:** Owen

**CARRIED**

## 5. Declaration of Conflict of Interest

None declared.

## 6. Business Arising:

All will be discussed in General Business

## 7. Guest Speaker- Nil

## 8. Correspondence – 4 noted below

1. Mowing Contract templete
2. Responsibilities Matrix
3. Coleraine Cricket Club

## 9. Treasurer's Report

Owen presented his report. We have accounts for payment:

- David Deutscher \$80.
- Hamilton Equipment Hire \$320.00
- Wannon Water – Cricket \$313.03; CFNC \$974.44 and Tennis \$211.06.

### RECOMMENDATION

That the Treasurers Report be received and accounts be passed for payment.

**MOVED:** Josh  
**SECONDED:** Marg  
**CARRIED**

## 9. General Business

**Tennis** – third Thursday in October. Hockey nets are to be removed before tennis nets can be installed. There should be three teams. Owen not sure of Juniors yet.

**Grass Cutting** – on the ovals, still discontent. Apparently, Golf Club want \$160 per hour. Christian has the Cricket Assoc. draw and will get to Kate so she can get to David and Bick.

**Hockey Assoc.** had a good season, several teams won.

**Concreting** – Lou has yet to get done.

**Rotunda at Playground** – needs painting. Adrian Mitchell is prepared to do alongside Robyn Raggett. Steve moved that we give go-ahead to paint the whole gazebo. Marg seconded and was carried.

**Portable Toilet** at Cricket Club has not been emptied. Marg moved, Christian seconded to contact Shire about getting this done.

**Cricket Club** – checked that their shed is not required to house hockey nets this year

**Leigh** met with Contractors and Roger Rook, Baudinette Pavilion needs new roof, new ceiling, this could mean a whole new building.

**Silvester Oval** – the big gum tree near the bridge may have to be trimmed back hard, as the new light tower could be in danger if limb comes down. This will be looked into further.

**LAST MEETING ISSUES THAT ARE NOT SORTED OUT AND CARRIED FORWARD.**

**Turnbull St Court Hockey & Tennis**

- Side lines, balls going under fences- Roger
- Need drainage where players park for training. Car access is requested where the old tennis courts were. This is dangerous for cars slipping with quite a lot of children are at training, there is also about a foot of water everywhere. The turf will also end up getting more mud on it.
- Louis – are you able to do concrete in spring? Too wet now.
- Toilets are not being cleaned and PUMPED OUT and the light is not working, PLEASE can this be followed up Action Roger.
- Hockey – no parking it's dangerous.

**Cricket**

- Roger to follow up again with Projects team re fixing acrylic surface.
- Lynn- Roger following up sidelines for Turnbull St.
- Braeden/Marg – is the portable cricket toilet being cleaned and pumped out by the Shire? Action Roger confirm
- Sign for dogs not to go on playing field- can we have one on Turnbull St side ? Action Roger
- Can we replace bins and tennis & cricket that got lost in the floods that the Shire empty weekly? Action Roger
- Require spectator seating please – Action Roger
- Water tank platform is rotten because the pipe that goes into the tank is broken.

## 10. Close of Meeting

This concludes the business of the meeting.

Meeting closed at 8:45 pm.

Next meeting, Tuesday 17<sup>th</sup> October 7.30pm at Baudinette Pavilion.

AGM in November -think about the date and venue.

.....

Chairperson



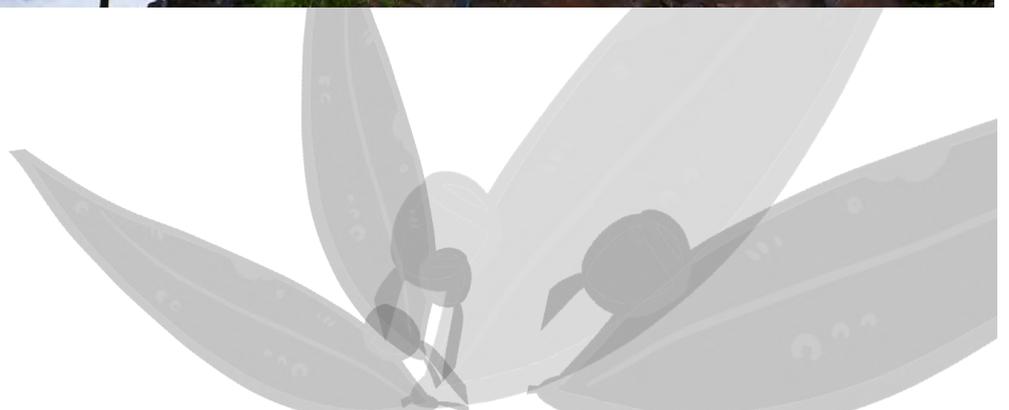
# SOUTHERN GRAMPIANS SHIRE COUNCIL

Audit & Risk Committee Meeting Minutes

Monday 27 November 2023

Held Virtually via Teams

at 11.00am





**Meeting Schedule**  
**SOUTHERN GRAMPAINS SHIRE COUNCIL**  
**AUDIT & RISK COMMITTEE**  
**Virtual via Teams – 27 November 2023**

Start Time: 11.00 AM

ITEM	ITEM	PRESENTER
<b>1</b>	<b>Membership</b>	Chair
<b>2</b>	<b>Committee &amp; Auditors in Camera</b>	Chair
<b>3</b>	<b>Welcome</b>	Chair
<b>4</b>	<b>Apologies</b>	Chair
<b>5</b>	<b>Committee Secretariat</b>	Darren Barber
5.1	- Confirmation of Minutes – 16 October 2023	Darren Barber
5.2	- Conflicts of Interest Disclosure	Darren Barber
<b>5.3</b>	- CEO Report	Rory Neeson
5.4	- Governance & Risk Management Disclosures	Rory Neeson
<b>5.5</b>	- Summary Table of Outstanding Matters	Darren Barber
<b>5.6</b>	- ARC Self Assessment	Darren Barber
<b>5.7</b>	- ARC Chair Report to Council	Chair
<b>5.8</b>	- ARC Annual Plan 2024	Darren Barber
<b>6</b>	<b>Annual Financial Reporting</b>	
6.1	- Final Financial Statements, Performance Statement & Representation Letter	Belinda Johnson
6.2	- Quarterly Councillor's Expenditure Report (For Information)	Karly Saunders
<b>6.3</b>	- Final Management Letter and Closing Report	Belinda Johnson
<b>7</b>	<b>Internal Audit</b>	
7.1	- Internal Audit - Update on Procurement	Darren Barber
<b>7.2</b>	- Progress Report of Internal Audit Actions (Interplan)	Darren Barber
<b>7.3</b>	- Report and Correspondence of Note: VAGO, Ombudsman and IBAC Reports	Darren Barber
<b>8</b>	<b>Compliance Management</b>	
<b>8.1</b>	- Compliance Framework Review & Quarterly Compliance Reporting	Karly Saunders
<b>9</b>	<b>Risk Management</b>	



<b>9.1</b>	- OHS Quarterly (Summary) Report	Mike Shanahan
<b>9.2</b>	- Risk Management Quarterly Report & Framework Review	Tahlia Homes
<b>10</b>	<b>External Audit</b>	
<b>10.1</b>	- Progress Report of Current Actions	Belinda Johnson
<b>11</b>	<b>Matters Arising from the Previous Minutes</b>	Chair
<b>11.1</b>	- Excess Leave Update	Tahlia Homes
<b>11.2</b>	- Response to Question without Notice - Business Continuity Plan	Tahlia Homes
<b>12</b>	<b>Other Items</b>	Chair
<b>13</b>	<b>Next Meeting</b>	Chair



## 1 Membership

### Members

Mr Brian Densem – Chair  
Ms Aisling Cunningham  
Mr Bill Millard  
Cr Helen Henry (Deputy Mayor)  
Cr Bruach Colliton

### Officers

Mr Tony Doyle, Chief Executive Officer  
Mr Darren Barber, Director People and Performance  
Ms Belinda Johnson – Manager Finance  
Mrs Tahlia Homes – Manager People and Culture

### Minutes

Mrs Nadine Rhook – Executive Assistant – Director People & Performance

### Guests

Ms Cassandra Gravenall – Crowe Audit Australia  
Mr Rory Neeson – Acting Chief Executive Officer  
Ms Karly Saunders – Governance Coordinator

## 2 Committee and Auditors in Camera

Membership in attendance only.

*Item 2 will be presented toward the end of the meeting when Ms Gravenall is able to attend after 12pm today.*

## 3 Welcome

*Mr Millard, Mr Neeson, Mr Barber, Ms Johnson, Cr Colliton, Cr Henry, Ms Cunningham and Mrs Homes joined the meeting at 11.02am.*

The Acting Chair welcomed Management and colleagues to the meeting with a particular welcome to Cr Colliton for his first Audit & Risk Committee meeting.

A note of thanks to appreciate the contribution that Cr Robertson made to the Committee over the past 12 months. His grasp of the issues inside the Committee was well understood. Cr Colliton is now the delegate for this Committee together with Cr Henry.

The Committee expressed their appreciation for the contribution made by Cr Robertson since November 2020.



## 4 Apologies

Mr Brian Densem - Chair  
Mr Tony Doyle, Chief Executive Officer  
Ms Karly Saunders – Governance Coordinator

## 5 Committee Secretariat

### 5.1 Confirmation of Minutes: Audit and Risk Committee Meeting – 16 October 2023

**Author:** Darren Barber (Director People & Performance)  
**Attachments:** 16-10-2023 - Audit & Risk Committee Minutes - Final

#### Recommendation

**THAT** the minutes of the Ordinary Meeting of the Audit and Risk Committee held on 16 October 2023 be confirmed as a correct record of business transacted.

**Moved:** Cr Henry  
**Seconded:** Cr Colliton

**CARRIED**

### 5.2 Conflicts of Interest Disclosure

**Author:** Darren Barber (Director People & Performance)  
**Attachments:** Nil

#### Recommendation

**THAT** the Committee note the Conflict of Interest Disclosure as per the below:

- Mr Brian Densem – Chair of Glenelg Hopkins CMA Audit & Risk Committee
- Ms Aisling Cunningham – Quality Manager of Western District Health Service
- Mr Bill Millard – Board Member - Wannon Water
- Cr Helen Henry – Item 6.2 - Councillor Expenses
- Cr Bruach Colliton – Item 6.2 – Councillor Expenses & Owner of The Roxburgh

**NOTED**



### 5.3 CEO Report

**Author:** Tony Doyle (Chief Executive Officer)  
**Attachments:** Nil

#### Recommendation

Mr Neeson provided a brief overview on the regional Precincts and Partnerships Program (rPPP) grant application which has been submitted and is a significant grant that ties together three (3) major projects. It is anticipated there may be an announcement prior to Christmas about the funding stream.

A lot of work has been occurring in the Art Gallery with the new exhibition called “Emerging from Darkness: Faith, Emotion and The Body in Baroque” exhibition. It was noted that the Minister is attending.

**NOTED**

### 5.4 Governance and Risk Management Disclosures

**Author:** Tony Doyle (Chief Executive Officer)  
**Attachments:** Nil

#### Chair to Internal Auditor:

- Has the work of the internal audit been obstructed in any way? **N/A**

#### Chair to Acting CEO:

- Are there any matters such as breaches of legislation, impending legal action, practices, or actual suspected fraud occurrences that have occurred within the organisation since the last meeting that need to be brought to the attention of the Committee? **Answer: Nothing has been raised from handover with CEO.**
- Are there any conflict of interest matters that need to be brought to the attention of the Committee? **Answer: Nothing has been raised from handover with CEO.**

#### Recommendation

**THAT** the Committee note the Acting Chief Executive Officer – Mr Neeson responded to the questions asked by the Audit & Risk Committee Chair.

**NOTED**

*The Chair to return to this item once Ms Gravenall enters the meeting.*



## 5.5 Summary Table of Outstanding Items

**Author:** Darren Barber (Director People and Performance)  
**Attachments:** Summary Table of Outstanding Matters

### Conclusion and Recommendation

That this item be noted and actions with "Closed" status be removed from the listing.

Note Item 10.1 in relation to 2023/2024 reporting year. Council is currently in the process of changing finance systems which was flagged during implementation. Council will be reporting the first and second quarter in January 2024.

**NOTED**

## 5.6 ARC Self Assessment

**Author:** Darren Barber (Director People and Performance)  
**Attachments:** ARC Self Assessment Survey Results

### Recommendation

**THAT** the Committee note the Audit and Risk Committee Self Assessment survey results and that these results form the basis of a report for the CEO as required by the Act.

The report was well received and it was acknowledged that the Committee has evolved. Depth of reporting and the detail that is provided, is reflected in the quality of the responses received.

Question 27 and Question 42 are anomalies. Mr Millard will follow Question 42 up with Mr Densem following this meeting to discuss.

**NOTED**

## 5.7 ARC Chair Report to Council

**Author:** Brian Densem (ARC Chair)  
**Attachments:** ARC Self Assessment Survey Results

### Recommendation

**THAT** the Committee endorse the Audit & Risk Committee Annual Chair Report of Operations for 2022/2023 and request it to be tabled at Council Briefing on Wednesday 13 December 2023.

**Moved:** Mr Millard  
**Seconded:** Cr Henry

**CARRIED**



## 5.8 ARC Annual Plan 2024

**Author:** Darren Barber (Director People and Performance)  
**Attachments:** ARC Annual Plan 2024

### Conclusion and Recommendation

**THAT** the Committee endorse the Audit & Risk Committee - Annual Program 2024 and Schedule of meeting dates as presented.

**THAT** the dates be entered/sent to people and taken as committed.

**THAT** Cr Henry's question around Deep Dive items for the February ARC meeting and what this entails, be answered in an email to the Committee by Mr Barber.

**Moved:** Cr Henry  
**Seconded:** Mr Millard

**CARRIED**

## 6 Annual Financial Reporting

### 6.1 Final Financial Statements, Performance Statement & Representation Letter

**Author:** Belinda Johnson (Manager Finance)  
**Attachments:** Financial Statements- 2022-2023  
Performance Statement 2022-23  
Management Representation Letter 2022-2023

### Recommendation

**THAT** the Representation Letter be noted.

Travis Derricott, Director in Charge of Financial Audit contacted Ms Johnson on 27 November with a final round of queries, with no major changes to the statements. There are some presentation issues and disclosure improvements.

A Representation Letter was sent to VAGO on 3 November 2023 which was signed by the CEO and Manager Finance.

Ms Johnson will prepare the changes to the statements, and send them to Cr Henry and Cr Robertson to review the changes, then the Acting CEO will be required to review and sign these statements.





The Performance Statement needs a couple of items cleared up to be open and transparent.

Once VAGO have the final completion and sign off, the documents will be circulated to the Committee, inserted into the Annual Report and then uploaded to the Council website.

Cr Colliton thanked the staff for the work put into this and understands it has had its challenges but has faith the systems and the work done by staff will come together in completing these works.

The Chair reiterated Cr Colliton's words and wanted to thank the staff for their work on behalf of the Committee.

**NOTED**

## **6.2 Quarterly Councillor's Expenditure (For Information)**

**Author:** Karly Saunders (Governance Coordinator)

**Attachments:** Nil

### **Recommendation**

**THAT** the Committee note the Councillor Expense Report will be postponed until early 2024.

**NOTED**

## **6.3 Final Management Letter and Closing Report**

**Author:** Belinda Johnson (Manager Finance)

**Attachments:** Final Management Letter and Closing Report

### **Recommendation**

**THAT** the Committee note the Final Management Letter and Closing Report for the period to 30 June 2023, as presented.

There are currently five (5) items on the list with only one (1) new item added.

Council currently has Bank Reconciliations as an item due to the number of receipting locations at Council, once the payments are received at each individual location then the data needs to be transferred into a central chart of accounts to report on.

These processes from the numerous external systems will need retesting in the new finance and receipting systems next year together with the new bank reconciliation program.



Three (3) prior period issues have been resolved. Council's Impairment of Assets is still a high risk item which needs to be vigilant ensuring asset impairments are occurring. Long Service Leave and Excess Leave needs to be continually monitored.

The purpose of the Closing Report is report on the objectives set out in the Audit Strategy which was provided in February and it outlines the areas of emphasis of the 2022/2023 audit cycle.

**NOTED**

## **7 Internal Audit**

### **7.1 Internal Audit – Update on Procurement**

**Author:** Darren Barber (Director People and Performance)

**Attachments:** Nil

Council received six responses to the Internal Audit. All within budget. The evaluation panel is Mr Densem, Mr Barber and Ms Johnson. A first level review has been conducted with the second review is on 30 November 2023. It is anticipated the panel will come back to the Committee with a recommendation at the February 2024 meeting.

**NOTED**

### **7.2 Progress Report of Internal Audit Actions**

**Author:** Darren Barber (Director People and Performance)

**Attachments:** Interplan Report – Internal Audit

#### **Recommendation**

That the Committee note the attached Internal Audit Interplan reports for the following:

- Service Planning
- Asset Management Framework
- Project Management Framework

**THAT** the Committee would like to see more information and an update on the Project Management Framework items for the February 2024 meeting.

**NOTED**

### **7.3 Report and Correspondence of Note: VAGO, Ombudsman and IBAC Reports**

**Author:** Darren Barber (Director People and Performance)

**Attachments:** Nil



**Recommendation**

**THAT** the Committee note the recent reports and publications by Government Agencies and other sources that may impact on public sector agencies.

**NOTED**

## **8 Compliance Management**

### **8.1 Compliance Framework Review & Quarterly Compliance Reporting**

**Author:** Karly Saunders (Governance Coordinator)  
**Attachments:** Nil

**Recommendation**

**THAT** the Committee note the update on the Compliance Framework and note the update on the Quarterly Compliance Reporting including:

- Adverse Compliance Breach Events during the previous quarter.
- Emerging Compliance Obligations
- Non-Compliance Remediation Status

**NOTED**

*Ms Gravenall joined the meeting at 12.03pm.*

*Mr Shanahan joined the meeting at 12.05pm.*

## **9 Risk Management**

### **9.1 OHS Quarterly (Summary) Report**

**Author:** Mike Shanahan (Risk, Health and Safety Coordinator)  
**Attachments:** Quarterly Risk Report – Quarterly 3 2023

**Recommendation**

**THAT** the Committee note the Health and Safety report for the third quarter 2023.

**NOTED**



## 9.2 Risk Management Quarterly Report and Framework Review

**Author:** Mike Shanahan (Risk, Health and Safety Coordinator)  
**Attachments:** Quarterly Risk Report – Quarterly 3 2023

### Recommendation

**THAT** the Committee note the Risk Management report for the third quarter 2023.

**THAT** the Committee provide feedback to Mr Shanahan on further information if required in this report. The Chair thanked Mr Shanahan for the work done.

**NOTED**

## 10 External Audit

### 10.1 Progress Report of Current Actions

**Author:** Belinda Johnson (Manager Finance)  
**Attachments:** External Audit – Progress Report of Current Items

### Recommendation

**THAT** the Committee note the Progress of Current Actions.

**NOTED**

## 11 Matters Arising from the Previous Minutes

### 11.1 Excess Leave Update

**Author:** Jess Lewis (Senior Payroll Advisor)  
**Attachments:** Nil

### Recommendation

**THAT** the Committee note the Excess Leave report.

**NOTED**



## 11.2 Response to Question without Notice – Business Continuity Plan

**Author:** Matthew Tulloch, (Manager Business Systems and Transformation) and Tahlia Homes, (Manager People and Culture)

**Attachments:** SGSC Business Continuity Plan

### Recommendation

**THAT** the Committee notes that Council's Business Continuity Plan is being reviewed and further updates will be provided when the review is complete.

**THAT** the Committee notes that Cr Henry's question has been adequately responded to.

**NOTED**

## 12 Other Items

Nil.

## 10 Next Meeting

The next meeting is scheduled for 20 February 2024, this is to be confirmed at the November ARC meeting.

The Chair extended on behalf of Mr Densem, his best wishes for the festive season and all the hard work from staff throughout the year. Also thank you to everyone and their flexibility with rescheduling of meetings, meetings being held online etc.

*The Committee held the In Camera session at this point with the four (4) in attendance and the External Auditors.*

Meeting Closed at 12.24pm