

ORDINARY MEETING OF COUNCIL - 22 SEPTEMBER 2026 ATTACHMENTS

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Hepburn Shire Council Comprehensive Income Statement For the Period Ended 30 June 2026

	Prior Year 2024/25	YTD Budget 2025/26	Draft Actual 2025/26	Budget Variance		
	\$'000	\$'000	\$'000	\$'000	%	Note
Income						
Cash and cash equivalents	27,183	28,951	29,333	382	1%	1
Statutory fees and fines	986	908	1,165	257	28%	2
User fees	785	792	924	132	17%	3
Grants - operating	11,673	4,807	10,686	5,879	122%	4
Grants - capital	2,427	6,954	4,170	(2,784)	-40%	5
Contributions - monetary	430	270	119	(151)	-56%	6
Contributions - non monetary	280	-	6,088	6,088	100%	7
Net gain/(loss) on disposal of assets	-	207	-	(207)	-100%	8
Other income	1,503	1,428	1,834	406	28%	9
Total Income	45,267	44,317	54,319	10,002	23%	
Expenses						
Employee costs	17,126	16,081	16,603	(522)	-3%	10
Materials and services	14,716	14,813	14,951	(138)	-1%	11
Bad and doubtful debts	29	6	377	(371)	-6183%	12
Depreciation	11,960	9,473	12,577	(3,104)	-33%	13
Depreciation - right of use assets	138	-	167	(167)	-100%	14
Borrowing costs	446	555	583	(28)	-5%	15
Net gain/(loss) on disposal of assets	141	-	154	154	100%	16
Other expenses	900	931	1,005	(74)	-8%	17
Total Expenses	45,456	41,859	46,417	(4,558)	-11%	
Surplus/(Deficit) for the year	(189)	2,458	7,902	5,444		

Notes to the Income Statement Budget Variances

- 1 Rates and charges - income was more than budgeted mainly due to interest \$195k.
- 2 Statutory fees and fines - were more than budgeted mainly due to planning fees \$159k.
- 3 User fees - were more than budgeted mainly due to waste management services \$109k.
- 4 Grants operating - were more than budgeted mainly due to the timing of Financial Assistance Grants \$5.5 million.
- 5 Grants capital - were less than budgeted mainly due to the timing of the \$2 million Road Safety Improvements Program.
- 6 Contributions monetary - the amount received was less than budgeted and the prior year.
- 7 Contributions non-monetary - includes the recognition of bridge assets which was not budgeted.
- 8 Net gain on disposal of assets - the actual result was a loss rather than a gain as budgeted.
- 9 Other income - was more than budgeted due to interest \$15k, reimbursements \$105k and Facilities Rent \$97k.
- 10 Employee costs - were more than budgeted mainly due to the use of agency staff to cover vacant positions.
- 11 Materials and services - expenditure was greater than budgeted mainly due to professional services contractors, with actual expenditure similar to the prior year.
- 12 Bad and doubtful debts - included rental abatement and historic fines which are no longer collectable.
- 13 Depreciation - was greater than budgeted and \$617k more than the prior year.
- 14 Depreciation - right of use assets - were first recognised in 2024/25 after the preparation of the 2025/26 budget.
- 15 Borrowing costs - were greater than budgeted due to costs associated with the recognition of right of use assets.
- 16 Net loss on disposal of assets - is mainly due to the disposal of bridge assets that Council is not responsible for.

Hepburn Shire Council Balance Sheet As at 30 June 2026

	Prior Year 2024/25	Budget 2025/26	Draft Actual 2025/26	Variance Year on Year		
	\$'000	\$'000	\$'000	\$'000	%	Notes
Assets						
Current Assets						
Cash and cash equivalents	13,368	6,198	12,081	(5,883)	-95%	1
Trade and other receivables	7,315	3,066	9,987	(6,921)	-226%	2
Other financial assets	190	-	69	(69)	-100%	
Inventories	12	5	65	(60)	-1200%	
Other assets	161	80	713	(633)	-791%	3
Total Current Assets	21,046	9,349	22,915	(13,566)	-145%	
Non-Current assets						
Property, infrastructure, plant and equipment	509,204	495,206	547,613	(52,407)	-11%	4
Right of use assets	853	-	697	(697)	-100%	
Total Non-Current Assets	510,057	495,206	548,310	(53,104)	-11%	
TOTAL ASSETS	531,103	504,555	571,225	(66,670)	-13%	
Liabilities						
Current liabilities						
Trade and other payables	4,086	2,525	3,538	1,013	40%	5
Trust funds and deposits	1,666	1,736	1,655	(81)	-5%	
Contract and other liabilities	1,848	-	1,194	1,194	100%	6
Provisions	2,515	2,681	2,459	(222)	-8%	
Interest-bearing loans and borrowings	1,896	2,026	1,974	(52)	-3%	
Lease Liabilities	135	-	140	140	100%	
Total Current Liabilities	12,146	8,968	10,960	1,992	22%	
Non-Current Liabilities						
Provisions	412	537	415	(122)	-23%	
Interest-bearing loans and borrowings	11,892	10,000	9,918	(82)	-1%	
Lease liabilities	613	-	473	473	100%	
Other liabilities	10	-	10	10	100%	
Total Non-Current Liabilities	12,927	10,537	10,816	279	3%	
TOTAL LIABILITIES	25,073	19,505	21,776	2,271	12%	
NET ASSETS	506,030	485,050	549,449	(64,399)	-13%	
Equity						
Accumulated surplus	139,980	146,986	146,630	356	0%	
Revaluation Reserve	363,932	334,039	397,991	(63,952)	-19%	7
Other Reserves	2,118	4,025	4,828	(803)	-20%	8
TOTAL EQUITY	506,030	485,050	549,449	(64,399)	-13%	

Notes to Balance Sheet Budget Variances

- 1 Cash assets - were greater than budget due to the advanced receipt of Financial Assistance Grants of \$5.5 million.
- 2 Trade and other receivables - were \$6.9 million greater than budgeted including rate debtors and government grants.
- 3 Other assets - were \$633,000 greater than budgeted due to prepaid expenditure for the next financial year.
- 4 Property and infrastructure - were \$52 million more than budgeted due to revaluations which reflect the increasing cost of assets.
- 5 Trade and other payables - were \$1 million more than budgeted at year end but less than the prior year.
- 6 Contract liabilities - represent unexpended grant funding and rates paid in advance.
- 7 Revaluation Reserve - is \$64 million greater than budget due to the revaluation of assets.
- 8 Other Reserves - are greater than budget mainly due to the recognition of a \$507k discretionary grants reserve.

Hepburn Shire Council Statement of Cash Flows For the Period Ended 30 June 2026

	Prior Year 2024/25	Budget 2025/26	Draft Actual 2025/26	Variance Year on Year		
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	%	Note
Rates and charges	27,464	31,744	28,692	(3,052)	-10%	1
Statutory fees and fines	957	908	1,049	141	16%	
User fees	806	792	858	66	8%	
Grants - operating	12,453	6,550	10,233	3,683	56%	2
Grants - capital	2,673	3,633	2,571	(1,062)	-29%	3
Contributions - monetary	430	250	119	(131)	-52%	
Interest received	330	170	305	135	79%	
Other receipts	905	866	1,016	150	17%	
Net GST refund/payment	1,966	-	2,198	2,198	100%	4
Employee costs	(17,422)	(16,063)	(16,674)	(611)	-4%	5
Materials and services	(17,246)	(14,004)	(18,509)	(4,505)	-32%	6
Other payments	(992)	(979)	(1,106)	(127)	-13%	
Net cash provided by/(used in) operating activities	12,324	13,867	10,752	(3,115)	-22%	
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment	(10,609)	(13,068)	(9,768)	3,300	25%	7
Proceeds from sale of property, infrastructure and plant	292	207	223	16	8%	
Proceeds from sale of investments	5,997	-	120	120	100%	
Net cash provided by/(used in) investing activities	(4,320)	(12,861)	(9,425)	(2,574)	20%	
Cash flows from financing activities						
Finance costs	(413)	(555)	(583)	(28)	-5%	8
Proceeds from borrowings	5,528	-	-	-	0%	
Repayment of borrowings	(1,396)	(1,951)	(2,031)	(80)	-4%	9
Net cash provided by/(used in) financing activities	3,719	(2,506)	(2,614)	(108)	4%	
Net increase (decrease) in cash and cash equivalents	11,723	(1,499)	(1,287)	212	14%	
Cash assets at the beginning of the financial year	1,645	7,697	13,368	5,671	74%	
Cash and cash equivalents at the end of the period	13,368	6,198	12,081	5,883	95%	

Notes to Cash Flow Statement Budget Variances

- 1 Rates and charges - receipts were less by \$3 million as unpaid rates did not decrease as budgeted.
- 2 Grants operating - receipts were more than budgeted mainly due to the timing of Financial Assistance Grants.
- 3 Grants capital - receipts were less than budgeted due to the timing of receipt for completed works.
- 5 Net GST refund - included in actual results and mainly added to materials and services payments.
- 6 Employee costs - expenditure including agency backfill staff was more than budgeted but less than the prior year.
- 7 Materials and services - actual expenditure also included GST payment of \$2.4 million.
- 8 Payments for property and infrastructure - were less than budgeted due to the timing of works.
- 9 Finance costs - were more than budgeted due to costs associated with right of use assets.
- 10 Repayment of borrowings - were more than budgeted due to right of use assets/lease liabilities.

Hepburn Shire Council Statement of Capital Works For the Period Ended 30 June 2026

	Prior Year 2024/25 \$'000	YTD Budget 2025/26 \$'000	Draft Actual 2025/26 \$'000	Variance Year on Year		Note
				\$'000	%	
Property						
Buildings and improvements	2,445	2,999	1,852	(1,147)	-38%	1
Total property	2,445	2,999	1,852	(1,147)	-38%	
Plant and equipment						
Plant, machinery and equipment	1,440	1,381	1,403	22	2%	
Computers and telecommunications	213	610	185	(425)	-70%	2
Library books	77	62	75	13	21%	
Total plant and equipment	1,730	2,053	1,663	(390)	-19%	
Infrastructure						
Roads	2,681	5,974	3,620	(2,354)	-39%	3
Bridges	269	486	194	(292)	-60%	
Footpaths and cycleways	150	829	389	(440)	-53%	
Drainage	661	637	174	(463)	-73%	
Recreational, leisure and community facilities	717	1,633	1,238	(395)	-24%	
Parks, open space and streetscapes	1,956	829	610	(219)	-26%	
Total infrastructure	6,434	10,388	6,225	(4,163)	-40%	
Total capital works	10,609	15,440	9,740	(5,700)	-37%	
Represented by						
New asset expenditure	1,178	3,176	561	(2,615)	-82%	4
Asset renewal expenditure	7,487	10,955	8,327	(2,628)	-24%	5
Asset upgrade/expansion expenditure	1,943	1,309	852	(457)	-35%	
Total capital works	10,608	15,440	9,740	(5,700)	-37%	

Notes to Statement of Capital Works Budget Variances

- 1 Buildings and improvements - expenditure was less than budget including carry forwards across a number of projects.
- 2 Computers and telecommunications - expenditure on hardware renewal and technology was less than budgeted.
- 3 Roads - expenditure was less than budgeted including the \$2 million grant funded Road Safety Improvements Program.
- 4 New asset expenditure - was less than budgeted mainly due to the timing of the Road Safety Improvements Program.
- 5 Asset renewal expenditure - was less than budgeted due to the timing of a number of projects.

Carry Forward Capital Project Budgets from 2025/2026

Account	Description	2025/26 Expense Budget	2025/26 Income Budget
000557	IT Hardware / Technology Renewal Program IT Network hardware PC/laptop replacement per IT Strategy	424,945	-
000753	Bridge Renewal - Wheelers Bridge	20,035	-
001081	Pool Building Renewal Works Program	131,347	-
001088	Glenlyon Pavilion Redevelopment Project	85,903	150,000
001183	Daylesford Town Hall Renewal - Stage 1	400,825	-
001190	Creswick Trails - Construction	356,163	-
001202	Road Rehab - Chanters Lane	173,603	-
001205	Kerb and Channel Renewal - Cambridge St Creswick	314,036	-
001234	Daylesford Community Facilities - Design	146,077	-
001240	Buildings - 2025-26 Renewal Program - Forward Design	38,410	-
001247	Doug Lindsay Oval Irrigation and Drainage Renewal	-	64,508
001248	Victoria Park Lighting - Soccer Fields	-	17,198
001275	Daylesford Transfer Station Masterplan	20,000	-
001280	Lee Medlyn Bottle Museum Remediation Works	49,264	-
001282	Park Lake Reserve Rotunda Remediation Works	6,413	-
001284	Road Safety Improvements Program (SLRSP)	1,983,464	2,000,000
001292	Hepburn Mineral Springs Pedestrian Bridge Renewal	137,451	-
001293	Minor Capital Works Program (Bridges)	126,327	-
001294	Clunes Flood Study	184,642	114,642
001295	Creswick Flood Study Stage 2 Planning	19,750	-
001302	Hepburn Mineral Springs Reserve Lighting Renewal	126,445	-
001305	Minor Capital Works Program (Recreation & Open Spaces)	40,499	-
001306	Queens Park Playspace Combination Unit Replacement	29,640	-
001309	Bath Street Reserve Upgrade Planning	5,000	-
001314	Daylesford Town Hall - Municipal Offices Upgrade (Design)	202,125	-
001315	Daylesford Town Hall - Auditorium Upgrade (Design)	36,926	-
		5,059,290	2,346,348

Unexpended Capital Grants from 2025/2026

Account	Description	2025/26 Project Expense	2025/26 Project Income
001259	Creswick Flood Mitigation Works Stage 1 New stormwater retention basin	206,155	206,155
001294	Clunes Flood Study	-	49,642
001323	Doug Lindsay Female Friendly Soccer Facility	35,010	35,010
001325	Ullina Avenue of Honour Memorial Tree Replacement	27,306	27,306
		268,472	318,114

Unexpended Operational Grants from 2025/2026

Account	Description	2025/26 Project Expense	2025/26 Project Income
001199	Community Recovery Hub ERV Funded	3,288	3,288
001223	Bright-eyed Brown Butterfly Habitat Restoration Program	15,519	15,519
001224	Creswick Trails Activation	17,346	17,346
001260	Daylesford Community Child Care Expansion Planning	32,342	32,342
001268	2024 Bushfires and Storms (LGSF) 2024 Bushfires and Storms Local Government Support Fund(LGSF	207,182	207,182
001324	Strengthening Local Gov't Partnership	150,000	150,000
		425,677	425,677

Carry Forward Operational Project Budgets from 2025/2026

Account	Description	2025/26 Expense Budget	2025/26 Income Budget
001160	Settlement Strategy & Township Structure Plans(Future Hepbn)	314,312	-
001166	Integrated Transport Strategy	31,760	-
001210	Short Term Rental Regulation	9,376	-
001311	Djaara Engagement Land Practices	14,814	-
001107	Sponsorship paid for 2026/27 Central Highlands Forage & Feast	5,000	-
		375,262	-

2025/26 Capital Works Expenditure by Project

ATTACHMENT 7.3.3

		EXPENDITURE			STATUS		
PJ no.	Project Name	Full Year Budget	YTD Actual	Actual v budget	Phase	Status	Comment
	Roads, paths and kerbs						
100	Road Reseal Program	\$ 805,049	\$ 751,437	\$ 53,612	Completion	Completion	Carry forward proposed - Contract in place . Planning permit underway. Carry forward proposed - Contract in place and under construction.
102	Road Reseal Program Preparation	\$ 200,000	\$ 204,697	-\$ 4,697	Completion	Completion	
103	Gravel Road Resheet Program	\$ 644,412	\$ 641,128	\$ 3,284	Completion	Completion	
1202	Chanters Lane & Pearson Road Reconstruction	\$ 850,000	\$ 676,397	\$ 173,603	Planning	Off Track	
1205	Cambridge Street Kerb & Channel Renewal	\$ 316,981	\$ 2,945	\$ 314,036	Delivery	Off Track	
1246	Forward Design Program (Roads)	\$ 110,000	\$ 101,808	\$ 8,192	Completion	Completion	
1264	Dean Newlyn Road Rehab Stage 1	\$ -	\$ -	\$ -	Completion	Completion	
1273	Dean Newlyn Road Rehab Stage 2	\$ 75,734	\$ 34,362	\$ 41,372	Completion	Completion	
1284	Road Safety Improvements Program (SLRSP)	\$ 2,000,000	\$ 16,536	\$ 1,983,464	Procurement	Off Track	
1285	Street Lighting Installations	\$ 30,250	\$ 8,723	\$ 21,527	Completion	Completion	
1286	Central Springs Road Path & Kerb Improvements	\$ 181,500	\$ 174,209	\$ 7,291	Completion	Completion	Several projects in several stages from tendering to construction.
1287	Kierces Road Reconstruction	\$ 543,798	\$ 441,803	\$ 101,995	Completion	Completion	
1289	Burrall Street Reconstruction	\$ 423,500	\$ 444,965	-\$ 21,465	Completion	Completion	
1290	Verge Improvement Program	\$ 110,000	\$ 145,383	-\$ 35,383	Completion	Completion	
1291	Minor Capital Works Program (Roads)	\$ 110,000	\$ 80,553	\$ 29,447	Completion	Completion	
1297	Lake Daylesford Footpath Renewal	\$ 105,000	\$ 87,654	\$ 17,346	Completion	Completion	
1298	Minor Capital Works Program (Paths)	\$ 100,000	\$ 13,897	\$ 86,103	Completion	Completion	
1299	Midland Highway Path Renewal	\$ 24,070	\$ 46,688	-\$ 22,618	Completion	Completion	
1308	BBQ & Park Furniture Renewal Program	\$ 55,000	\$ 52,766	\$ 2,234	Completion	Completion	
1190	Old Melbourne Road Pedestrian Crossing (carry forward from	\$ 600,000	\$ 243,837	\$ 356,163	Delivery	Delayed or Issues	
1218	School Bus Stop - Ullina Kooroocheang Road				Completion	Completion	
	Subtotal	\$ 7,285,294	\$ 4,169,789	\$ 3,115,505			
	Buildings						
975	Creswick Mechanics Institute Upgrades	\$ 29,521	\$ 32,962	-\$ 3,441	Completion	Completion	Carry Forward proposed to complete construction package
1088	Glenlyon Pavilion Redevelopment	\$ 179,865	\$ 93,962	\$ 85,903	Delivery	On Track	
1162	Wombat Hill Pioneer Tower Strengthening	\$ 67,372	\$ 55,120	\$ 12,252	Completion	Completion	
1183	Daylesford Town Hall Refurbishment	\$ 661,978	\$ 261,153	\$ 400,825	Delivery	Off Track	Carry Forward proposed to complete works.
1185	Hepburn Kinder Refurbishment	\$ 383,849	\$ 354,037	\$ 29,812	Completion	Completion	
1234	Daylesford Community Facilities Detailed Design	\$ 229,352	\$ 83,275	\$ 146,077	Delivery	Delayed or Issues	Carry Forward proposed.
1235	Newlyn Recreation Reserve Pavilion Floor Replacement	\$ 157,300	\$ 142,417	\$ 14,883	Completion	Completion	
1240	Forward Design Program (Buildings)	\$ 150,000	\$ 111,590	\$ 38,410	Delivery	Delayed or Issues	Project delayed by contractor, completion expected August.
1270	Hepburn Bathhouse Lift Renewal	\$ 172,970	\$ 118,720	\$ 54,250	Completion	Completion	
1271	Hepburn Bathhouse & Spa Pool Hall Ceiling Remediation	\$ 101,390	\$ 9,888	\$ 91,503	Completion	Completion	Completion
1274	Minor Capital Works Program (Buildings)	\$ 165,000	\$ 271,110	-\$ 106,110	Completion	Completion	
1275	Daylesford Transfer Station Masterplan	\$ 110,000	\$ 37,030	\$ 72,970	Delivery	Delayed or Issues	
1276	Lake Jubilee Caravan Park Shed Replacement	\$ 78,650	\$ 92,352	-\$ 13,702	Completion	Completion	Masterplan drafted with community engagement to be undertaken in October/November.
1277	Lake Jubilee Caravan Park Toilet Renewal	\$ 24,200	\$ 20,631	\$ 3,569	Completion	Completion	
1278	Wombat Hill Botanic Gardens Glasshouse Replacement	\$ 66,550	\$ 46,734	\$ 19,816	Completion	Completion	
1279	Wombat Hill Botanic Gardens Restaurant Electrical Renewal	\$ 18,150	\$ 12,012	\$ 6,138	Completion	Completion	
1280	Lee Medlyn Bottle Museum Remediation Works	\$ 72,600	\$ 23,336	\$ 49,264	Delivery	Delayed or Issues	
							Procurement complete for safety works, carry forward proposed.

2025/26 Capital Works Expenditure by Project

ATTACHMENT 7.3.3

		EXPENDITURE			STATUS		
PJ no.	Project Name	Full Year Budget	YTD Actual	Actual v budget	Phase	Status	Comment
1281	Clunes Recreation Reserve Stadium Remediation Works	\$ 36,300	\$ 28,529	\$ 7,771	Completion	Completion	
1282	Park Lake Reserve Rotunda Remediation Works	\$ 24,200	\$ 17,787	\$ 6,413	Delivery	Delayed or Issues	Scope review due to structure condition.
1314	Daylesford Town Hall - Municipal Offices Upgrade (Design)	\$ 220,000	\$ 17,875	\$ 202,125	Delivery	On Track	Carry Forward proposed.
1315	Daylesford Town Hall - Auditorium Upgrade (Design)	\$ 50,000	\$ 13,074	\$ 36,926	Delivery	On Track	Carry Forward proposed.
Subtotal		\$ 2,999,247	\$ 1,843,594	\$ 1,155,653			
Bridges and Major Culverts							
753	Wheeters Bridge Renewal	\$ 100,000	\$ 79,965	\$ 20,035	Completion	Completion	
1292	Hepburn Mineral Springs Pedestrian Bridge Renewal	\$ 144,000	\$ 6,549	\$ 137,451	Delivery	Delayed or Issues	Contract in place with renewal works completed on one of two bridges.
1293	Minor Capital Works Program (Bridges)	\$ 132,000	\$ 5,673	\$ 126,327	Delivery	Delayed or Issues	This is being delivered in conjunction with PJ1292.
Subtotal		\$ 376,000	\$ 92,187	\$ 283,813			
Stormwater and drainage							
1259	Creswick Flood Mitigation Works (Stage 1)	\$ -	\$ 29,995	\$ 29,995	Planning	Delayed or Issues	Two-year project with planning/design in Year 1 and construction in Year 2.
1294	Clunes Flood Study	\$ 210,000	\$ 25,358	\$ 184,642	Delivery	On Track	
1295	Creswick Flood Study Stage 2 Planning	\$ 55,000	\$ 35,250	\$ 19,750	Delivery	On Track	
1296	Minor Capital Works Program (Drainage)	\$ 55,000	\$ 79,762	\$ 24,762	Completion	Completion	
Subtotal		\$ 320,000	\$ 170,364	\$ 149,636			
Recreation and Open Space							
1081	Pool Facilities Renewal Program	\$ 234,002	\$ 102,655	\$ 131,347	Delivery	Delayed or Issues	Carry Forward proposed. Works underway to ensure pools are prepared for the season.
1073	Wombat Hill Botanic Gardens	\$ -	\$ 4,303	\$ 4,303	Completion	Completion	
1220	Victoria Park Oval and Netball Lighting	\$ -	\$ 800	\$ 800	Completion	Completion	Turf finish issues resulted in cost implications.
1247	Doug Lindsay Oval Irrigation & Drainage Renewal	\$ 324,230	\$ 421,774	\$ 97,544	Completion	Completion	
1248	Victoria Park Soccer Field Lighting	\$ 294,851	\$ 334,560	\$ 39,709	Completion	Completion	
1249	Glenlyon Accessible Horse Mounting Ramp	\$ 38,322	\$ 54,696	\$ 16,374	Completion	Completion	
1250	Victoria Park Masterplan	\$ 96,826	\$ 95,570	\$ 1,256	Completion	Completion	
1251	Clunes Medlyn Playspace Renewal	\$ 10,365	\$ 26,010	\$ 15,645	Completion	Completion	
1252	Lyonville Community Playspace Renewal	\$ 20,400	\$ 11,635	\$ 8,765	Completion	Completion	
1253	Trentham Outdoor Fitness Equipment Installation	\$ 47,564	\$ 87,945	\$ 40,381	Completion	Completion	
1254	Queens Parks Playspace Shade Structure Installation	\$ 60,000	\$ 65,857	\$ 5,857	Completion	Completion	
1255	Newlyn Recreation Reserve Playspace Upgrade	\$ -	\$ 12,169	\$ 12,169	Completion	Completion	
1256	Forward Design Program (Recreation & Open Space)	\$ 110,000	\$ 90,675	\$ 19,325	Delivery	Delayed or Issues	Planning work in final stages.
1300	Trentham, Drummond & Clunes Sports Court Remediation	\$ 226,430	\$ 36,242	\$ 190,188	Delivery	Delayed or Issues	Additional works planned in 2026/27.
1301	Trentham Sportsground Cricket Net Renewal	\$ 242,000	\$ 21,797	\$ 220,203	Delivery	Delayed or Issues	Required external funding unable to be secured.
1302	Hepburn Mineral Springs Reserve Lighting Renewal	\$ 145,200	\$ 18,755	\$ 126,445	Delivery	Delayed or Issues	Works underway, to be completed by December.
1303	Trentham Open Space Minor Projects	\$ 144,000	\$ 89,707	\$ 54,293	Completion	Completion	
1304	Township Improvement Program	\$ 110,000	\$ 94,057	\$ 15,943	Completion	Completion	
1305	Minor Capital Works Program (Recreation & Open Spaces)	\$ 110,000	\$ 69,501	\$ 40,499	Completion	Completion	
1306	Queens Park Playspace Combination Unit Replacement	\$ 96,800	\$ 67,160	\$ 29,640	Delivery	Delayed or Issues	Equipment now installed.
1307	Daylesford & Creswick Soccer Club Upgrade Planning	\$ 66,000	\$ 76,521	\$ 10,521	Delivery	On Track	
1309	Bath Street Reserve Upgrade Planning	\$ 30,000	\$ 8,648	\$ 21,352	Delivery	Delayed or Issues	Draft landscape plan complete.
Subtotal		\$ 2,406,990	\$ 1,791,037	\$ 615,953			

2025/26 Capital Works Expenditure by Project

ATTACHMENT 7.3.3

		EXPENDITURE			STATUS		
PJ no.	Project Name	Full Year Budget	YTD Actual	Actual v budget	Phase	Status	Comment
	Plant and Equipment						
1283	Plant & Fleet Renewal Program	\$ 1,381,000	\$ 1,416,893	\$ 35,893	Completion	Completion	
	Subtotal	\$ 1,381,000	\$ 1,416,893	\$ 35,893			
	Plant and Equipment						
423	Library Collection Program	\$ 62,000	\$ 74,978	\$ 12,978	Completion	Completion	
557	ICT Renewal Program	\$ 610,000	\$ 185,055	\$ 424,945	Delivery	Delayed or Issues	Carry Forward proposed.
	Subtotal	\$ 672,000	\$ 260,033	\$ 411,967			
	Total	\$ 15,440,531	\$ 9,743,896	\$ 5,696,635			

S5 Instrument of Delegation to Chief Executive Officer

Hepburn Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, the Hepburn Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on XX Month 2026
2. the delegation
 - 2.1 comes into force immediately when signed by the Chief Executive Officer and Mayor;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Signed by The Mayor in the presence of:

.....
Witness:

Date: XX Month 2026

Signed by the Chief Executive Officer of Council
in the presence of:

.....
Witness:

Date: XX Month 2026

SCHEDULE

The power to

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

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

Conditions and Limitations

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

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 entering into a contract or making an expenditure exceeding the value of \$330,000, including GST, with approved budget, excluding the expenditure associated with Council's insurance policies within allocated budget and emergency services and volunteers funding levy within allocated budget.
 - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.3 electing a Mayor or Deputy Mayor
 - 1.4 granting a reasonable request for leave under s35 of the Act;
 - 1.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.6 approving or amending the Council Plan;
 - 1.7 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.8 adopting or amending the Governance Rules
 - 1.9 appointing the chair or the members to a delegated committee;
 - 1.10 making, amending or revoking a local law;
 - 1.11 approving the budget or revised budget;
 - 1.12 approving the borrowing of money;
 - 1.13 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. 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;

4. 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
 - 4.1 policy; or
 - 4.2 strategy
adopted by Council
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. 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.



S6 Instrument of Delegation – Members of Staff

Hepburn Shire Council

Instrument of Delegation

to

Members of Council Staff

XX Month 2026



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:

Not Delegated	means not delegated below Chief Executive Officer
CEO	means Chief Executive Officer
DIAD	means Director Infrastructure and Delivery
DDC	means Director Development and Community
DPT	means Director Performance and Transformation
DSP	means Director Integrity and Strategic Affairs
All D	means All Directors
All M	means All Managers
All C	means Coordinators
All S	means All Supervisors with reports
All	means All Staff
ACC	means Accountant
AMFPO	means Assistant Municipal Fire Prevention Officer
AMS	means Asset Management Specialist
CCS	means Coordinator Community Safety
CCX	means Coordinator Customer Experience and Libraries
CDT	means Coordinator Digital Transformation
CED	means Coordinator Economic Development and Visitor Economy
CEH	means Coordinator Environmental Health
CENG	means Coordinator Engineering
CF	means Coordinator Facilities
CFR	means Coordinator Finance - Revenue

Commented [JR1]: Need to change title to Assistant "Municipal" Fire Prevention Officer or AMFPO



CFUS	means Coordinator Financial Sustainability
CGE	means Coordinator Governance
CGO	means Community Grants Officer
CHC	means Coordinator Healthy Communities
CIMO	means Senior Information Management Officer
CMPP	means Coordinator Major Projects and Policy
COMOF	means Communications Officer
CERL	means Community Emergency and Resilience Lead
CPAC	means Coordinator People and Culture
CPAR	means Coordinator Parks and Open Spaces
CPLAN	means Coordinator Statutory Planning
CPPO	means Corporate Planning and Performance Officer
CRR	means Coordinator Resource Recovery
CSTRP	means Coordinator Strategic Planning
CSY	means Community Safety Officer
CSUS	means Coordinator Sustainability
CSW	means Coordinator Safety and Wellbeing
CXO	means Customer Experience Officer
CXTL	means Customer Experience Team Leader
CWK	means Coordinator Works
EMO	means Emergency Management Officer
EHO	means Environment Health Officer
EHTO	means Environment Health Technical Officer
ENGO	means Engineering Officer
FNA	means Financial Accountant
GAD	means Governance Advisor
ICPL	means Integrated Council Planning Lead
IFO	means Information Management Officer
INCO	means Inclusion Officer



MCCE	means Manager Customer, Community and Economy
MCSH	means Manager Community Safety and Health
MEMO	means Municipal Emergency Management Officer
MFCE	means Manager Facilities and Circular Economy
MFPO	means Municipal Fire Prevention Officer
MFG	means Manager Finance and Governance
MOPS	means Manager Operations
MPD	means Manager Project Delivery
MPL	means Manager Planning
MPC	means Manager People and Capability
MRM	means Municipal Recovery Manager
MTCE	means Manager Technology and Customer Experience
PCA	means People and Culture Advisor
PCO	means Planning Compliance Officer
PSO	means Planning Support Officer
PSP	means Principal Strategic Planner
RFO	means Revenue and Finance Officer
RAFO	means Rates Finance Officer
RCOS	means Risk and Compliance Specialist
SAP	means Statutory Planner
SARPO	means Sport and Active Recreation Project Officer
SPSO	means Strategic Planning Support Officer
SPTO	means Statutory Planning Technical Officer
SRO	means Senior Rates Officer
SSP	means Senior Statutory Planner
STSTP	means Statutory/Strategic Planner
WRL	means Workplace Relations Lead





3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on XX Month 2026 and
- 3.2 the delegation:
- 3.2.1 comes into force immediately when the Chief Executive Officer executes the Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 if 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.

Signed by:

Signed by the Chief Executive Officer of Council)
 in the presence of:)

.....
 Witness

Date:





SCHEDULE



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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	All D	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	All D	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions	All D	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	Not applicable	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions	Not applicable	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	All D	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	All D	
s 15(4)	Duty to keep records of delegations	All D, MFG	
s 17(1)	Power to employ any persons necessary	Not delegated	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	All D, MFG	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Power to determine the terms and conditions of employment or engagement	All D, MPC	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	All D, MFG	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	Not applicable	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	Not applicable	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	Not applicable	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	Not applicable	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	Not applicable	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Not applicable	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	Not applicable	Where Council is a Class A cemetery trust



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	Not applicable	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	Not applicable	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	Not applicable	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	Not applicable	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	Not applicable	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	Not applicable	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	Not applicable	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	Not applicable	Where Council is a Class A cemetery trust



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	Not applicable	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	Not applicable	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	Not applicable	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	Not applicable	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year	Not applicable	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	All D, MFG	
s 20(1)	Duty to set aside areas for the interment of human remains	All D	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	All D	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	All D	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	All D	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Not delegated	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Not delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	All D, MFG	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Not applicable	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	All D, MFG	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	All D, MFG	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	All D, MFG	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	All D, MFG	
s 60(2)	Power to charge fees for providing information	All D, MFG	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	All D	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64B(d)	Power to permit interments at a reopened cemetery	All D	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Not delegated	The application must include the requirements listed in s 66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	All D	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	All D	
s 70(2)	Duty to make plans of existing place of interment available to the public	All D	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	All D	
s 71(2)	Power to dispose of any memorial or other structure removed	All D	
s 72(2)	Duty to comply with request received under s 72	All D	
s 73(1)	Power to grant a right of interment	All D, MFG	
s 73(2)	Power to impose conditions on the right of interment	All D, MFG	
s 74(3)	Duty to offer a perpetual right of interment	All D	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	All D, MFG	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	All D	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	Not delegated	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	All D, MFG	
s 80(2)	Function of recording transfer of right of interment	All D, MFG	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	All D, MFG	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	All D, MFG	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	All D, MFG	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	All D, MFG	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	All D, MFG	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	All D, MFG	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	All D, MFG	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	All D, MFG	
s 84I(6)(a)	Power to remove any memorial on the place of interment	All D, MFG	
s 84I(6)(b)	Power to grant right of interment under s 73	All D, MFG	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	All D, MFG	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	All D, MFG	Does not apply where right of interment relates to remains of a deceased veteran.



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location	Not delegated	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	Not delegated	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	Not delegated	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	Not delegated	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	Not delegated	
s 86(4)	Power to take action under s 86(4) relating to removing and re-intering cremated human remains	Not delegated	
s 86(5)	Duty to provide notification before taking action under s 86(4)	All D	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	All D	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	All D	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	All D	
s 91(1)	Power to cancel a right of interment in accordance with s 91	All D	
s 91(3)	Duty to publish notice of intention to cancel right of interment	All D	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	All D	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	All D, MFG	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	All D	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	All D	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 100(1)	Power to require a person to remove memorials or places of interment	All D, MFG	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	All D	
s 100(3)	Power to recover costs of taking action under s 100(2)	All D	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	All D	
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	Not delegated	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	Not delegated	
s 103(1)	Power to require a person to remove a building for ceremonies	Not delegated	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	All D	
s 103(3)	Power to recover costs of taking action under s 103(2)	All D	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	All D, MFG	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 106(2)	Power to require the holder of the right of interment to provide for an examination	All D, MFG	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	All D, MFG	
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	All D, MFG	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	All D, MFG	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	All D, MFG	
s 108	Power to recover costs and expenses	All D, MFG	
s 109(1)(a)	Power to open, examine and repair a place of interment	All D, MFG	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	All D, MFG	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	All D, MFG	Where the holder of right of interment or responsible person cannot be found



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary	All D, MFG	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	All D, MFG	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	All D, MFG	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	All D, MFG	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	All D, MFG	
s 112	Power to sell and supply memorials	Not delegated	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	All D, MFG	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	All D, MFG	



CEMETERIES AND CREMATORIA ACT 2003			
The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	All D, MFG	
s 119	Power to set terms and conditions for interment authorisations	All D, MFG	
s 131	Function of receiving an application for cremation authorisation	Not applicable	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	Not applicable	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	All D, MFG	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	Not delegated	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	Not delegated	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	All D, MFG	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	All D, MFG	



CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 151	Function of receiving applications to inter or cremate body parts	All D, MFG	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	All D, MFG	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Not delegated	
sch 1 cl 8(8)	Power to regulate own proceedings	Not delegated	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Not applicable	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	Not applicable	Where Council is a Class A cemetery trust Subject to cl 8



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



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition	CEO, DDC, MCSH, CEH, EHO, EHTO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
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	CEO, DDC, MCSH, CEH, EHO, EHTO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s19(1)(d) is complied with	CEO, DDC, MCSH, CEH, EHO, EHTO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
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	CEO, DDC, MCSH, CEH, EHO, EHTO	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, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	CEO, DDC, MCSH, CEH, EHO, EHTO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	CEO, DDC, MCSH, CEH, EHO, EHTO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	CEO, DDC, MCSH, CEH, EHO, EHTO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19CB(4)(b)	Power to request copy of records	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, DDC, MCSH, CEH, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, DDC, MCSH, CEH, EHO	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, DDC, MCSH, CEH, EHO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO	



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, DDC, MCSH, CEH, EHO	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 particular food premises to comply with any requirement under Part IIIB	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a particular 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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, DDC, MCSH, CEH, EHO	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38D(3)	Power to request copies of any audit reports	CEO, DDC, MCSH, CESH, EHO, EHTO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEO, DDC, MCSH, CESH, EHO, EHTO	Where Council is the registration authority
s 38G	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 39A	Power to register or renew the registration of a food premises despite minor defects	CEO, DDC, MCSH, CEH, EHO, EHTO	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 Safe Food Victoria under s 39A(4)	CEO, DDC, MCSH, CEH, EHO, EHTO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, DDC, MCSH, CEH, EHO, EHTO	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>	CEO, DDC, MCSH, CEH, EHO, EHTO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, DDC, MCSH, CEH, EHO	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40E(4)	Duty to comply with direction Safe Food Victoria under s 40E(1)	CEO, DDC, MCSH, CEH, EHO, EHTO	
s 40F	Power to cancel registration of food premises	CEO, DDC, MCSH, CEH, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	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	CEO, DDC, MCSH, CEH, EHO, EHTO	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 s58A(2))
s 45AC	Power to bring proceedings	CEO, DDC, MCSH, CEH, EHO, EHTO	
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	CEO, DDC, MCSH, CEH, EHO, EHTO	Where Council is the registration authority





HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, DDC, MPL	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation



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

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



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CEO, DDC, MPL, CSTRP, PSP, STSTP	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, CSTRP, PSP, STSTP	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	CEO, DDC, MPL, CSTRP, PSP, STSTP	
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	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 12B(1)	Duty to review planning scheme	CEO, DDC, MPL, CSTRP, PSP	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, DDC, MPL, CSTRP, PSP	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO, DDC, MPL, CSTRP, PSP	

Commented [AF2]: @Ron Torres - not positions associated with amendments for this section and below until 12(3) - Coord Stat Planning, Senior Stat Planner, Stat Planner, Stat Planner Tech Officer.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Not delegated	
s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	CEO, DDC, MPL	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	CEO, DDC, MPL	
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	CEO, DDC	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	CEO, DDC, MPL	
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	CEO, DDC, MPL	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Not delegated	
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	CEO, DDC, MPL	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, DDC, MPL, CSTRP, PSP,, STSTP, SPSO	
s 17(2)	Duty of giving copy s 173 agreement	CEO, DDC, MPL,, CSTRP, PSP, STSTP, SPSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DDC, MPL, CSTRP, PSP,, STSTP, SPSO	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, DDC, MPL, CSTRP, PSP, STSTP, SPSO	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, DDC, MPL, CSTRP, PSP,	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, DDC, MPL, CSTRP, PSP,	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, DDC, MPL, CSTRP, PSP	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, DDC, MPL, CSTRP, PSP, STSTP PSO	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CEO, DDC, MPL, CSTRP, PSP,, STSTP, PSO	

Commented [AF3]: @Ron Torres similarly below section - stat planning team not involved until 42(2)



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, DDC, MPL, CSTRP, PSP, STSTP	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	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	CEO, DDC, MPL	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, DDC, MPL, CSTRP, PSP, STSTP, SPSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 26(2)	Duty to keep report of panel available for inspection in accordance with public availability requirements	CEO, DDC, MPL, CSTRP, PSP, STSTP, SPSO	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	CEO, DDC, MPL, CSTRP, PSP	
s 28(1) (amended)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	CEO, DDC, MPL	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	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	CEO, DDC, MPL	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, DDC, MPL, CSTRP, PSP	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, DDC, MPL, CSTRP, PSP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 32(2)	Duty to give more notice if required	CEO, DDC, MPL, CSTRP, PSP	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, DDC, MPL, CSTRP, PSP	
s 36(2)	Duty to give notice of approval of amendment	CEO, DDC, MPL, CSTRP, PSP	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, DDC, MPL, CSTRP, PSP	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 40(1)	Function of lodging copy of approved amendment	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, DDC, MPL, CSTRP, PSP, STSTP	
S 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, DDC, MPL, CSTRP, PSP, STSTP	
s 42(2)	Duty to make copy of planning scheme available in accordance with public availability requirements	CEO, DDC, MPL, CSTRP, PSP, STSTP,	
s 46AW	Function of being consulted by the Minister	Not delegated	Where Council is a responsible public entity



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	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	Not delegated	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	Not delegated	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	Not delegated	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy	CEO, DDC, MPL	

Commented [RT5R4]: I agree with the positions delegated in this section

Commented [AF4]: @Ron Torres for your attention as shaded blue



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities referred to in s 46GG(1), where the plan does not include a land component	CEO, DDC, MPL	
s 46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy	CEO, DDC, MPL	Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)
s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded	CEO, DDC, MPL	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination	CEO, DDC, MPL, CSTRP, PSP, STSTP, SPSO	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, content and administration of infrastructure contributions plans	Not delegated	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Not delegated	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Not delegated	

Commented [AF6]: @Catherine Nurse should this be 2B?

Commented [CN7R6]: Confirming Instrument is correct as given, this is the provision Maddocks have advised



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Not delegated	
s 46GP	Function of receiving a notice under s 46GO	Not delegated	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	Not delegated	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Not delegated	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Not delegated	
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	Not delegated	
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	Not delegated	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Not delegated	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Not delegated	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Not delegated	
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	Not delegated	
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	Not delegated	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Not delegated	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)	Not delegated	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)	Not delegated	Where Council is the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Not delegated	
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	Not delegated	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	Not delegated	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Not delegated	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	Not delegated	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>	Not delegated	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 or plan administration costs to the planning authority that incurred those costs The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency	Not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency	Not delegated	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	Not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Not delegated	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)	Not delegated	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	Not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Not delegated	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	Not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Not delegated	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	Not delegated	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZA(1)	Duty to keep proper and separate accounts and records	Not delegated	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>	Not delegated	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)	Not delegated	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Not delegated	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), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area	Not delegated	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)	Not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Not delegated	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	Not delegated	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Not delegated	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)	Not delegated	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	Not delegated	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)	Not delegated	Where Council is the development agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	Function of receiving proceeds of sale	Not delegated	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)	Not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Not delegated	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	Not delegated	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	Not delegated	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	Not delegated	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)	Not delegated	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, DDC, MPL, CPLAN, PSP,	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, DDC, MPL, CPLAN, PSP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, DDC, MPL, CPLAN, PSP	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, DDC, MPL, CPLAN, PSP	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, DPT, DDC, MFG, MPL	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, DDC, MFG, MPL	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, All D, MFG, MPL	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)	CEO, All D, MFG, MPL	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, DDC, MPL	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, All D, MFG, MPL	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, All D, MPL	
s 46QD	Duty to prepare report and give a report to the Minister	CEO	Where Council is a collecting agency or development agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not delegated	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	CEO, All D, MPL	
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	CEO, All D, MPL	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, All D, MPL	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DDC, MPL , CPLAN, SSP	
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	Where Council is the responsible authority
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	

Commented [AF8]: @Ron Torres removal of strategic staff and adding of senior stat planner as needed until section 96



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(2)	Duty to make register available for inspection in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 50(4)	Duty to amend application	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 50(5)	Power to refuse to amend application	CEO, DDC, MPL, CPLAN, SPS	
s 50(6)	Duty to make note of amendment to application in register	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 50A(1)	Power to make amendment to application	CEO, DDC, MPL, CPLAN,, SSP, SAP, STSTP, SPTO,	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(4)	Duty to note amendment to application in register	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 51	Duty to make copy of application available for inspection in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO,	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO. PSO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1)	Power to require the applicant to provide more information	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 54(1B)	Duty to specify the lapse date for an application	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, SPO	
s 57(5)	Duty to make a copy of all objections in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 57A(5)	Power to refuse to amend application	CEO, DDC, MPL, CPLAN, SSP	
s 57A(6)	Duty to note amendments to application in register	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 58	Duty to consider every application for a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 58A	Power to request advice from the Planning Application Committee	CEO, DDC, MPL, CPLAN,	
s 60	Duty to consider certain matters	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60(1A)	Duty to consider certain matters	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	no A delegate must not grant a permit or grant a permit with conditions: a. That is inconsistent with a cultural heritage management plan approved under the Aboriginal Heritage Act 2006 or a conservation management plan approved under the Flora and Fauna Guarantee Act 1988; b. If ten or more objections have been received to the application, other than for an application where any part of the application land is in the Farming Zone; c. If five or more objections have been received to the application and any part of the application land is in the Farming Zone; d. Where the application raises issues of genuine shire-wide significance that would have a substantial impact on the achievement of Local Planning Policy; e. Where the application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries; f. Where the application raises an issue that is not adequately provided for under existing Local Planning Policy; g. Where the application raises significant issues of public interest; h. Where the permit will result in a use or development which is contrary to the adopted Future Hepburn Strategies or a proposed



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			planning scheme amendment which is supported by Council; All planning applications involving Council owned or managed land must be referred to Council.
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not delegated	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 62(2)	Power to include other conditions	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO	Note: The scope of approved infrastructure contributions plans has been expanded by the <i>Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026)</i> to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, DDC, MPL	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, DDC, MPL	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	This provision applies also to a decision to grant an amendment to a permit – see s 75



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	This provision applies also to a decision to grant an amendment to a permit – see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	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



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	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	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 69(2)	Power to extend time	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 70	Duty to make copy permit available in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 71(1)	Power to correct certain mistakes	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(2)	Duty to note corrections in register	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73	Power to decide to grant amendment subject to conditions	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> or a conservation management plan under the <i>Flora and Fauna Guarantee Act 1988</i> More than 10 objections must be referred to Council More than 5 objections within a farming zone must be referred to Council An application must be referred to Council where it meets one or more of the following criteria: - Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy. - The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries. - The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy. - The planning permit application raises significant issues of public interest. - The planning permit application will result in a use or development which is contrary to the adopted Future Hepburn Strategies or a proposed planning scheme amendment which is supported by Council. All planning applications involving Council owned or managed land must be referred to Council.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 74	Duty to issue amended permit to applicant if no objectors	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> or a conservation management plan under the <i>Flora and Fauna Guarantee Act 1988</i> More than 10 objections must be referred to Council More than 5 objections within a farming zone must be referred to Council An application must be referred to Council where it meets one or more of the following criteria: - Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy. - The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries. - The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy. - The planning permit application raises significant issues of public interest. - The planning permit application will result in a use or development which is contrary to the adopted Future Hepburn Strategies or a proposed planning scheme amendment which is supported by Council. All planning applications involving Council owned or managed land must be referred to Council.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83	Function of being respondent to an appeal	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 83B	Duty to give or publish notice of application for review	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DDC, MPL	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, DDC, MPL	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, DDC, MPL,	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PSO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, DDC, MPL, CPLAN SSP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PCO	
s 91(2)	Duty to comply with the directions of VCAT	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PCO	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PCO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, PCO	
s 95(3)	Function of referring certain applications to the Minister	CEO, DDC, MPL, CPLAN, PCO	
s 95(4)	Duty to comply with an order or direction	CEO, DDC, MPL	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
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, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
s 96A(2) (amended)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, CSTRP, PSP	
s 96F	Duty to consider the panel's report under s 96E	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, CSTRP, PSP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, CSTRP, PSP	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, CSTRP, PSP	
s 96J	Duty to issue permit as directed by the Minister	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, CSTRP, PSP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, CSTRP, PSP	
s 96Z (amended)	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CEO, DDC, MPL, CPLAN, SSP, SAP, STSTP, SPTO, CSTRP, PSP	
s 97C	Power to request Minister to decide the application	CEO, DDC, MPL	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DDC, MPL	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, DDC, MPL	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 97Q(4)	Duty to comply with directions of VCAT	CEO, DDC, MPL, CPLAN,, CSTRP, PSP, SSP, SAP, STSTP, SPTO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, DDC, MPL	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DDC, MPL	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, DDC, MPL	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, DDC, MPL	
s 107(1)	Function of receiving claim for compensation	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 107(3)	Power to agree to extend time for making claim	CEO, DDC, MPL	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, DDC, MPL	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DDC, MPL, CPLAN, PCO, SSP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, DDC, MPL, CPLAN, PCO, SSP, SAP, STSTP, SPTO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DDC, MPL, CPLAN, SSP, PCO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DDC, MPL	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DDC, MPL	Except Crown Land
s 126B	Power to commence criminal proceedings	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 129	Function of recovering penalties	CEO, DDC, MPL	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DDC, MPL, CPLAN, SSP, PCO	
s 132B	Power to make application for specific orders	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

Commented [AF9]: @Ron Torres for your attention below sections in blue

Commented [RT10R9]: agree with draft



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 132C	Power to make application for adverse publicity orders	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132D	Power to apply for commercial benefits orders	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132E	Power to apply for supervisory intervention orders	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132G	Power to apply for industry exclusion orders	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132J	Power to apply for contravention orders	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 133A	Power for an authorised person to be assisted by a relevant expert	CEO, DDC, MPL	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 134A	Power for immediate entry of land	CEO, DDC, MPL, CPO	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 147A	Power to issue an identity card to each authorised officer	All D, MPC, CPAC, PCA	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

Commented [CN11]: Added to match similar delegations to issue identity card to authorised officers in the current S7 Instrument - s 73(1) of the Domestic Animals Act 1994



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DDC, MPL, CPLAN, CSTRP, PSP, PCO, SSP, SAP, STSTP, SPTO	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP, PCO, SSP	
S 149B	Power to apply to the Tribunal for a declaration	CEO, DDC, MPL, CPLAN, CSTRP, PSP, PCO, SSP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO, DDC, MPL	Where Council is the relevant planning authority
S 158F	Power to make submissions in response to a directions panel	CEO, DDC, MPL, CSTRP, PSP	
s 171(2)(f)	Power to carry out studies and commission reports	DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	

Commented [AF12]: @Ron Torres addition/removal of staff until end section of P&E act as needed.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 171(2)(g)	Power to grant and reserve easements	CEO, DDC, MPL, MOPS, CPLAN, CSTRP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Not delegated	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Not delegated	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Not delegated	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	Where Council is the relevant responsible authority



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	DDC, MPL, CPLAN, CSTRP, PSP, SSP	Where Council is the relevant responsible authority
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DDC, MPL, CPLAN,	Where Council is the relevant responsible authority
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DDC, MPL, CPLAN	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DDC, MPL, CPLAN, SSP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, DDC, MPL, CPLAN, SSP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DDC, MPL, CPLAN, SSP	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DDC, MPL, CPLAN, SSP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, DDC, MPL, CPLAN, SSP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DDC, MPL, CPLAN, SSP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, DDC, MPL, CPLAN, SSP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, DDC, MPL, CPLAN, SSP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, DDC, MPL, CPLAN, SSP	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DDC, MPL, CPLAN, 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	CEO, DDC, MPL, CPLAN, 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	CEO, DDC, MPL, CPLAN, SSP	If no objections are made under s 178D Must consider matters in s 178B



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



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, DDC, MPL, CPLAN, SSP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DDC, MPL, CPLAN, SSP	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DDC, MPL, CPLAN, SSP	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, DDC, MPL, CPLAN, SSP	
s 179(2)	Duty to make a copy of each agreement in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, SSP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, DDC, MPL, CPLAN, SSP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, DDC, MPL, CPLAN, SSP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, DDC, MPL, CPLAN, SSP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 182	Power to enforce an agreement	CEO, DDC, MPL, CPLAN, SSP, CPO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, DDC, MPL, CPLAN, SSP	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, DDC, MPL, CPLAN, SSP	
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	CEO, DDC, MPL, CPLAN, 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	CEO, DDC, MPL, CPLAN, 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	CEO	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
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	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
s 198(1)	Function to receive application for planning certificate	CEO, DDC, MPL, CPLAN,, SSP, SAP, STSTP, SPTO, PSO	
s 199(1)	Duty to give planning certificate to applicant	CEO, DDC, MPL, CPLAN,, SSP, SAP, STSTP, SPTO, PSO	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 201(3)	Duty to make declaration	CEO, DDC, MPL, CPLAN, CSTRP, PSP, 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	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, DDC, MPL, CSTRP, PSP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP	



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



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO, All D, MFG, MOPS	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, All D,	
s 11(9)(b)	Duty to advise Registrar	CEO, All D, MOPS	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, All D, MOPS	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, All D, MOPS	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	CEO, All D, MOPS	
s 12(10)	Duty to notify of decision made	CEO, All D, MOPS	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO, All D, MOPS	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, All D	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, All D	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, All D	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, All D	
s 15(2)	Duty to include details of arrangement in public roads register	CEO, DIAD, MOPS	
s 16(7)	Power to enter into an arrangement under s 15	CEO, All D	
s 16(8)	Duty to enter details of determination in public roads register	CEO, DIAD, MOPS	
s 17(2)	Duty to register public road in public roads register	CEO, DIAD, MOPS	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, DIAD, MOPS	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CEO, DIAD, MOPS	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO, DIAD, MOPS	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CEO, DIAD, MOPS	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO, DIAD	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	CEO, DIAD, MOPS, CENG, AMS	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CEO, DIAD, MOPS, CENG, AMS	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, DIAD, MOPS, CENG, AMS	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, DIAD, MOPS, CENG, AMS	
s 21	Function of replying to request for information or advice	CEO, DIAD, MOPS	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, DIAD, MOPS	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	CEO, All D, MOPS	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(5)	Duty to give effect to a direction under s 22	CEO, All D, MOPS	
s 40(1)	Duty to inspect, maintain and repair a public road.	CEO, All D, MOPS	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CEO, All D, MOPS	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO, All D, MOPS	
s 42(1)	Power to declare a public road as a controlled access road	CEO, All D, MOPS	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO, All D	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO, All D, MOPS	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	CEO, All D	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, All D, MOPS	Where Council is the responsible road authority, infrastructure manager or works manager



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	CEO, All D, MOPS	
s 49	Power to develop and publish a road management plan	CEO, All D, MOPS	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, All D, MOPS	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, All D, MOPS	
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, All D, MOPS	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, DIAD	
s 54(6)	Power to amend road management plan	CEO, All D, MOPS	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, All D, MOPS	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, All D, MOPS	
s 63(1)	Power to consent to conduct of works on road	CEO, All D, MOPS	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, All D, MOPS	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	CEO, All D	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, All D	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CEO, DIAD, MOPS	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, DIAD, DDC, MOPS, MCSH, CCS, CSY	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, DIAD, DDC, MOPS, MCSH, CCS, CSY	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO, All D	
s 72	Duty to issue an identity card to each authorised officer	CEO, All D	
s 85	Function of receiving report from authorised officer	CEO, DIAD, DDC, MCSH, CCS, MOPS	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to keep register re s 85 matters	CEO, DIAD, DDC, MCSH, CCS MOPS	
s 87(1)	Function of receiving complaints	CEO, DIAD, DDC, MOPS, MCSH, CCS	
s 87(2)	Duty to investigate complaint and provide report	CEO, DIAD, DDC, MOPS, MCSH, CCS	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, DIAD, DDC, MOPS, MCSH, CCS	
s 112(2)	Power to recover damages in court	CEO, DIAD, DDC, MOPS, MCSH, CCS	
s 116	Power to cause or carry out inspection	CEO, DIAD, DDC, MOPS, MCSH, CCS	
s 119(2)	Function of consulting with the Head, Transport for Victoria	CEO, DIAD, MOPS	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CEO, DIAD, MOPS	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CEO, DIAD, MOPS	
s 121(1)	Power to enter into an agreement in respect of works	CEO, DIAD, MOPS	
s 122(1)	Power to charge and recover fees	CEO DIAD, MOPS	
s 123(1)	Power to charge for any service	CEO DIAD, MOPS	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO All D	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, All D	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, All D	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, DIAD, MOPS	
sch 2 cl 5	Duty to publish notice of declaration	CEO, All D	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, DIAD, MOPS, CWK, CENG	Where Council is the infrastructure manager or works manager



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CEO, DIAD, MOPS, CWK, CENG	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CEO, DIAD, MOPS, CWK, CENG	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CEO, DIAD, MOPS, CWK, CENG	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CEO, DIAD, MOPS, CWK, CENG	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CEO, DIAD, MOPS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CEO, DIAD, MOPS	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CEO, DIAD, MOPS, CWK, CENG	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, DIAD, MOPS	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	CEO, DIAD, MOPS	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority

Commented [CN13]: Please review and amend delegates if required for these two provisions



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 16(4)	Duty to consult	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, DIAD, MOPS, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, DIAD, MOPS, CKW, CENG	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CEO, DIAD, MOPS, CKW, CENG	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	CEO, DIAD, MOPS,	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, DIAD, MOPS, CENG, ENGO	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, All D, MOPS	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, DIAD, MOPS	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, DIAD, MOPS, CENG, ENGO	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	CEO, DIAD, MOPS, CENG, ENGO	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	CEO, DIAD, MOPS, CENG, ENGO	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	CEO, DIAD, MOPS, CENG, ENGO	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



CEMETERIES AND CREMATORIA REGULATIONS 2025			
These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 36	Duty to ensure that cemetery complies with depth of burial requirements	CEO, All D, MFG	
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO, DIAD, MOPS	
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Not applicable	
r 39(1)	Duty to ensure that remains are interred in a coffin, casket, container or receptacle in accordance with paragraphs (a)-(c)	Not applicable	
r 39(2)	Duty to ensure that coffin, casket, container or receptacle is labelled.	Not applicable	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Not applicable	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Not applicable	
r 43(2)	Power to inspect any coffin, casket, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO, All D, MFG	



CEMETERIES AND CREMATORIA REGULATIONS 2025			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 44(2)	Power to remove any fittings on any coffin, casket, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Not applicable	
r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Not applicable	
r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	Not applicable	
r 46(2)	Power to release cremated human remains to certain persons	Not applicable	Subject to any order of a court
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Not applicable	
r 347(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Not applicable	
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not applicable	
r 47(4)	Duty to take reasonable steps to notify persons specified in r 46(2) of intention to intern or dispose of remains at expiry of 12 month period	Not applicable	



CEMETERIES AND CREMATORIA REGULATIONS 2025			
These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 48	Power to approve certain activities under r 57 or 58(2) if satisfied of regulation (1)(a)-(c)	CEO, All D	
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	CEO, All D	
r 51	Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies	CEO, All D, MOPS	
r 52	Power to approval the arrangement or conduct of a funeral	CEO, All D	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	CEO, All D	
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of interment and memorials	CEO, All D, MFG	
r 56(3)	Power to remove objects, things or items specified in (a)- (d) from a place of interment or memorial	CEO, All D, MFG	
r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate	CEO, All D, MFG	
r 57(1)	Power to approve the use of fire in a public cemetery	CEO, All D	



CEMETERIES AND CREMATORIA REGULATIONS 2025			
These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 58(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CEO, All D, MOPS	
r 59	Duty to display the hours during which the public can access the cemetery	CEO All D, MFG	
Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	CEO All D, MFG	See note above regarding model rules



PLANNING AND ENVIRONMENT INTERIM REGULATIONS 2026			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO DDC, MPL, CSTRP, PSP	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. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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	CEO DDC, MPL, CPLAN., SSP, SAP, STSTP, SPTO	Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	CEO DDC, MPL, CPLAN., SSP, SAP, STSTP, SPTO, SPO	Where Council is the responsible authority Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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	CEO DDC, MPL, CPLAN., SSP, SAP, STSTP, SPTO, PSO	Where Council is not the responsible authority but the relevant land is within Council's municipal district Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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	CEO DDC, MPL, CPLAN, CSTRP, PSP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or

Commented [AF14]: @Ron Torres removal of staff as appropriate under interim regs provisions.



			Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Not delegated	
r20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Not delegated	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	CEO DDC, MPL, CSTRP, PSP	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 10	Function of receiving application for registration	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 11	Function of receiving application for renewal of registration	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, DDC, MCSH, CCS, CEH EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEO DDC, MCSH, CCS, CEH EHO, EHTO	
r 12(4) & (5)	Duty to issue certificate of registration	CEO, DDC, MCSH, CCS, CEH EHO, EHTO	
r 14(1)	Function of receiving notice of transfer of ownership	CEO, DDC, MCSH, CCS, CEH, EHO,, EHTO	
r 14(3)	Power to determine where notice of transfer is displayed	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, DDC, MCSH, CCS, CEH, EHO	
r 17	Duty to keep register of caravan parks	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 21(2)	Duty to consult with relevant emergency services agencies	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, DDC, MCSH, EHTO CCS, CEH, EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, DDC, MCSH, CCS,	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		CEH, EHO, EHTO	
r 24(2)	Power to consult with relevant floodplain management authority	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 2(b)(i)	Power to approve system for the discharge of sewage and waste water from a movable dwelling	CEO, DDC, MCSH, CCS, CEH EHO, EHTO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 39(3)	Function of receiving installation certificate	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	CEO, DDC, MCSH, CCS, CEH, EHO, EHTO	



ROAD MANAGEMENT (GENERAL) REGULATIONS 2026			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(3)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.	CEO, DIAD, MOPS	Where Council is the road authority
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, DIAD, MOPS	Where Council is the road authority
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, DIAD, MOPS	Where Council is the 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 <i>Road Management Act 2024</i>	CEO, DIAD, MOPS	Where Council is the road authority
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, DIAD, MOPS	Where Council is the road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, DIAD, MOPS	Where Council is the road authority
r 16(6)	Power to issue permit	CEO, DIAD, MOPS, CENG, ENGO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, DIAD, MOPS, CENG, ENGO	Where Council is the coordinating road authority
r 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)	CEO, DIAD, DDC, MOPS	Where Council is the road authority

Commented [CN15]: @Bruce Lucas Seeking advice on this one please Bruce



ROAD MANAGEMENT (GENERAL) REGULATIONS 2026			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004	CEO, DIAD, DDC, MOPS	Where Council is the coordinating road authority Must consider the matters in r 23(4)
r 23(3)	Power to charge a fee for application made under r 23(1)	CEO, DIAD	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road	CEO, DIAD, DDC, MOPS, MCSH, CWK, CCS, CSY, CENG, ENGO,	Where Council is the appropriate road authority
r 25(2)	Power to sell or dispose of things removed from road under r 25(1)(after first complying with regulation 25(3))	CEO, DIAD, DDC, MCSH, CCS, CWK, CENG, ENGO, CSY	Where Council is the appropriate road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, DIAD, DDC, MCSH, CCS, CSY	Where Council is the appropriate road authority



ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 16	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	CEO, All D	Where Council is the coordinating road authority and where consent given under clause 16(5) of Schedule 7 to the <i>Road Management Act 2004</i>
r 24(2)	Power to waive whole or part of fee in certain circumstances	CEO, All D, MOPS, CENG	Where Council is the coordinating road authority

FINANCIAL YEAR ENDING: 30 June 2025

DATE: Tuesday,
March 10,
2026

COMMITTEE NAME:

Creswick Museum Community Asset Committee

SUBMITTED BY:

Diane Sewell

POSITION:

President

**Have these documents been provided to Council?
Please attach any not already provided.**

- ☐ Minutes of Committee's Annual General Meeting
- ☐ Copies of bank statements as at 30 June 2025
- ☐ Minutes of Ordinary Committee Meetings

ITEMS TO BE COMPLETED:

- ☐ Statement of income and expenditure
- ☐ Funds held
- ☐ Estimated value of Council/Committee-owned equipment
- ☐ Summary of non-Council works completed at facility in the past year
- ☐ Proposed fees and charges for the upcoming financial year
- ☐ Committee contact details
- ☐ Meeting dates for the year ahead

STATEMENT FROM COUNCIL:

The completion of the Annual Return demonstrates the Committee's ability to meet its requirements under Section 47 (6) of the *Local Government Act 2020*. The information can also highlight areas in which Council can assist committees with planning and management.

Annual contributions will be paid on receipt of the completed Annual Return, including the required attachments.

Please complete the Annual Return and provide the attachments by **24 March 2026** to:

Hepburn Shire Council
P.O. Box 21
Daylesford VIC 3460
Or email: governance@hepburn.vic.gov.au

If you require assistance with this submission, please contact the Governance team.

1. Statement of income and expenditure

What does Council need to know?	All financial activity for the past year. Please only include income and expenditure for the Committee, not seasonal or casual user groups.
Why does Council collect this information?	To meet our audit obligations by determining if this information needs to be included in Council's annual financial report.
Other reporting methods:	Financial statements or report.

Income	2024/2025
Hepburn Shire Council Contribution (if applicable)	\$
Fees and charges (e.g. hire fees, retained deposits)	\$
Fundraising (e.g. garage sales, raffles, fundraising events)	\$
Gifts/donations/sponsorship	\$
Proceeds from disposal of assets (i.e. sale of assets)	\$
Hirer's insurance collected	\$
Interest received	\$
Hepburn Shire Council Contribution (if applicable)	\$
Other, e.g. grants received (please specify below)	\$
	\$
	\$
Total Income	Accounts audited financial year 2024-2025 \$

Expenditure	2024/2025
Electricity	\$
Gas	\$
Water	\$
Phone/Internet	\$
Fundraising costs	\$
Administration expenses (e.g. stationery, postage, office supplies)	\$
Repairs and maintenance (e.g. repairs, upkeep)	\$
Accounting and audit fees	\$
Honorariums paid to service providers (e.g. cleaning, gardening, mowing)	\$
Bank charges	\$
Other (please specify below)	\$
Total Expenditure	Accounts audited financial year 2024-2025 \$

2. Funds held

Account Type (bank account/term deposit/cash, etc.)	Institution	BSB	Account No.	Amount
				\$
				\$
				\$
				\$
			Accounts audited financial year 2024-2025	\$

Attach copies of bank statements for all accounts (including term deposits) as at 30 June 2025 that have not already been provided to Council.

3. List of Council/Committee-owned equipment

What does Council need to know?	All equipment provided by Council or the Committee, excluding equipment owned or supplied by user groups. Do not include fittings or items fixed to the structure of the buildings.
Why is this information collected?	To accurately determine Council's content's insurance premium.

Category (furniture, equipment, appliances, etc.)
• ALL FURNISHINGS & EQUIPMENT IN OFFICE AREA
• DISPLAY CASES
• MUSEUM – COLLECTION
ART - ONLY PARTIALLY INSURED
MEMORABILIA - ? ARE ANY ITEMS INSURED
INCLUDES COUNCIL CHAMBER & FURNISHINGS
ORIGINAL MINING ARTEFACTS
FLAGS – CAPT HEPBURN RED ENSIGN & >1 MINING CO
TEXTILE COLLECTION – INCLUDES 1800S CLOTHING
POTTERY COLLECTION
PHOTOGRAPHS BOOKS
HONOR BOARDS
• RESEARCH CENTRE – ALL FURNISHINGS & EQUIPMENT IN BUILDING
ALL RESEARCH MATERIAL

4. Summary of non-Council works completed at facility in previous year

What does Council need to know?

Any internal or external works completed by the Committee or user groups.

Why is this information collected?

To update Council's maintenance records and to assist with works planning and funding.

Description	Undertaken by (contractor name)	Funding Source	Value
			\$
NIL			\$
			\$
			\$
			\$
			\$

5. Proposed fees and charges for the next year

What does Council need to know?

The charges you make for the use of your facilities. Please include separate entries for commercial use, community use, groups to whom you provide free use, and any charges for equipment, crockery, or similar.

Why is this information collected?

To be included in Council's Budget Fees and Charges Schedule.

Other reporting methods:

A schedule of fees and charges.

SEASONAL USERS

Area <u>hired</u> , Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
		\$	\$
N/A		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

CASUAL USERS

Area <u>hired</u> , Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
		\$	\$
N/A		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

6. Committee member contact details

Please provide contact details for all Committee members as per the Annual General Meeting Minutes.

Member name	Phone no.	Email address	Postal address
D SEWELL			
M FULLWOOD			
E WRIGHT			
A JONES			
G NEWMARCH			
P WRIGHT			

7. Meeting dates for the year ahead

Meeting date	Meeting time	Location of meeting	AGM?
3/09/2025	10.00AM	CRESWICK MUSEUM RESEARCH CENTRE	☐
5/11/2025			☐
3/12/2026			☐
4/02/2026			☐
1/04/2026			☐
3/06/2026			☐
5/08/2026			☐
2/09/2026	AGM		☒
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐

8. Your feedback

COMMITTEE ACHIEVEMENTS

Please provide a snapshot of some of the committee's achievements over the past financial year:

- visitor numbers to both museum & research centre have increased from 2023-2024
- opening more days – Sundays of public holidays & specific Creswick events
- AMaGa CMAP reaccreditation process undertaken – policy documents & detailed questionnaire submitted in May. Site visit August 2025, notification December 2025 of museum reaccreditation until 2031
- several pieces of art have been professionally conserved
- new desktop computer & two monitors purchased for research centre to improve visitor comfort when viewing digitised material

CHALLENGES AHEAD

Are there any future challenges you foresee for the committee? If yes, please describe these below:

- increasing volunteer numbers
- art storeroom - improving storage conditions and volunteer access to all artworks

OTHER FEEDBACK

Does the committee have any other feedback or comments? For example, how do you feel about the committee's performance against its current Instrument of Delegation?

- electrical tagging – job only partially completed. For the past 2 years the museum received notification of date of tagging less than 24 hours before said date – insufficient notice for a volunteer who needs to be present since some items are locked away. There are 8-10 items that have not been tagged for >2 years including vacuum cleaners and a projector often lent to other organisations – and these particular items are not locked away
- expired work order – it seemed always to be 'I haven't organised that yet'. Originally logged 11-12-2024 expired Dec 2025

FINANCIAL YEAR ENDING: 30 June 2026

DATE: Sunday, July 05, 2026

COMMITTEE NAME: Dean
Recreation Reserve and
Tennis Courts Community
Assets Committee

SUBMITTED BY: Jon Rofe

POSITION: Secretary

Have these documents been provided to Council?
Please attach any not already provided.

☐ Minutes of Committee's Annual General Meeting

☐ Copies of bank statements as at 30 June 2026

☐ Minutes of Ordinary Committee Meetings

ITEMS TO BE COMPLETED:

☐ Statement of income and expenditure

☐ Funds held

☐ Estimated value of Council/Committee-owned equipment

☐ Summary of non-Council works completed at facility in the past year

☐ Proposed fees and charges for the upcoming financial year

☐ Committee contact details

☐ Meeting dates for the year ahead

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Annual contributions will be paid on receipt of the completed Annual Return, including the required attachments.

Please complete the Annual Return and provide the attachments by **24 March 2026** to:

Hepburn Shire Council
P.O. Box 21
Daylesford VIC 3460
Or email: governance@hepburn.vic.gov.au

If you require assistance with this submission, please contact the Governance team.

1. Statement of income and expenditure

What does Council need to know?	All financial activity for the past year. Please only include income and expenditure for the Committee, not seasonal or casual user groups.
Why does Council collect this information?	To meet our audit obligations by determining if this information needs to be included in Council's annual financial report.
Other reporting methods:	Financial statements or report.

Income	2025/2026
Hepburn Shire Council Contribution (if applicable)	\$500
Fees and charges (e.g. hire fees, retained deposits)	\$1227
Fundraising (e.g. garage sales, raffles, fundraising events)	\$7202
Gifts/donations/sponsorship	\$5030
Proceeds from disposal of assets (i.e. sale of assets)	\$0
Hirer's insurance collected	\$0
Interest received	\$0
Hepburn Shire Council Contribution (if applicable)	\$0
Other, e.g. grants received (please specify below)	\$0
	\$
	\$
Total Income	\$13,959

Expenditure	2025/2026
Electricity	\$983
Gas	\$0
Water	\$0
Phone/Internet	\$0
Fundraising costs	\$4182
Administration expenses (e.g. stationery, postage, office supplies)	\$0
Repairs and maintenance (e.g. repairs, upkeep)	\$330
Accounting and audit fees	\$0
Honorariums paid to service providers (e.g. cleaning, gardening, mowing)	\$0
Bank charges	\$45
Other (please specify below)	
Donation to Newlyn Dean CFA from raffle proceeds	1500
Total Expenditure	\$5,540

2. Funds held

Account Type (bank account/term deposit/cash, etc.)	Institution	BSB	Account No.	Amount
Not for profit Cash Management Account	Bendigo Bank	633-000	[redacted]	\$32,114
				\$
				\$
				\$
				\$

Attach copies of bank statements for all accounts (including term deposits) as at 30 June 2026 that have not already been provided to Council.

3. List of Council/Committee-owned equipment

What does Council need to know?

All equipment provided by Council or the Committee, excluding equipment owned or supplied by user groups. Do not include fittings or items fixed to the structure of the buildings.

Why is this information collected?

To accurately determine Council's content's insurance premium.

Category (furniture, equipment, appliances, etc.)	
PA SYSTEM	\$5000
TV	\$1500
FRIDGES X 2	\$5000
MICROWAVE OVEN	\$600
KITCHEN EQUIPMENT	\$4000
TABLES/CHAIRS	\$6000

4. Summary of non-Council works completed at facility in previous year

What does Council need to know?

Any internal or external works completed by the Committee or user groups.

Why is this information collected?

To update Council's maintenance records and to assist with works planning and funding.

Description	Undertaken by (contractor name)	Funding Source	Value
FIREPLACE INSPECTION, COWL REPLACEMENT	MICK WINTER	COMMITTEE	\$330
INSTALL BLINDS IN KITCHEN	COMMITTEE	DONATION	\$1,000
			\$
			\$
			\$
			\$

5. Proposed fees and charges for the next year

What does Council need to know?

The charges you make for the use of your facilities. Please include separate entries for commercial use, community use, groups to whom you provide free use, and any charges for equipment, crockery, or similar.

Why is this information collected?

To be included in Council's Budget Fees and Charges Schedule.

Other reporting methods:

A schedule of fees and charges.

SEASONAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
NIL SEASONAL USEAGE – SEE CASUAL CHARGES		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

CASUAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
WHOLE FACILITY – FAMILY/LOCAL FUNCTIONS	DAY ONLY	\$75	\$
WHOLE FACILITY – FAMILY/LOCAL FUNCTIONS	OVERNIGHT (1 NIGHT)	\$150	\$
WHOLE FACILITY – FAMILY/LOCAL FUNCTIONS	WEEKEND (2 NIGHTS)	\$300	\$
WHOLE FACILITY – COMMERCIAL USE	DAY ONLY	\$300	\$
		\$	\$
		\$	\$
FEE FOR FUNCTIONS CALCULATED AS ABOVE OR \$10/PERSON, WHICHEVER IS GREATER			TO BE CONSIDERED AT AGM

6. Committee member contact details

Please provide contact details for all Committee members as per the Annual General Meeting Minutes.

Member name	Phone no.	Email address	Postal address
BRIAN MAHER		[redacted]	
ROB TURLEY			
JON ROFE			
MICHELLE MCCANN			
ROBERT GRIEVE			
JAMES LINDSAY			
ANDREW PRENDERGAST			
CHRIS ROBINSON			
LEANNE MCCOLL			

7. Meeting dates for the year ahead

Meeting date	Meeting time	Location of meeting	AGM?
2/08/2026	4.00PM	DEAN RECREATION RESERVE	☒
1/11/2026	4.00PM	DEAN RECREATION RESERVE	☐
7/02/2027	4.00PM	DEAN RECREATION RESERVE	☐
2/05/2027	4.00PM	DEAN RECREATION RESERVE	☐
1/08/2027	4.00PM	DEAN RECREATION RESERVE	☒
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐

8. Your feedback

COMMITTEE ACHIEVEMENTS

Two successful events, the Dean Kite Festival and the Dean Sheepdog Trials, were held again this year. Both events are highly anticipated and attract visitors from many locations.

The kite festival is held annually on Fathers' Day and is an affordable family-oriented event.

The sheepdog trial is also an affordable community event and is highly regarded on the Victorian Working Sheepdog Association schedule. This event also attracts a high level of community interest and admiration for the skill of the dogs and handlers alike.

The reserve was used this year for the Clarkes Hill community fair.

A major donation, from raffle proceeds, was this year made to the Newly Dean CFA.

This year has seen the reserve used by a number of local families and community groups for functions.

The committee is supportive of responsible family/community use of the reserve.

Please provide a snapshot of some of the committee's achievements over the past financial year:

CHALLENGES AHEAD

Are there any future challenges you foresee for the committee? If yes, please describe these below:

Key challenges for the committee include:

Attracting new members to the committee.

Finding new/additional volunteers to assist in running events and maintaining the reserve.

Fundraising to assist with maintenance and upgrade of facilities.

Gaining support for the upgrade of the tennis courts resurfacing project.

OTHER FEEDBACK

Does the committee have any other feedback or comments? For example, how do you feel about the committee's performance against its current Instrument of Delegation?

Positive relationship with Hepburn Shire Council.

Committee needs further support with priority project of resurfacing tennis courts, noting that this project has been on the agenda for many years now.

Whilst the intent of committee members is positive, meeting governance requirements given work commitments and seasonal pressures of farming and bushfire seasons is challenging.

FINANCIAL YEAR ENDING: 30 June 2025
COMMITTEE NAME: Drummond Hall Special Committee
SUBMITTED BY: Jen Napier and Mark Stephenson
Treasurer and Secretary
POSITION:

DATE: Friday, May 15,
2026

**Have these documents
been provided to Council?
Please attach any not
already provided.**

- ☐ Minutes of Committee's Annual General Meeting
- ☐ Copies of bank statements as at 30 June 2025
- ☐ Minutes of Ordinary Committee Meetings

ITEMS TO BE COMPLETED:

- ☒ Statement of income and expenditure
- ☒ Funds held
- ☐ Estimated value of Council/Committee-owned equipment
- ☒ Summary of non-Council works completed at facility in the past year
- ☒ Proposed fees and charges for the upcoming financial year
- ☒ Committee contact details
- ☒ Meeting dates for the year ahead

STATEMENT FROM COUNCIL:

The completion of the Annual Return demonstrates the Committee's ability to meet its requirements under Section 47 (6) of the *Local Government Act 2020*. The information can also highlight areas in which Council can assist committees with planning and management.

Annual contributions will be paid on receipt of the completed Annual Return, including the required attachments.

Please complete the Annual Return and provide the attachments by **24 March 2026** to:

Hepburn Shire Council
P.O. Box 21
Daylesford VIC 3460
Or email: governance@hepburn.vic.gov.au

If you require assistance with this submission, please contact the Governance team.

1. Statement of income and expenditure

What does Council need to know?	All financial activity for the past year. Please only include income and expenditure for the Committee, not seasonal or casual user groups.
Why does Council collect this information?	To meet our audit obligations by determining if this information needs to be included in Council's annual financial report.
Other reporting methods:	Financial statements or report.

Income	2024/2025
Hepburn Shire Council Contribution (if applicable)	\$1000.00
Fees and charges (e.g. hire fees, retained deposits) AEC election fee	\$2239.70
Fundraising (e.g. garage sales, raffles, fundraising events) pasta night	\$104.29
Gifts/donations/sponsorship	\$0
Proceeds from disposal of assets (i.e. sale of assets)	\$0
Hirer's insurance collected	\$60.00
Interest received	\$27.01
Hepburn Shire Council Contribution (if applicable)	\$0
Other, e.g. grants received (please specify below)	\$0
	\$
	\$
Total Income	\$3,431.00

Expenditure	2024/2025
Electricity	\$425.91
Gas	\$0
Water	\$0
Phone/Internet	\$0
Fundraising costs (gift card, wreath, food costs, decorations)	\$1488.47
Administration expenses (e.g. stationery, postage, office supplies) laminator and pouches	\$57.00
Repairs and maintenance (e.g. repairs, upkeep) CFA	\$159.80
Accounting and audit fees	\$0
Honorariums paid to service providers (e.g. cleaning, gardening, mowing)	\$
Bank charges	\$0
Other (please specify below) projector screen purchase and hire of audio equipment	\$481.16
Total Expenditure	\$2612.34

2. Funds held

Account Type (bank account/term deposit/cash, etc.)	Institution	BSB	Account No.	Amount
Drummond Hall Special Committee	Bendigo Bank	633-000		\$5011.83
				\$

Attach copies of bank statements for all accounts (including term deposits) as at 30 June 2025 that have not already been provided to Council.

3. List of Council/Committee-owned equipment

What does Council need to know?	All equipment provided by Council or the Committee, excluding equipment owned or supplied by user groups. Do not include fittings or items fixed to the structure of the buildings.
Why is this information collected?	To accurately determine Council's content's insurance premium.

Category (furniture, equipment, appliances, etc.)
MAIN HALL – CHAIRS, TABLES, BENCHES, AIR CONDITIONER
KITCHEN – DISWASHER, STOVE, FRIDGE, URN, KETTLE, MICROWAVE, CUTLERY, GLASSWARE, CROCKERY, ISLAND OF DRAWERS, AIR CONDITIONER
EXTERNAL TOILETS – TOILET BRUSHES, TOILET ROLL HOLDERS, PAPER TOWEL DISPENSERS
EXTERNAL STORAGE UNIT – GAS BBQ
LAMINATOR AND POUCHES

4. Summary of non-Council works completed at facility in previous year

What does Council need to know?

Any internal or external works completed by the Committee or user groups.

Why is this information collected?

To update Council's maintenance records and to assist with works planning and funding.

Description	Undertaken by (contractor name)	Funding Source	Value
REMOVAL OF LEAF DEBRIS TO TENNIS COURT, GUTTERS OF HALL AND TOILET BLOCK	VOLUNTEERS	VOLUNTEERS	\$0
GRASS CUTTING	COMMITTEE MEMBERS	VOLUNTEERS	\$0
CLEANING	VOLUNTEERS AND COMMITTEE MEMBERS	VOLUNTEERS	\$0
			\$

5. Proposed fees and charges for the next year

What does Council need to know?

The charges you make for the use of your facilities. Please include separate entries for commercial use, community use, groups to whom you provide free use, and any charges for equipment, crockery, or similar.

Why is this information collected?

To be included in Council's Budget Fees and Charges Schedule.

Other reporting methods:

A schedule of fees and charges.

SEASONAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
HALL HIRED FOR WEEKLY YOGA	PER YOGA SESSION	\$45	\$45
		\$	\$

CASUAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
FEES FOR THE HIRE OF THE HALL	1 HOUR	\$30	\$30
	2-4 HOURS	\$90	\$90
	ALL DAY	\$140	\$150

PUBLIC LIABILITY INSURANCE (APPLICABLE FOR ALL UNLESS HIRER PROVES THEY HAVE OWN)	PER HIRE	\$60	\$60
		\$	\$

6. Committee member contact details

Please provide contact details for all Committee members as per the Annual General Meeting Minutes.

Member name	Phone no.	Email address	Postal address
GEOFF NAPIER		DRUMMONDHALLEQUIRIES@OUTLOOK.COM	PO BOX 205, MALMSBURY 3466
JEN NAPIER		DRUMMONDHALLEQUIRIES@OUTLOOK.COM	PO BOX 205, MALMSBURY 3466
GEORGIA STEPHENSON		DRUMMONDHALLEQUIRIES@OUTLOOK.COM	PO BOX 205, MALMSBURY 3466
MARK STEPHENSON		DRUMMONDHALLEQUIRIES@OUTLOOK.COM	PO BOX 205, MALMSBURY 3466
ALISON BREACH		DRUMMONDHALLEQUIRIES@OUTLOOK.COM	PO BOX 205, MALMSBURY 3466

7. Meeting dates for the year ahead

Meeting date	Meeting time	Location of meeting	AGM?
28/05/2026	6PM	DRUMMOND COMMUNITY HALL 20 LAURISTON ROAD, DRUMMOND	☐
27/08/2026	6PM	DRUMMOND COMMUNITY HALL 20 LAURISTON ROAD, DRUMMOND	☒
Click or tap to enter a date.			☐

8. Your feedback

COMMITTEE ACHIEVEMENTS

Please provide a snapshot of some of the committee's achievements over the past financial year:

HOLDING ANNUAL EVENTS INCLUDING COMMUNITY GATHERINGS - MEAL NIGHT, CHRISTMAS BBQS
SUNDOWNER, AFL SHOWING AND WORKING BEES. WE ARE ALSO ON THE AEC LIST OF HALLS FOR
POLLING STATIONS.

CHALLENGES AHEAD

Are there any future challenges you foresee for the committee? If yes, please describe these

FINDING NEW COMMITTEE MEMBERS
NUMBERS AT COMMUNITY EVENTS ARE DIMINISHING
LACK OF COUNCIL USE FOR EVENTS AND COMMUNITY ENGAGEMENT SESSIONS.

below:

OTHER FEEDBACK

Does the committee have any other feedback or comments? For example, how do you feel about the committee's performance against its current Instrument of Delegation?

AS A COUNCIL ASSET, WE WOULD LIKE TO SEE THE HALL BEING USED FOR COUNCIL EVENTS, SUCH AS PUBLIC CONSULTATIONS AND MEETINGS, AND BE USED BY OTHER BUSINESS / COMMUNITY GROUPS LOOKING FOR A REGULAR PLACE TO MEET/ OPERATE FROM. WE WOULD APPRECIATE COUNCIL'S ASSISTANCE / GUIDANCE IN REACHING A WIDER AUDIENCE AND PROMOTION, ESPECIALLY NOW WE HAVE THE PROJECTOR AND AUDIO EQUIPMENT AS AN OFFERING.

COMMUNITY ASSET COMMITTEES ANNUAL REPORT

- | | | | |
|---|-----------------|---------------------|----------------------------|
| 1. FINANCIAL YEAR ENDING: | 5. 30 June 2025 | 6. COMMITTEE | 7. Tuesday, March 10, 2026 |
| 2. COMMITTEE NAME: GLENLYON RECREATION RESERVE COMMUNITY ASSET | | | |
| 3. SUBMITTED BY: Chris Clare | | | |
| 4. POISITION: Secretary | | | |

PLEASE ATTACH:

- ☐ Minutes of Committee's Annual General Meeting
- ☐ Copies of bank statements as at 30 June 2025
- ☐ Minutes of Ordinary Committee Meetings

ITEMS TO BE COMPLETED:

- ☐ Statement of income and expenditure
- ☐ Funds held
- ☐ Estimated value of Council/Committee-owned equipment
- ☐ Summary of non-Council works completed at facility in the past year
- ☐ Proposed fees and charges for the upcoming financial year
- ☐ Committee contact details
- ☐ Meeting dates for the year ahead

STATEMENT FROM COUNCIL:

The completion of the Annual Return demonstrates the Committee's ability to meet its requirements under Section 47 (6) of the *Local Government Act 2020*. The information can also highlight areas in which Council can assist committees with planning and management.

Annual contributions will be paid on receipt of the completed Annual Return, including the required attachments.

Please complete the Annual Return and provide the attachments by **24 March 2026** to:

Hepburn Shire Council
P.O. Box 21
Daylesford VIC 3460
Or email: governance@hepburn.vic.gov.au

If you require assistance, please contact your Committee's Council Contact Officer.

1. Statement of income and expenditure

What does Council need to know?

All financial activity for the past year. Please only include income and expenditure for the Committee, not seasonal or casual user groups.

Why does Council collect this information?

To meet our audit obligations by determining if this information needs to be included in Council's annual financial report.

Other reporting methods:

Financial statements or report.

Income	2024/2025
Hepburn Shire Council Contribution (if applicable)	\$500
Fees and charges (e.g. hire fees, retained deposits)	\$
Fundraising (e.g. garage sales, raffles, fundraising events)	\$
Gifts/donations/sponsorship	\$
Proceeds from disposal of assets (i.e. sale of assets)	\$
Hirer's insurance collected	\$
Interest received	\$
Hepburn Shire Council Contribution (if applicable)	\$
Other, e.g. grants received (please specify below)	\$
	\$
AUDITRED INCOME STATMENT	\$
Total Income	\$

Expenditure	2023/2024
Electricity	HSC
Gas	\$60
Water from dam	N/A
Phone/Internet	N/A
Fundraising costs	N/A
Administration expenses (e.g. stationery, postage, office supplies)	
Repairs and maintenance (e.g. repairs, upkeep)Refer Income Statement	
Accounting and audit fees HSC pays for these D Santrini Auditor	\$0
Honorariums paid to service providers (e.g. cleaning, gardening, mowing)	N/A
Bank charges Income Statement	\$
Other (please specify below)	\$

Total Expenditure

\$

2. Funds held

Account Type (bank account/term deposit/cash, etc.)	Institution	BSB	Account No.	Amount
Operating Account	Commonwealth	063-674		\$21,072.56
Term Deposit	Commonwealth	063-674		\$5,286.36
Term Deposit	Bendigo Bank	633-000		\$1,092.48
				\$
				\$

Attach copies of bank statements for all accounts (including term deposits) as at 30 June 2024.

3. List of Council/Committee-owned equipment

What does Council need to know?

All equipment provided by Council or the Committee, excluding equipment owned or supplied by user groups. Do not include fittings or items fixed to the structure of the buildings.

Why is this information collected?

To accurately determine Council's content's insurance premium.

Category (furniture, equipment, appliances, etc.)

Refrigerators x 3

FREEZER X 1

TABLES X 8 FOLDING

CHAIRS X 40

CLEANING MATERIALS MOPS BROOMS VACUUM CLEANER

LARGE URN JUG

PIE WARMER

MICROWAVE

PEST CONTROLLER

PUBLIC ADDRESS SYSTEM

AIRCONDITIONING SYSTEM

CROSS COUNTRY JUMPS

ROUND YARD

YARDS

MOTORISED POO VACUUM

ARENA RAKE

4. Summary of non-Council works completed at facility in previous year

What does Council need to know?

Any internal or external works completed by the Committee or user groups.

Why is this information collected?

To update Council's maintenance records and to assist with works planning and funding.

Description	Undertaken by (contractor name)	Funding Source	Value
MAINTENANCE ARENA	ADULT RIDERS	VOLUNTEER	\$300
CROSS COUNTRY JUMPS	PONY CLUB	VOLUNTEER	\$2000
ROUND YARD	PONY YARD	VOLUNTEER	\$2000
CLEAN UPS/TREE MAINTENANCE	ALL GROUPS	VOLUNTEER	\$2500
CLEAN UP/MAINTENANCE WALKING TRAIL	LANDCARE	SELF/LANDCARE	\$3000
GORSE SPRAYING	LANDCARE	LANDCARE/COMMITTEE	\$800

5. Proposed fees and charges for the next year

What does Council need to know?

The charges you make for the use of your facilities. Please include separate entries for commercial use, community use, groups to whom you provide free use, and any charges for equipment, crockery, or similar.

Why is this information collected?

To be included in Council's Budget Fees and Charges Schedule.

Other reporting methods:

A schedule of fees and charges.

SEASONAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
ALL RESERVE	PER DAY	\$110	110
CLUBROOM	PER DAY	\$50	\$?
USER GROUPS			
PONY CLUB	ANNUAL	1100	\$1100
ADULT RIDERS	ANNUAL	\$400	\$500

RDA	DAY HIRE	\$50	\$50
SPORTS CLUB	DAY HIRE	\$DONATION	\$DONATION
DAYLESFORD FIELD AND GAME	ANNUAL	\$IN RECESSION	\$IN RECESSION

CASUAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
SWAP MEET	110	110	\$110
GLENLYON COMMUNITY BBQ XMAS	0	0	0
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

6. Committee member contact details

Please provide contact details for all Committee members as per the Annual General Meeting Minutes.

Member name	Phone no.	Email address	Postal address
R KENNEDY			
C CLARE			
S SANDOW			
S KLAS			
K ATTWOOD			
D LEONARD			
C JOHNS			
R SEWELL			

7. Meeting dates for the year ahead

Meeting date	Meeting time	Location of meeting	AGM?
19/8/2026	7PM	GLENLYON RESERVE PAVILION	☐
19/8/2026	7.30	GLENLYON RESERVE PAVILION	AGM
18/11/2026	7PM	GLENLYON RESERVE PAVILION	☐

COMMITTEE ACHIEVEMENTS

Please provide a snapshot of some of the committee's achievements over the past financial year:

These are in AGM Reports

Events have been held by Reserve Groups and have been very successful. HSC has been doing the mowing and clubs have been cleaning their usage areas.

CHALLENGES AHEAD

Are there any future challenges you foresee for the committee? If yes, please describe these below:

The challenges ahead are the ongoing upgrading of the Reserve to meet standards that are required by all users which include the Public. Pavilion Project outcome and Masterplan need to be assessed and what is needed to support these projects. The Mounting Ramp was completed and is a great asset to all users.

Navigating the hurdles we will; face with the Pavillion Upgrade with clearing and cleaning of the Old Clubroom to be able to continue to operate without disruption for the users.

OTHER FEEDBACK

Does the committee have any other feedback or comments? For example, how do you feel about the committee's performance against its current Instrument of Delegation?

Adhered to, to the best of the Committee's ability

FINANCIAL YEAR 30 June 2025
ENDING:

DATE [Pick the
: date] 16.2.2026

COMMITTEE NAME: LEE MEDLYN HOME OF BOTTLES
ASSET COMMITTEE

SUBMITTED BY: STEPHEN GREENWOOD + YVONNE YATES
POSITION: PRESIDENT, SECRETARY + TREASURER

Have these documents been provided to Council?

☒ Minutes of Committee's Annual General Meeting

☒ Copies of bank statements as at 30 June 2025

Please attach any not already provided.

☒ Minutes of Ordinary Committee Meetings

ITEMS TO BE COMPLETED:

☒ Statement of income and expenditure

☒ Funds held

☒ Estimated value of Council/Committee-owned equipment

☒ Summary of non-Council works completed at facility in the past year

☒ Proposed fees and charges for the upcoming financial year

☒ Committee contact details

☒ Meeting dates for the year ahead

HEPBURN SHIRE COUNCIL

File No:

Rec'd Date: 16 FEB 2026

Rec'd By: 

Action By:

Reg No:

STATEMENT FROM COUNCIL:

The completion of the Annual Return demonstrates the Committee's ability to meet its requirements under Section 47 (6) of the *Local Government Act 2020*. The information can also highlight areas in which Council can assist committees with planning and management.

Annual contributions will be paid on receipt of the completed Annual Return, including the required attachments.

Please complete the Annual Return and provide the attachments by **24 March 2026** to:

Hepburn Shire Council
P.O. Box 21
Daylesford VIC 3460
Or email: governance@hepburn.vic.gov.au

If you require assistance with this submission, please contact the Governance team.

1. Statement of income and expenditure

What does Council need to know? All financial activity for the past year. Please only include income and expenditure for the Committee, not seasonal or casual user groups.

Why does Council collect this information? To meet our audit obligations by determining if this information needs to be included in Council's annual financial report.

Other reporting methods: Financial statements or report.

Financial statements or report.

Income	2024/2025
Hepburn Shire Council Contribution (if applicable)	\$ 0
Fees and charges (e.g. hire fees, retained deposits)	\$ 2,800.
Fundraising (e.g. garage sales, raffles, fundraising events)	\$ 0
Gifts/donations/sponsorship	\$ 120.00
Proceeds from disposal of assets (i.e. sale of assets)	\$ 0
Hirer's insurance collected	\$ 0
Interest received	\$ 341.99
Hepburn Shire Council Contribution (if applicable)	\$ 0
Other, e.g. grants received (please specify below)	\$ 0
	\$
	\$
Total Income	\$ 3261.99

Expenditure	2024/2025
Electricity	\$ 2,239.34
Gas	\$ 0
Water	\$ 0
Phone/Internet	\$ 1151.82
Fundraising costs	\$ 0
Administrative expenses (e.g. stationery, postage, office supplies)	\$ 136.03
Repairs and maintenance (e.g. repairs, upkeep)	\$ 2,970.96
Accounting and audit fees	\$ 0
Honorariums paid to service providers (e.g. cleaning, gardening, mowing)	\$ 0
Bank charges	\$ 0
Other (please specify below) Advertising	\$ 990.00
C.F.A.	\$ 580.50
misc.	\$ 450.39
Total Expenditure	\$ 8,519.04

2.
F

unds held

Account Type (bank account/term deposit/cash, etc.)	Institution	BSB	Account No.	Amount
				\$
				\$
				\$
				\$
				\$

Attach copies of bank statements for all accounts (including term deposits) as at 30 June 2025 that have not already been provided to Council.

3. List of Council/Committee-owned equipment

What does Council need to know?	All equipment provided by Council or the Committee, excluding equipment owned or supplied by user groups. Do not include fittings or items fixed to the structure of the buildings.
Why is this information collected?	To accurately determine Council's content's insurance premium.

Category (furniture, equipment, appliances, etc.)
AERATED WATER MACHINERY
TWO OLD MILK SEPERATORS
FOURTEEN DISPLAY CABINETS
1 REFRIDGERATOR + 1 MICROWAVE
4 OLD SCHOOL DESKS
10 BOOK SHELVES
1 OLD COUNCIL TABLE
1 NEW TABLE
1 ARM CHAIR. 4 OFFICE CHAIRS .
5 SMALL TABLES
1 PHOTOCOPIER
2 SECURITY SYSTEMS
1 COMPUTER + PRINTER
2 LINKING MACHINES + WINE PRESS, CRUSHER + BOTTLES
36 CHAIRS (OFFICE + TABLE)

4. Summary of non-Council works completed at facility in previous year

What does Council need to know? Any internal or external works completed by the Committee or user groups.

Why is this information collected? To update Council's maintenance records and to assist with works planning and funding.

Description	Undertaken by (contractor name)	Funding Source	Value
COPIES OF ELECTRICAL WORK DONE BY CONTRACTOR (PAPER WORK SUPPLIED TO COUNCIL)			\$2,970.96
REDEVELOPE FRONT ROOM			\$
			\$

CHALLENGES AHEAD

Are there any future challenges you foresee for the committee? If yes, please describe these below:

Repairs to Gallery so we can use it.
A proper watering system for garden.
mowing equipment
possible gardener once a month.
New displays
Grants.
Advertising
Working with local groups

OTHER FEEDBACK

Does the committee have any other feedback or comments? For example, how do you feel about the committee's performance against its current Instrument of Delegation?

Over 95% of visitors think that the Bottle Museum is worth a visit. They also love the school building and grounds and believe it should be protected at all costs. People believe outdoor signage is very limited in grounds and in town.

7. Meeting dates for the year ahead

Meeting date	Meeting time	Location of meeting	AGM?
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
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Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐
Click or tap to enter a date.			☐

See item 6

8. Your feedback

COMMITTEE ACHIEVEMENTS

Please provide a snapshot of some of the committee's achievements over the past financial year.

		\$	\$

6. Committee member contact details

Please provide contact details for all Committee members as per the Annual General Meeting Minutes.

Member name	Phone no.	Email address	Postal address

SEE SHEET

***THE LEE MEDLYN HOME OF BOTTLES
70 BAILEY ST CLUNES 3370.***

PH. 03 5345 3896

**PRESIDENT
STEVEN GREENWOOD
PH. 03 5461 4720**

**SECRETARY
YVONNE YATES
PH. 03 5343 5281**

COMMITTEE MEMBERS

Redacted

**STEVE GREENWOOD (PRESIDENT)
JAN TURNER (V. PRESIDENT)
YVONNE YATES (SECRETARY / TREASURER)
PETERCHANDLER
GAYLE CRANE
ANDREW BROWN
GREG (NED) ABEL**

GENERAL MEETING DATES 2026

MONDAY 16th FEBRUARY	@ 11.00 AM	
MONDAY 16th MARCH	@ 11.00 AM	
MONDAY 20th APRIL	@ 11.00 AM	
MONDAY 18th MAY	@ 11.00 AM	
MONDAY 15th JUNE	@ 11.00 AM	
MONDAY 20th JULY	@ 11.00 AM	
MONDAY 17th AUGUST	@ 11.00 AM	<u>FOLLOWED BY AGM.</u>
MONDAY 21st SEPTEMBER	@ 11.00 AM	
MONDAY 19TH OCTOBER	@ 11.00 AM	
MONDAY 16th NOVEMBER	@11.00 AM	
MONDAY 21st DECEMBER	@ 11.00AM	

			\$
			\$

5. Proposed fees and charges for the next year

What does Council need to know? The charges you make for the use of your facilities. Please include separate entries for commercial use, community use, groups to whom you provide free use, and any charges for equipment, crockery, or similar.

Why is this information collected? To be included in Council's Budget Fees and Charges Schedule.

Other reporting methods: A schedule of fees and charges.

SEASONAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
Redacted		\$ 120.00	\$ 120.00
		\$ 1,500.00	\$ 1,500.00
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

CASUAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
NIL		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

FINANCIAL YEAR ENDING: 30 June 2025

DATE: Friday, April
10, 2026

COMMITTEE NAME:

Lyonville Hall Asset
Committee

SUBMITTED BY: Chris
Bowden & Vicki Jackson

POSITION: Secretary &
Treasurer

**Have these documents
been provided to Council?
Please attach any not
already provided.**

- ☐ Minutes of Committee's Annual General Meeting
- ☐ Copies of bank statements as at 30 June 2025
- ☐ Minutes of Ordinary Committee Meetings

ITEMS TO BE COMPLETED:

- ☐ Statement of income and expenditure
- ☐ Funds held
- ☐ Estimated value of Council/Committee-owned equipment
- ☐ Summary of non-Council works completed at facility in the past year
- ☐ Proposed fees and charges for the upcoming financial year
- ☐ Committee contact details
- ☐ Meeting dates for the year ahead

STATEMENT FROM COUNCIL:

The completion of the Annual Return demonstrates the Committee's ability to meet its requirements under Section 47 (6) of the *Local Government Act 2020*. The information can also highlight areas in which Council can assist committees with planning and management.

Annual contributions will be paid on receipt of the completed Annual Return, including the required attachments.

Please complete the Annual Return and provide the attachments by **24 March 2026** to:

Hepburn Shire Council
P.O. Box 21
Daylesford VIC 3460
Or email: governance@hepburn.vic.gov.au

If you require assistance with this submission, please contact the Governance team.

1. Statement of income and expenditure

What does Council need to know?

All financial activity for the past year. Please only include income and expenditure for the Committee, not seasonal or casual user groups.

Why does Council collect this information?

To meet our audit obligations by determining if this information needs to be included in Council's annual financial report.

Other reporting methods:

Financial statements or report.

Income	2023/2024
Hepburn Shire Council Contribution (if applicable)	\$
Fees and charges (e.g. hire fees, retained deposits)	\$
Fundraising (e.g. garage sales, raffles, fundraising events)	\$
Gifts/donations/sponsorship	\$
Proceeds from disposal of assets (i.e. sale of assets)	\$
Hirer's insurance collected	\$
Interest received	\$
Hepburn Shire Council Contribution (if applicable)	\$
Other, e.g. grants received (please specify below)	\$
	\$
<u>See audited accounts report attached</u>	\$
Total Income	\$

Expenditure	2023/2024
Electricity	\$
Gas	\$
Water	\$
Phone/Internet	\$
Fundraising costs	\$
Administration expenses (e.g. stationery, postage, office supplies)	\$
Repairs and maintenance (e.g. repairs, upkeep)	\$
Accounting and audit fees	\$
Honorariums paid to service providers (e.g. cleaning, gardening, mowing)	\$
Bank charges	\$
Other (please specify below)	\$
<u>See audited accounts report attached</u>	
Total Expenditure	\$

2. Funds held

Account Type (bank account/term deposit/cash, etc.)	Institution	BSB	Account No.	Amount
Sandhurst Investment	Bendigo Bank			32857.01
Term Deposit	Bendigo Bank			26188.84
Term Deposit	Bendigo Bank			30561.02
Current A/c	Bendigo Bank			51186.83
TOTAL				\$140793.70

Attach copies of bank statements for all accounts (including term deposits) as at 30 June 2025 that have not already been provided to Council.

3. List of Council/Committee-owned equipment

What does Council need to know?	All equipment provided by Council or the Committee, excluding equipment owned or supplied by user groups. Do not include fittings or items fixed to the structure of the buildings.
Why is this information collected?	To accurately determine Council's content's insurance premium.

Category (furniture, equipment, appliances, etc.)
RIDE ON MOWER
2 X MARQUEES
2 X BBQS
KITCHEN EQUIPMENT INCLUDING 3 FRIDGES, DISHWASHER, OVEN, PIE WARMER, 2 X URNS
UPRIGHT PIANO
DATA PROJECTOR AND SCREEN
8 FOLDING TABLES
50 PLASTIC / METAL CHAIRS
2 LADDERS
ESPRESSO COFFEE MACHINE, COFFEE GRINDER AND STAINLESS STEEL CART
MOBILE PHONE REPEATER
ELECTRICITY GENERATOR (PETROL)

4. Summary of non-Council works completed at facility in previous year

What does Council need to know?

Any internal or external works completed by the Committee or user groups.

Why is this information collected?

To update Council's maintenance records and to assist with works planning and funding.

Description	Undertaken by (contractor name)	Funding Source	Value
CAR PARK AND LANDSCAPING	DAYLESFORD LANDSCAPING (T/A DENTELLE PTY LTD)	TINY TOWNS GRANT	\$49951.50
FENCING & GATE REFIT	JM FENCING	LHCAC	\$1155.00
			\$
			\$
			\$
			\$

5. Proposed fees and charges for the next year

What does Council need to know?

The charges you make for the use of your facilities. Please include separate entries for commercial use, community use, groups to whom you provide free use, and any charges for equipment, crockery, or similar.

Why is this information collected?

To be included in Council's Budget Fees and Charges Schedule.

Other reporting methods:

A schedule of fees and charges.

SEASONAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
N/A		\$	\$
		\$	\$
		\$	\$
		\$	\$

CASUAL USERS

Area hired, Purpose of charge	Charge rate (e.g. per hour, day, venue, etc.)	Current	Proposed
HALL HIRE ONLY	24 HOURS	\$120	\$
HALL HIRE INCL KITCHEN	24 HOURS	\$170	\$
HALL HIRE INCL KITCHEN & PIZZA OVEN	24 HOURS	\$200	\$
WEDDINGS HALL HIRE ONLY	48 HOURS	\$300	\$
WEDDINGS HALL HIRE INCL KITCHEN	48 HOURS	\$300	\$
WEDDINGS HALL HIRE INCL KITCHEN & OVEN	48 HOURS	\$330	\$
BOND		\$500	\$
PUBLIC LIABILITY INSURANCE		\$63	\$
		\$	

6. Committee member contact details

Please provide contact details for all Committee members as per the Annual General Meeting Minutes.

Member name	Phone no.	Email address	Postal address
ANNE BREMNER			
VICKI JACKSON			
CHRIS PAQUIN-BOWDEN			
DOROTHY FULLER			
MATTHEW GOLDENBERG			
GILLIAN HOWARD			
GEORGE BREMNER			
JOHM BETTY-HIGGS			
SARAH CORBET			

7. Meeting dates for the year ahead

Meeting date	Meeting time	Location of meeting	AGM?
15/07/2026	7:00PM	LYONVILLE HALL	☐
19/08/2026	7:00PM	LYONVILLE HALL	☐
16/09/2026	7:00PM	LYONVILLE HALL	☐
21/10/2026	7:00PM	LYONVILLE HALL	☐
18/11/2026	7:00PM	LYONVILLE HALL	☒
16/12/2026	7:00PM	LYONVILLE HALL	☐
20/01/2027	7:00PM	LYONVILLE HALL	☐
17/02/2027	7:00PM	LYONVILLE HALL	☐
17/03/2027	7:00PM	LYONVILLE HALL	☐
21/04/2027	7:00PM	LYONVILLE HALL	☐
19/05/2027	7:00PM	LYONVILLE HALL	☐
16/06/2027	7:00PM	LYONVILLE HALL	☐
21/07/2027	7:00PM	LYONVILLE HALL	☐

8. Your feedback

COMMITTEE ACHIEVEMENTS

Please provide a snapshot of some of the committee's achievements over the past financial year:

See attached annual report

CHALLENGES AHEAD

Are there any future challenges you foresee for the committee? If yes, please describe these below:

See attached annual report

OTHER FEEDBACK

Does the committee have any other feedback or comments? For example, how do you feel about the committee's performance against its current Instrument of Delegation?