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# Hepburn Shire Indoor Aquatics Provision Feasibility Study and Business Case

Final Options and Feasibility  
August 2024



## Acknowledgement of Country



Hepburn Shire Council acknowledges the Dja Dja Wurrung as the Traditional Owners of the lands and waters on which we live and work. On these lands, Djaara have performed age-old ceremonies of celebration, initiation and renewal. We recognise their resilience through dispossession and it is a testament to their continuing culture and tradition, which is strong and thriving.

We also acknowledge the neighbouring Traditional Owners, the Wurundjeri to our South East and the Wadawurrung to our South West and pay our respect to all Aboriginal peoples, their culture, and lore. We acknowledge their living culture and the unique role they play in the life of this region.



# Introduction

Hepburn Shire engaged Solucio to undertake an Indoor Aquatics Provision Feasibility Study and Business Case.

The specific objective of this project is to develop a feasibility study and business case for indoor aquatics provision options for the Hepburn Shire.

The desired outcome from this project is a series of practical indoor aquatics options, with independent assessments of feasibility and sustainability – each designed for the Hepburn community.

The following is a high-level overview of progress and timing for each of the designated project stages:

1. Project Scoping (Complete)
2. Situational Analysis (Complete)
3. Stakeholder Engagement\* (Complete)
4. Options Analysis (Complete)
5. Design, Feasibility and Business Case (Current Stage)
6. Advocacy/Funding Plan and Activation Plan (November)

## This Document

The purpose of this document is to present the final options and the assessments of feasibility and sustainability for each of the options.

The outcome of this project is a strategic position on indoor aquatics. This project and report is not intended to address the current outdoor aquatics facilities or strategic direction of these facilities within the Shire, outside of any direct implications from the specific indoor aquatics options explored.

An original version of this report was provided and presented to Council in December 2023, and was updated in August 2024 following the completion of structural pool shell assessments, completed by a third party.

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• Solucio - HSC - Preliminary Options and Feasibility - 20-07-23.	
• Solucio – Consultation Report – 10-08-23.	
• FMG Engineering Investigation Report 2024.	

## Overview of Final Options

Prior to developing the final options, a discussion paper was prepared and presented to Council which outlined a series of concept options available.

Council requested that each of the five options be progressed to the next phase of detailed planning including site selection, concept design, costings and operational modelling.

Each of these concepts has now been designed and analysed in detail. This table shows the evolution of the options.

Ref.	A	B	C	D	E
Initial Concept (as presented in Discussion Paper: 20 <sup>th</sup> July, 2023)	Maintain Current Aquatics Provision.	Develop and enhance transport options to current facilities.	Upgrade/enclose an existing aquatics facility.	New 'minimum viable product' indoor aquatics facility.	New 'optimal' indoor aquatics facility.
Final Option Description	<ul style="list-style-type: none"> <li>Implementation of current strategy.</li> <li>Implementation of recommendations from FMG report (August 2024).</li> </ul>	<ul style="list-style-type: none"> <li>Dedicated bus service.</li> <li>Two for each of the existing proximal indoor aquatics facilities and the adjacent segments of the Hepburn Shire Community.</li> </ul>	<ul style="list-style-type: none"> <li>800m2 water space.</li> <li>Redevelopment project at Daylesford Pool.</li> <li>Specifications:               <ul style="list-style-type: none"> <li>25m outdoor pool.</li> <li>Indoor lap swimming pool.</li> <li>Warm-water programming pool.</li> <li>Change rooms.</li> <li>Alternate use/functional spaces.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>450m2 water space.</li> <li>New facility at Doug Lindsay Reserve, Creswick (TBC).</li> <li>Specifications:               <ul style="list-style-type: none"> <li>Indoor lap swimming pool.</li> <li>Warm-water programming pool.</li> <li>Change rooms.</li> <li>Alternate use/functional spaces.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1,100m2 water space.</li> <li>New facility at Doug Lindsay Reserve, Creswick (TBC).</li> <li>Specifications:               <ul style="list-style-type: none"> <li>25m indoor lap swimming and recreational pool.</li> <li>Warm-water programming pool.</li> <li>Hydrotherapy pool.</li> <li>Change rooms.</li> <li>Alternate use/functional spaces.</li> </ul> </li> </ul>

# Option A: Implementation of current strategy

The Hepburn Shire Council Aquatics Strategy was adopted in April 2022 and sets out the strategic direction for the community facilities. The Vision is to *Provide access to sustainable, affordable year-round aquatics facilities that brings Hepburn residents together to enjoy health, wellbeing, education and leisure experiences.*

## Strategy Objectives (a reminder):

1. Access to affordable, accessible and inclusive aquatics facilities that support participation opportunities and key program needs for all, including people with a disability, children, youth and older adults.
2. Existing facilities are well managed and maintained to meet current design and operational industry standards.
3. Facilitate access to a network of complementary facilities that support health and wellbeing outcomes for all, including people with a disability, children, youth and older adults.
4. Future design of facilities will be operationally sustainable and based on contemporary universal and inclusive design principles. for this project, which outlined:

## Relevance to this project

The Aquatics Strategy identifies the need for access to an indoor year-round aquatics facility to support the needs of Hepburn Shire residents. This project was a recommendation to further detailed planning work including feasibility, business case and funding strategy to fully understand Council’s ability to fund, develop and operate an indoor aquatics facility.

### Baseline costs to renew existing aquatics facilities:

The cost estimate in 2022 \$AUD to complete the strategic outdoor pool upgrades (7.4.6) and Compliance and OH&S Works (7.4.1) - is **\$3.800 million to \$5.210 million\***.


In addition, the FMG report recommends additional costs to repair the pool shells ranging from **\$3.158 million to \$7.279 million**.


Given the above doesn’t include CPI, escalation, contingency or project management, we estimate **the real 10-year baseline costs** to renew the current pools as they reach end of life over the next, say 10 years, will be in the order of **\$23.308 million to \$26.935 million^**.

The is the 10-year cost of **minor improvements to the current service offering**, and therefore needs to be added to the indicative costings for each of the other options explored.

### Notes:

- \* Strategic Direction 7.4.6 is only one of the specific initiatives from the Aquatics Strategy, which **includes non-pool-shell asset renewal and installation of heat pumps for Daylesford, Clunes and Trentham**.
- \* Strategic Direction 7.4.1 is for Compliance and OH&S Works, which will be required as facilities are upgraded.
- \* The total costs of all initiatives was estimated at \$5.915 million to \$7.980 million (which also doesn’t include pool-shell asset renewal). The majority of the additional costs are the recommended Water Play Upgrades (\$2 million - \$2.5 million AUD).
- ^ Forecast is based on evenly distributing the indicative costs over a ten-year expenditure projection with 7.5% escalation p.a. and 30% contingency.

 **Cost:** \$23.3 million - \$26.9 million

 **Lifespan:** 10-50 years

 **Project Complexity:** Low

 **Case Study:** N/A

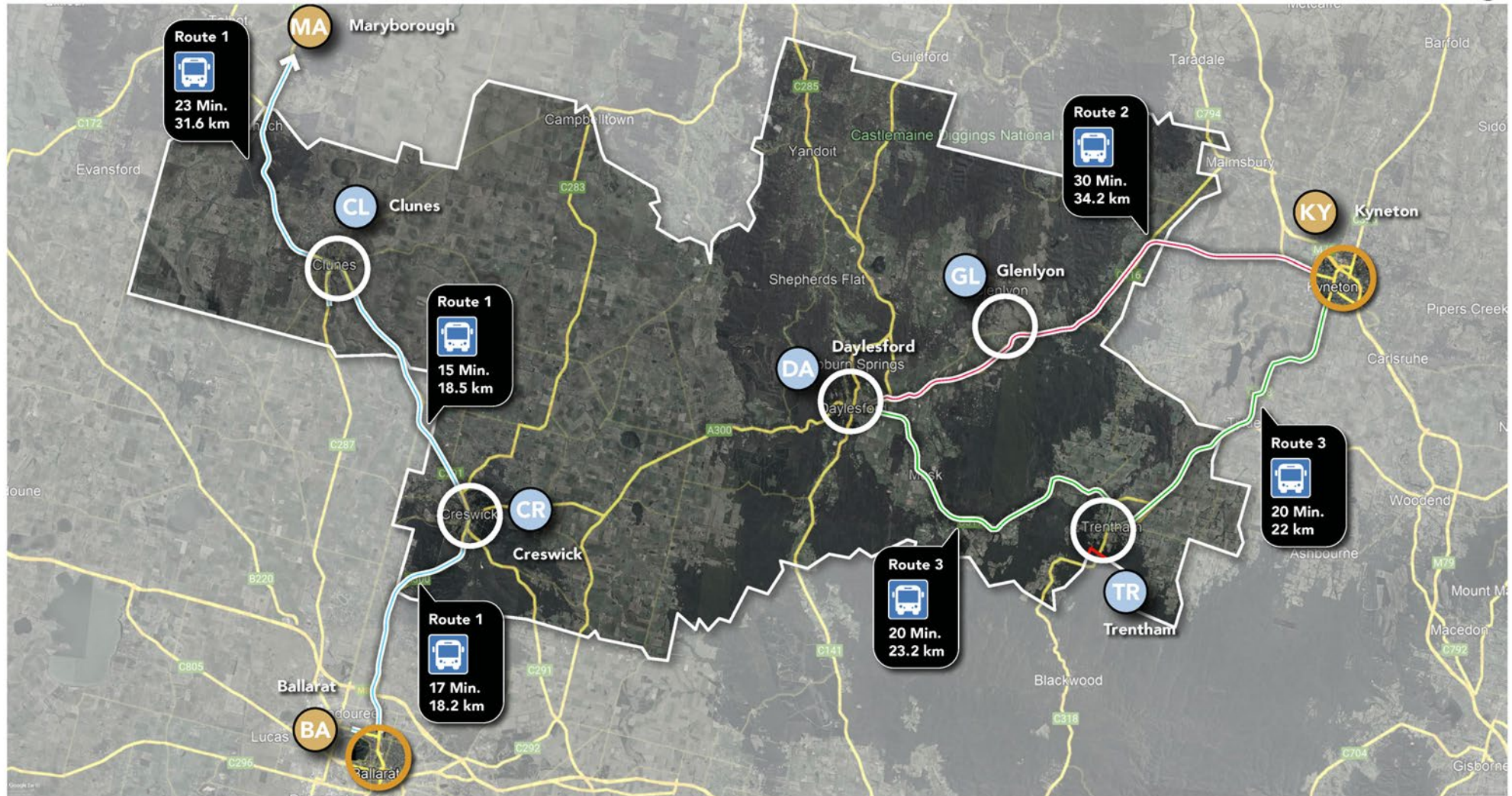
## Option: B

Develop and enhance transport options to current facilities.

### Description:

- Three dedicated bus loops.
- Two for each of the proximal indoor aquatics facilities and the adjacent segments of the Hepburn Shire Community.

### Route Plan



# Option: B

Develop and enhance transport options to current facilities.

**Considerations:**

- This transport option has not been undertaken by specialist integrated transport planners.
- Three dedicated bus loops indicated with an optional extension for Maryborough.
- Requires coordinations with specific Aquatics Facilities.
- Bus timetable is for illustrative purposes only.

**Example Bus Route Timetables**

**Route 1**

**Clunes to Ballarat Aquatic Centre**



MONDAY & SATURDAY

Maryborough	Clunes	Creswick	Ballarat	
*7.30 am	8.00 am	8.20 am	8.45 am	(9.00am lesson / Session)
*11.30 am	12.00 pm	12.20 pm	12.45 pm	(1.00 pm lesson / Session)
*3.30 pm	4.00 pm	4.20 pm	4.45 pm	(5.00pm lesson / Session)

\* Optional extension to bus route.

**Ballarat Aquatic Centre to Clunes**



MONDAY & SATURDAY

Ballarat	Creswick	Clunes	Maryborough
10.15 am	10.40 am	11.00 am	*11.30 am
2.15 pm	2.40 pm	3.00 pm	*3.30 pm
6.15 pm	6.40 pm	7.00 pm	*7.30 pm

\* Optional extension to bus route.

**Route 2**

**Daylesford to Kyneton Toyota Sports & Aquatic Centre (Via Glenlyon)**



FRIDAY

Daylesford	Glenlyon	Kyneton	
8.00 am	8.15 am	8.40 am	(9.00am lesson / Session)
12.00 pm	12.15 pm	12.40 pm	(1.00 pm lesson / Session)
4.00 pm	4.15 pm	4.40 pm	(5.00pm lesson / Session)

**Kyneton Toyota Sports & Aquatic Centre to Daylesford**



FRIDAY

Kyneton	Glenlyon	Daylesford
10.15 am	10.40 am	10.55 am
2.15 pm	2.40 pm	2.55 pm
6.15 pm	6.40 pm	6.55 pm

**Route 3**

**Daylesford to Kyneton Toyota Sports & Aquatic Centre (Via Trentham)**



WEDNESDAY & SATURDAY

Daylesford	Trentham	Kyneton	
8.00 am	8.25 am	8.50 am	(9.00am lesson / Session)
12.00 pm	12.25 pm	12.50 pm	(1.00 pm lesson / Session)
4.00 pm	4.25 pm	4.50 pm	(5.00pm lesson / Session)

**Kyneton Toyota Sports & Aquatic Centre to Daylesford**



WEDNESDAY & SATURDAY

Kyneton	Trentham	Daylesford
10.15 am	10.40 am	11.05 am
2.15 pm	2.40 pm	3.05 pm
6.15 pm	6.40 pm	7.05 pm



# Option: C

## Upgrade/enclose and existing aquatics facility

**Description:**

- Redevelopment project located at the Daylesford Community Pool.

**Shire Location Map**



SUBJECT LOCATION

SUBJECT AREA

**Subject Site Location**



Scale: 1:1500  
0 10 20 40 60

**Concept Plan**

Scale: 1:1000 0 5 15 30 50



**LEGEND**

- SUBJECT SITE
- SITE ENTRY
- MAIN BUILDING ENTRY
- PEDESTRIAN ACCESS
- CAR PARK ACCESS
- SENSITIVE INTERFACE
- CAR PARKING
- DDA CAR PARKING
- TREE PLANTING
- SURROUNDING FEATURES
- PASSIVE OPEN SPACE
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- OTHER CONNECTIONS

## Option C: Upgrade/enclose an existing aquatics facility

Description and Considerations	Community Aquatics Usage	Investment and Financial Feasibility																																																																																																						
<ul style="list-style-type: none"> <li>Each of the three existing outdoor pools were considered as options. Daylesford was selected as it will service the largest population of the existing facilities.</li> <li>The design allows for 800m2 of aquatics spaces, maintaining a 25m outdoor pool, two heated indoor pools with changerooms and reception.</li> <li>Assumption this option can capture 100% of the catchment, there is still a shortfall in patronage based on industry benchmarks.</li> <li>Implications for selecting this option:               <ul style="list-style-type: none"> <li>Halting planned works for Daylesford Pool to re-focus on this development.</li> <li>Testing community support.</li> <li>Completing detailed design and development planning – including functions beyond indoor aquatics and integrating the plant room within the new building structure.</li> <li>Seeking financial support/grants.</li> <li>Considering longer-term opportunities to complete similar projects at Trentham and Clunes (TBC).</li> </ul> </li> </ul>	<table border="1"> <thead> <tr> <th colspan="2" style="background-color: #0070C0; color: white;">Community Aquatics Usage</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Patrons</b></td> </tr> <tr> <td>20-minute Population Catchment</td> <td>8,738</td> </tr> <tr> <td>Share of Catchment/Capacity</td> <td>100%</td> </tr> <tr> <td>Patrons/population (14 years and under)</td> <td>34%</td> </tr> <tr> <td>Patrons/population (15 years and over)</td> <td>16%</td> </tr> <tr> <td>Patrons - 14 years and under</td> <td>416</td> </tr> <tr> <td>Patrons - 15 years and over</td> <td>1,202</td> </tr> <tr> <td colspan="2"><b>Visitation</b></td> </tr> <tr> <td>Weekly Lessons</td> <td>287</td> </tr> <tr> <td>Weekly Lap Swimming Patrons</td> <td>957</td> </tr> <tr> <td>Weekly General Admissions</td> <td>109</td> </tr> <tr> <td>Average Weekly Visits</td> <td><b>1,353</b></td> </tr> <tr> <td>Total Annual Visits</td> <td>70,338</td> </tr> <tr> <td>Industry Benchmark Visits p.a. 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<ul style="list-style-type: none"> <li>This option is favourable based on the site, location and proximity to the major Daylesford town centre.</li> <li>The financial feasibility of this option is negative with a \$21.6 million construction estimate (2030-31) and forecast annual operating losses (\$29,000 p.a.).</li> <li>This option would turn the current ageing, seasonal, zero-revenue facility into a new year-round facility with a small annual operating loss.</li> <li><b>It is not recommended based on the financial investment/cost-benefit feasibility.</b></li> </ul>																																																																																																								

# Option: D

## New 'minimum viable product' indoor aquatics facility

### Description:

- New facility located at Doug Lindsay Reserve, Creswick (TBC).

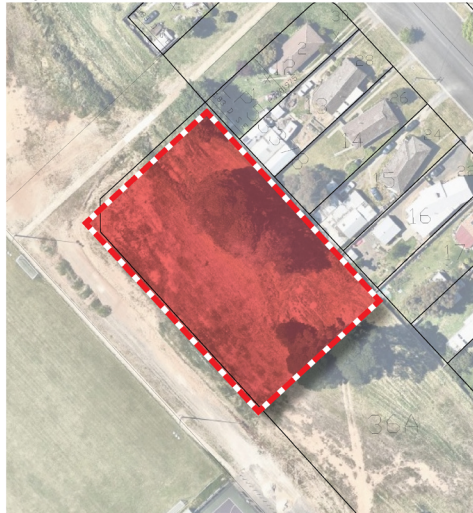
### Shire Location Map



SUBJECT LOCATION

SUBJECT AREA

### Subject Site Location

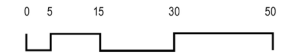


Scale: 1:1500



### Concept Plan

Scale: 1:1000



### LEGEND

- SUBJECT SITE
- SITE ENTRY
- MAIN BUILDING ENTRY
- PEDESTRIAN ACCESS
- CAR PARK ACCESS
- SENSITIVE INTERFACE
- CAR PARKING
- DDA CAR PARKING
- TREE PLANTING
- SURROUNDING FEATURES
- PASSIVE OPEN SPACE
- PEDESTRIAN CONNECTIONS
- SECONDARY CONNECTIONS
- OTHER CONNECTIONS

## Option D: New 'minimum viable product' indoor aquatics facility

Description and Considerations	Community Aquatics Usage	Investment and Financial Feasibility																																																																																																						
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### Overall Feasibility Assessment

- This option provides a new, design-efficient and operationally-efficient indoor aquatics facility within the Hepburn Shire community. It's 20-minute population catchment is significantly larger than any options in Daylesford (while still providing comparable access to Hepburn Shire residents).
- This option involves an \$17.5 million construction cost and has forecast annual operating surpluses (\$64,000 p.a.).
- This option does not address the overall operating losses and aging other facilities.
- It is not recommended based on the financial investment/cost-benefit feasibility.**

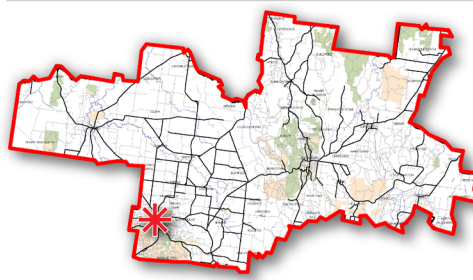
# Option: E

New "optimal" indoor aquatics facility.

### Description:

- New facility located at Doug Lindsay Reserve, Creswick (TBC).

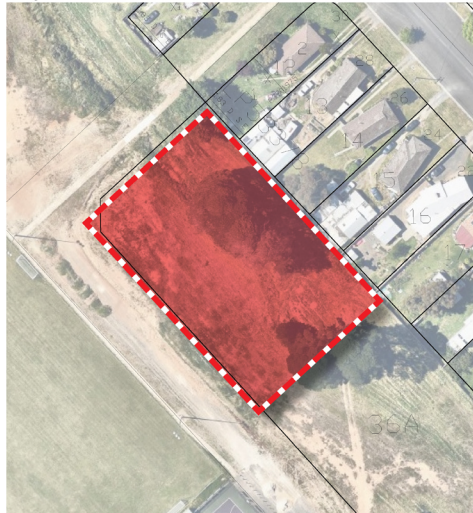
Shire Location Map



SUBJECT LOCATION

SUBJECT AREA

Subject Site Location

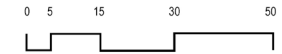


Scale: 1:1500



Concept Plan

Scale: 1:1000



### LEGEND

- SUBJECT SITE
- SITE ENTRY
- MAIN BUILDING ENTRY
- PEDESTRIAN ACCESS
- CAR PARK ACCESS
- SENSITIVE INTERFACE
- CAR PARKING
- DDA CAR PARKING
- TREE PLANTING
- SURROUNDING FEATURES
- PASSIVE OPEN SPACE
- PEDESTRIAN CONNECTIONS
- SECONDARY CONNECTIONS
- OTHER CONNECTIONS

## Option E: New 'optimal' indoor aquatics facility

Option Analysis and Considerations	Community Aquatics Usage	Investment and Financial Feasibility																																																																																																				
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Sub-Total	\$22,022																																																																																																					
7.5% p.a. escalation to 2030-31	\$11,965																																																																																																					
<b>Indicative Costs</b>	<b>\$33,987</b>																																																																																																					
<b>Annual Operating Forecast</b>																																																																																																						
Indicative Operating Revenue	\$1,216																																																																																																					
Indicative Operating Expenditure	\$1,199																																																																																																					
Indicative Surplus/Deficit	\$18																																																																																																					
<b>Investment Ratios</b>																																																																																																						
10-year Accumulative Cash Position	-\$16,848																																																																																																					
NPV (over 50 years)	-\$9,909																																																																																																					
IRR (over 50 years)	2.3%																																																																																																					
<b>Notes</b>																																																																																																						
Annual Revenue Growth (Price/Patrons)	4.5%																																																																																																					
Annual Expense Cost Increases	4.0%																																																																																																					

### Overall Feasibility Assessment

- This is the largest of the aquatic facility options developed. In comparison to the smaller scale Option D, this has a larger construction cost, less efficient operating financial projections and a higher risk profile based on requiring more than double the forecast patron visits.
- The financial feasibility of this option is poor with a \$34.0 million construction estimate with small forecast annual operating surpluses.
- This option does not address the overall operating losses and aging other facilities, is considered too big a facility for the Hepburn Shire and is **not recommended to be pursued**.

# Independent Conclusions

## **Dedicated Indoor Aquatics Provision (Options C, D, E) is Not recommended.**

- We believe Council would need to allow for a budget provision of between \$17.5 million and \$34 million of Capital Expenditure within its 10-year financial plan (on top of Option A which is estimated to be \$15.5 million to maintain current facilities), if it is to deliver one of these projects within seven years.
- From an investment perspective the financial feasibility is not considered suitable. However, the benefits of indoor aquatics provision are broad and can cater to the needs of everyone in the community, so there is still consideration for assessing the return (community benefits) on investment of the strategic options, versus other (non-aquatic) investment options and opportunities.

## **Bus Service (Option B): Recommended as a trial.**

- The Bus Service is worth considering and potentially trialing a dedicated bus services on a short-term/trial basis to assess the real level of demand for the services. This could be implemented within the next 12-18 months.
- The Bus service also has the benefit of being integrated with other services outside aquatics facilities.

## **Aquatics Strategy Priorities (Option A): Recommended.**

- Council to consider the “FMG Engineering Investigation Report 2024”, in its implementation of current Aquatics Strategy Strategic Direction 5 Asset Management Plan, to determine the specific initiatives, costs, timeframes and priorities for improving each site.



**Appendix: High-level Financial Feasibility  
Comparison and Detailed Planning Considerations.**

## Explanation of Indicative Capital Costings

With a conceptual level of design, the most appropriate costing technique is to take the dimensions of each component within the concept designs and multiply them by indicative dollar-per-square-metre rates. Solucio's indicative rates are based on many inputs (industry benchmarks, recently completed project examples, industry rate guides, case studies, white papers, and existing organisational IP). These are provided on page 30.

Should the concepts progress to a much more detailed level of planning and design (a multi-year process outlined on the following page), a Quantity Surveyor can be engaged to provide a more specific level of costings (the technique is similar however it would go into the different materials and quantities required to build the design). From there, Council may go out to tender with the reference design and receive quotes from contractors who can complete the build/construction. It is only really at this point that costings become accurate.

Given aquatic development projects often take six to eight years to turn soil, we have included a cost escalation/Index of 7.5% p.a. from the 2024-25 indicative costs. For our investment modelling, we have used year six (2029-30) as the low, year seven (2030-31) as the medium, and year eight (2031-32) as the high.

Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
<b>Option A</b>	\$16,235,397	\$17,453,051	\$18,762,030	\$20,169,182	\$21,681,871	\$23,308,011	\$25,056,112	\$26,935,321	\$28,955,470	\$31,127,130	\$33,461,665
<b>Option B</b>	-										
<b>Option C</b>	\$14,043,400	\$15,096,655	\$16,228,904	\$17,446,072	\$18,754,527	\$20,161,117	\$21,673,201	\$23,298,691	\$25,046,092	\$26,924,549	\$28,943,891
<b>Option D</b>	\$11,341,400	\$12,192,005	\$13,106,405	\$14,089,386	\$15,146,090	\$16,282,046	\$17,503,200	\$18,815,940	\$20,227,135	\$21,744,171	\$23,374,983
<b>Option E</b>	\$22,022,000	\$23,673,650	\$25,449,174	\$27,357,862	\$29,409,701	\$31,615,429	\$33,986,586	\$36,535,580	\$39,275,749	\$42,221,430	\$45,388,037



Low



Mid



High

## Detailed Planning Considerations (should Options C, D or E be chosen)

Tasks to undertake on either of the two subject sites AFTER the feasibility project would be:

- Planning assessment for requirements subject to the planning scheme ordinance. This highlights the specific planning requirements for each development site.
- Title consolidation/subdivision for Daylesford to combine the three titles relative to the site into one.
- Potential subdivision of title parcel in Creswick depending on the planning feedback.

For each site (not exhaustive):

- Title/parcel re establishment survey.
- Full features survey.
- Inground services proofing surveys.
- Geotechnical report to determine soil types.
- Hazardous materials/contamination report.
- Bushfire report for Creswick Site.
- Heritage report for the Daylesford site (we note Daylesford has a heritage control on the parcel of land connected to the current Council offices. It appears to only cover the built form and not the other areas. There are no apparent heritage restrictions on the Creswick Site).
- Arboricultural assessment of each site including flora and fauna study.
- Infrastructure services report (what the requirements may be from a water, sewer and power supply requirement).
- Full building and pool shells fabric condition report for Daylesford.

To assist future concept designs and to be done at time of detailed concept plans:

- Project brief and scope developed from stakeholder/community consultation, Aquatics Strategy and Feasibility/Business Case projects.
- Detailed concept plans from a building designer.
- 3D building images.
- Detailed cost planning report.
- Town planning pathway report.
- DDA and accessibility report from a suitable consultant.
- Certification and AS requirements report from a building surveyor.
- Water Sensitive urban Design report if required.
- Traffic report.
- Waste management report.
- ESD and sustainability report.
- Landscape plan if required.

## High-level Option Operational Comparison

This table provides the operating financial forecast for the first full year of operations post delivery/implementation of the option.

Option	A	B	C	D	E
<b>Operating Revenue</b>					
Lessons			\$298,141	\$431,449	\$440,398
Memberships			\$478,468	\$260,911	\$736,201
General Admission			\$43,049	\$7,298	\$39,860
	<b>\$0</b>	<b>\$0</b>	<b>\$819,658</b>	<b>\$699,658</b>	<b>\$1,216,458</b>
<b>Operating Expenditure</b>					
Staff			\$582,400	\$486,400	\$824,000
Aquatic Repairs and Equipment			\$64,000	\$36,000	\$88,000
Aquatic Supplies			\$8,000	\$4,500	\$11,000
Utilities - Gas			\$91,000	\$22,500	\$128,750
Utilities - Electricity			\$27,300	\$22,800	\$38,625
Utilities - Water			\$18,200	\$15,200	\$25,750
Cleaning			\$18,200	\$15,200	\$25,750
Building and Ground Maintenance			\$18,200	\$15,200	\$25,750
IT and Phone			\$9,100	\$7,600	\$12,875
Safety			\$3,640	\$3,040	\$5,150
Other	\$500,000		\$9,100	\$7,600	\$12,875
Bus Hire		\$234,000			
<b>Total Annual Expenditure</b>	<b>\$500,000</b>	<b>\$234,000</b>	<b>\$849,140</b>	<b>\$636,040</b>	<b>\$1,198,525</b>
<b>Operating Surplus/Deficit</b>	<b>-\$500,000</b>	<b>-\$234,000</b>	<b>-\$29,482</b>	<b>\$63,618</b>	<b>\$17,933</b>

## High-level Option Operational Comparison

Option	A	B	C	D	E
Annual Ongoing Surplus/Deficit (for each option in isolation)	-\$500,000	-\$234,000	-\$29,482	\$63,618	\$17,933
<b>Overall annual Surplus/Deficit of Aquatic Facilities</b>	<b>-\$500,000</b>	<b>-\$734,000</b>	<b>-\$279,482</b>	<b>-\$436,382</b>	<b>-\$482,067</b>
Notes	All data sourced from Aquatic Strategy. Capital costs adjusted to allow for 7.5% escalation p.a. and 30% contingency.	Annual operating costs of option would be in addition to annual operating costs of the current aquatic facilities.	Baseline capital costs reduced (by 45%) to exclude Daylesford. Overall Annual operating deficit is based on removing the current operating deficit at Daylesford (\$250,000 p.a.) and adding the new operating deficit (\$29,000).	Annual capital costs would be in addition to Option A capital costs. Operating surplus is combined with existing annual operating costs of the current aquatic facilities.	Annual capital costs would be in addition to Option A capital costs. Operating surplus is combined with existing annual operating costs of the current aquatic facilities.



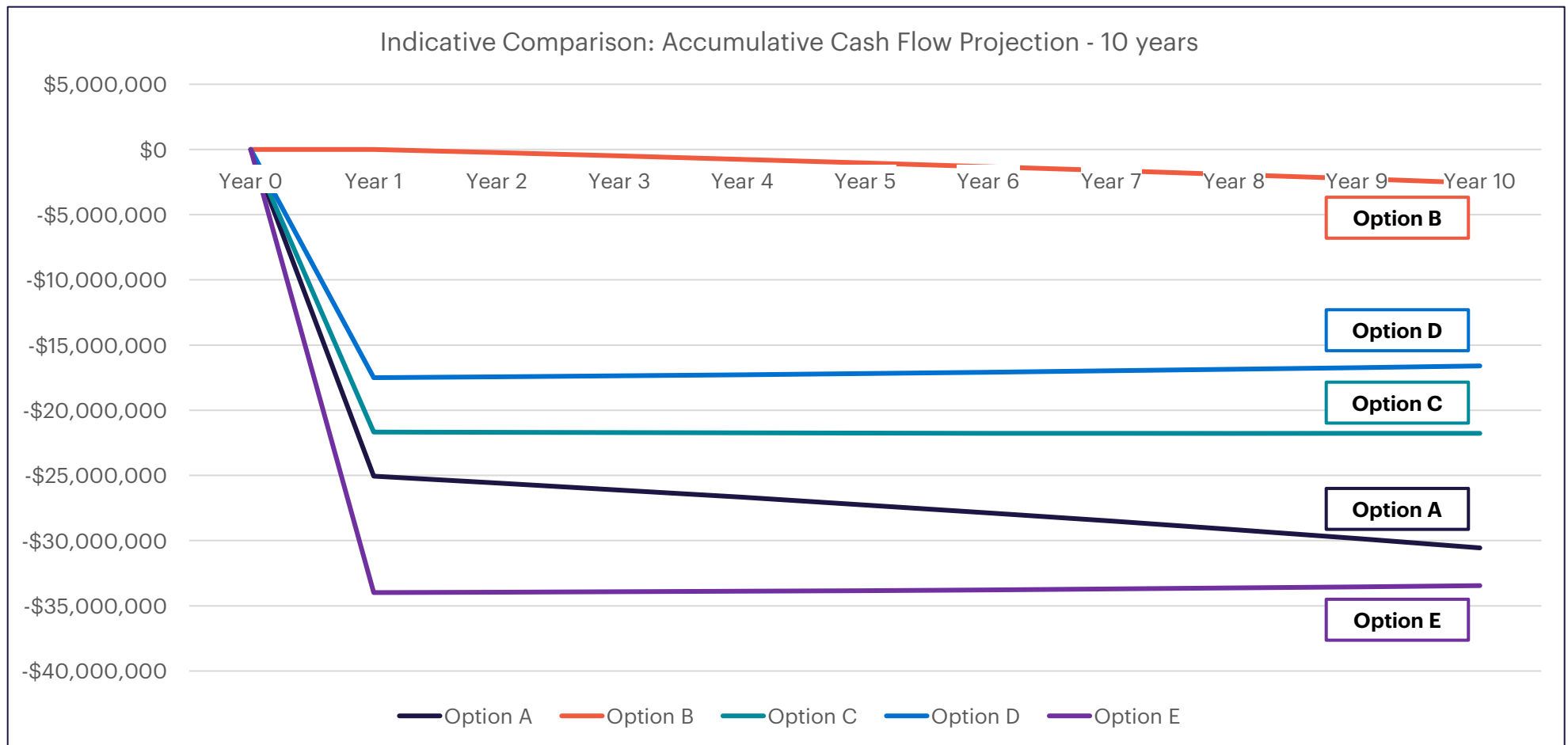
While still not considered financially feasible/sustainable, this option presents the best overall operating forecast for Hepburn Shire.

The following pages provide the overall (Capital and Operational) financial comparisons.

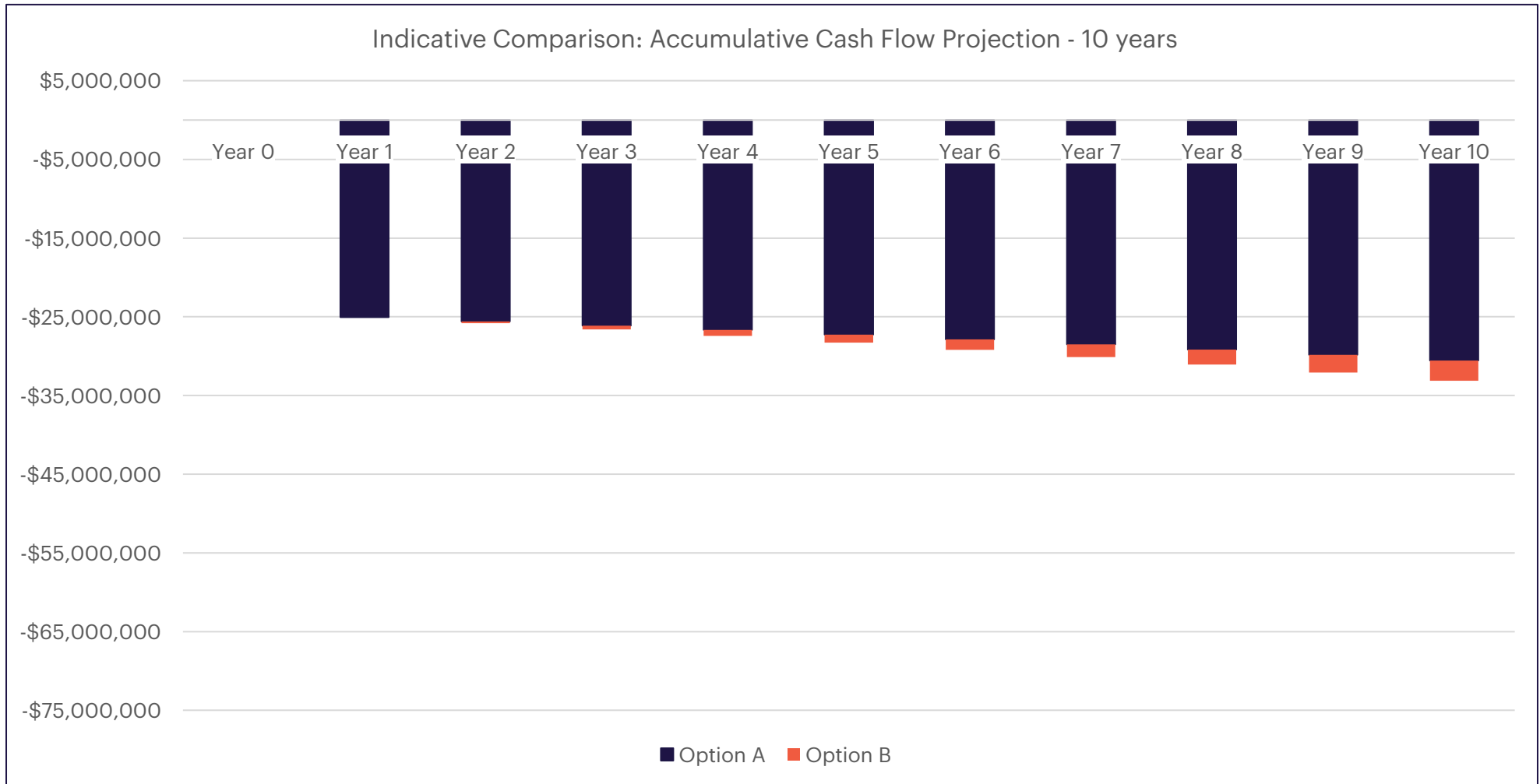
# Overall Financial Comparison – Options in Isolation

This chart demonstrates a comparison of the projected cash flows for each of the options in isolation. To ensure comparability, we have shown the capital expenditure for each option in year one with the projected operational impacts over a ten-year period. We have applied 4.5% p.a. revenue growth, and 4% p.a. expense increases.

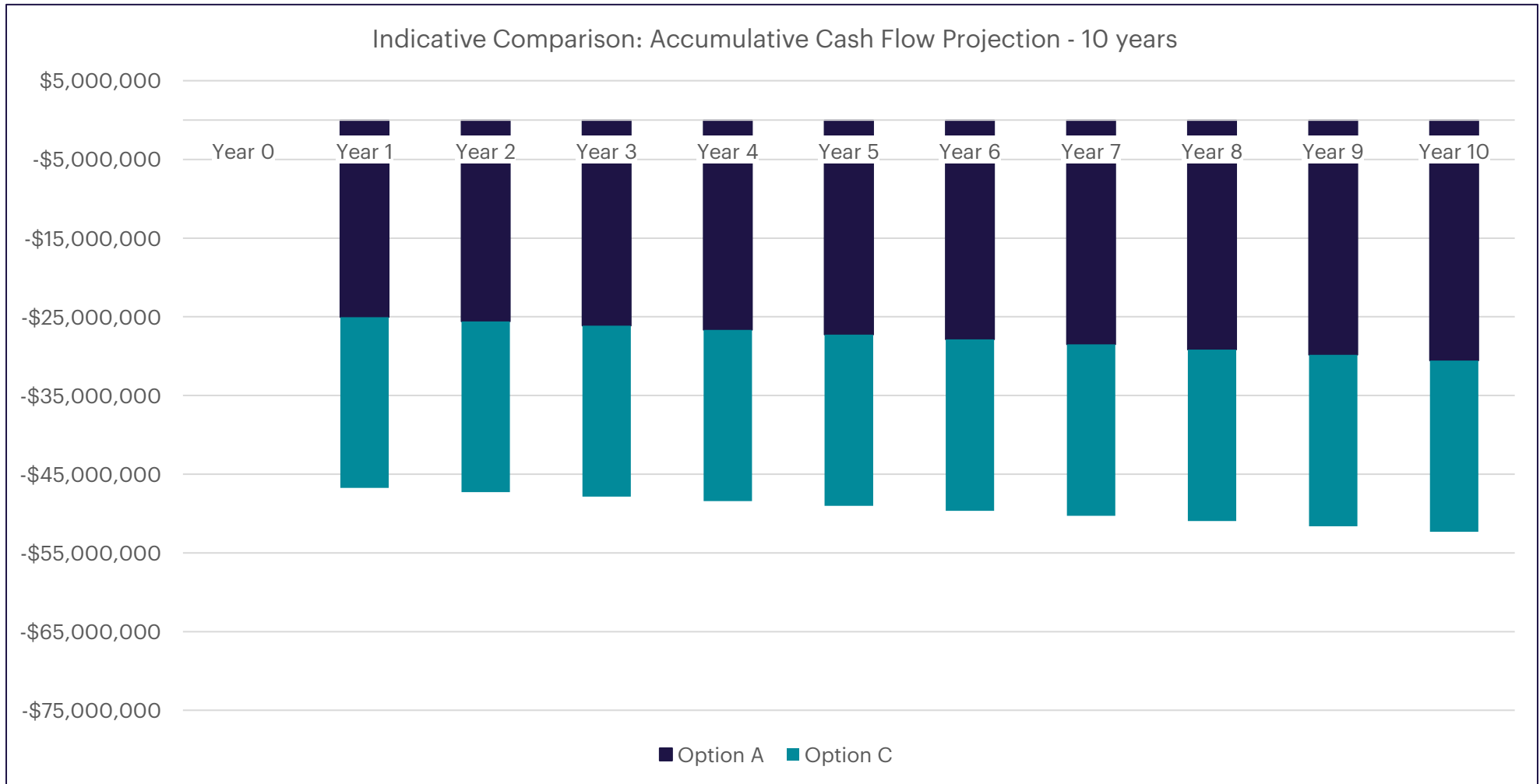
The following pages provide more practical scenarios, demonstrating the financial forecast of implementing the current Aquatics Strategy (Option A) combined with each of the 'new' options (B, C, D and E).



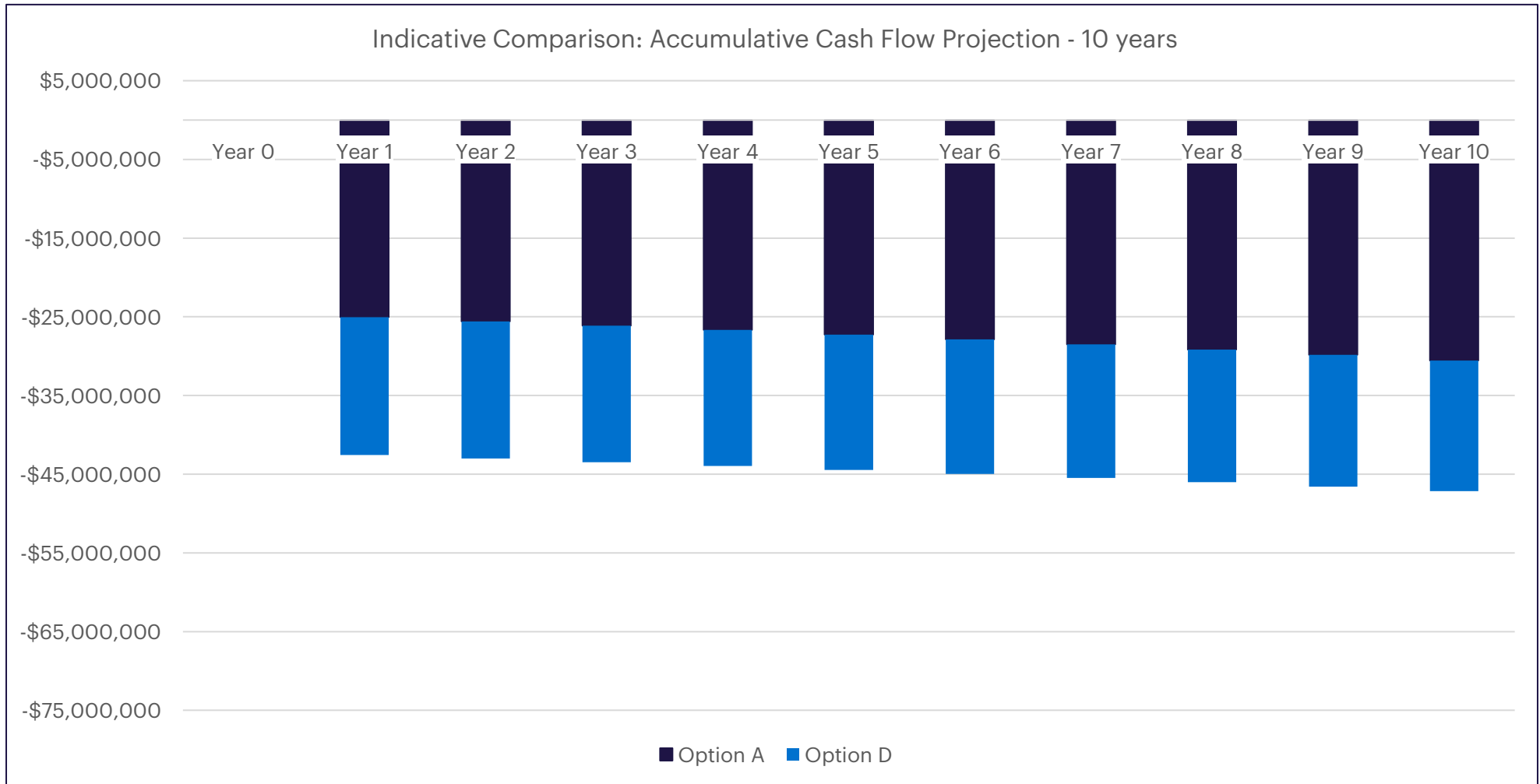
# Overall Financial Comparison – Realistic Scenario: Option A+B



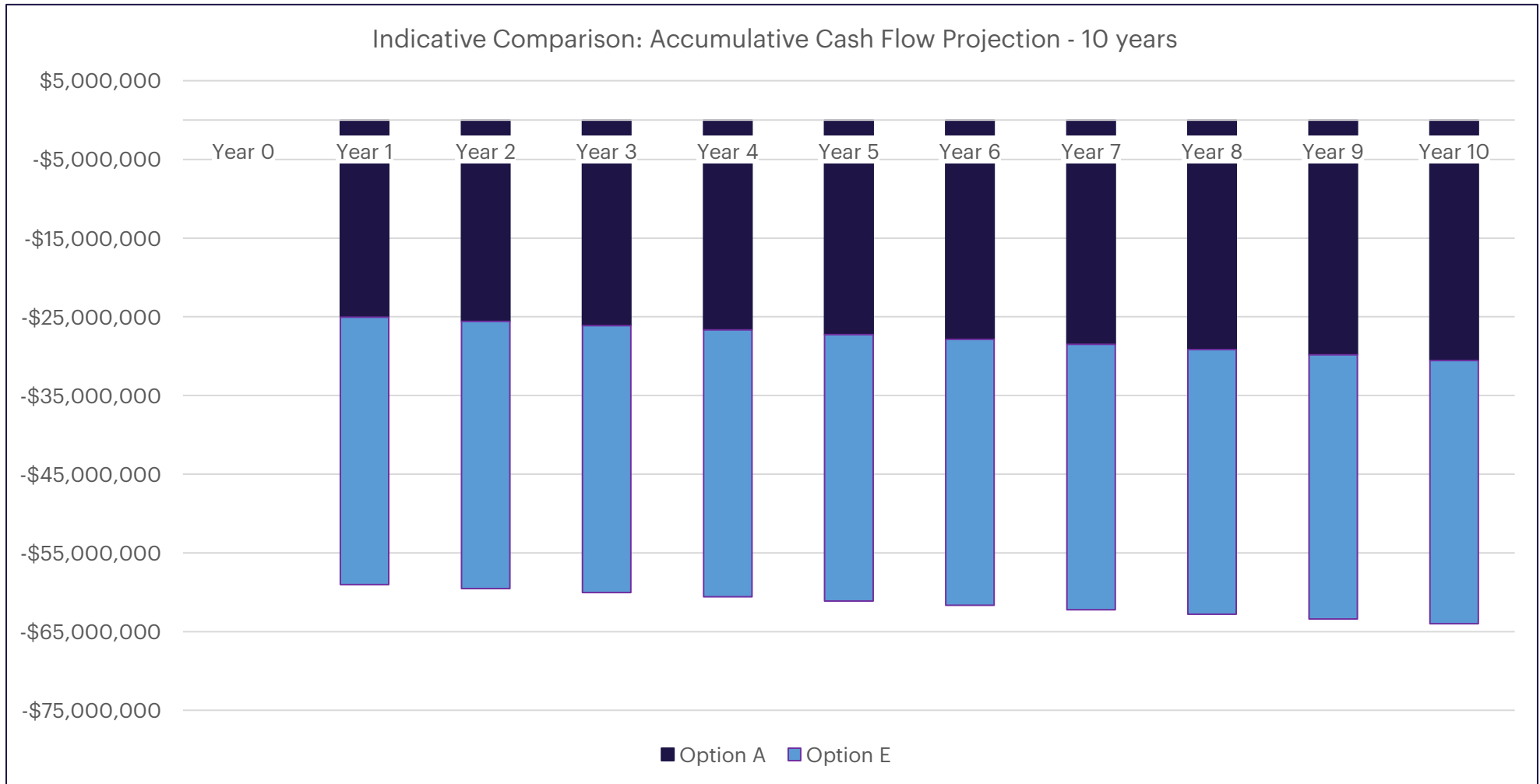
# Overall Financial Comparison – Realistic Scenario: Option A+C



# Overall Financial Comparison – Realistic Scenario: Option A+D



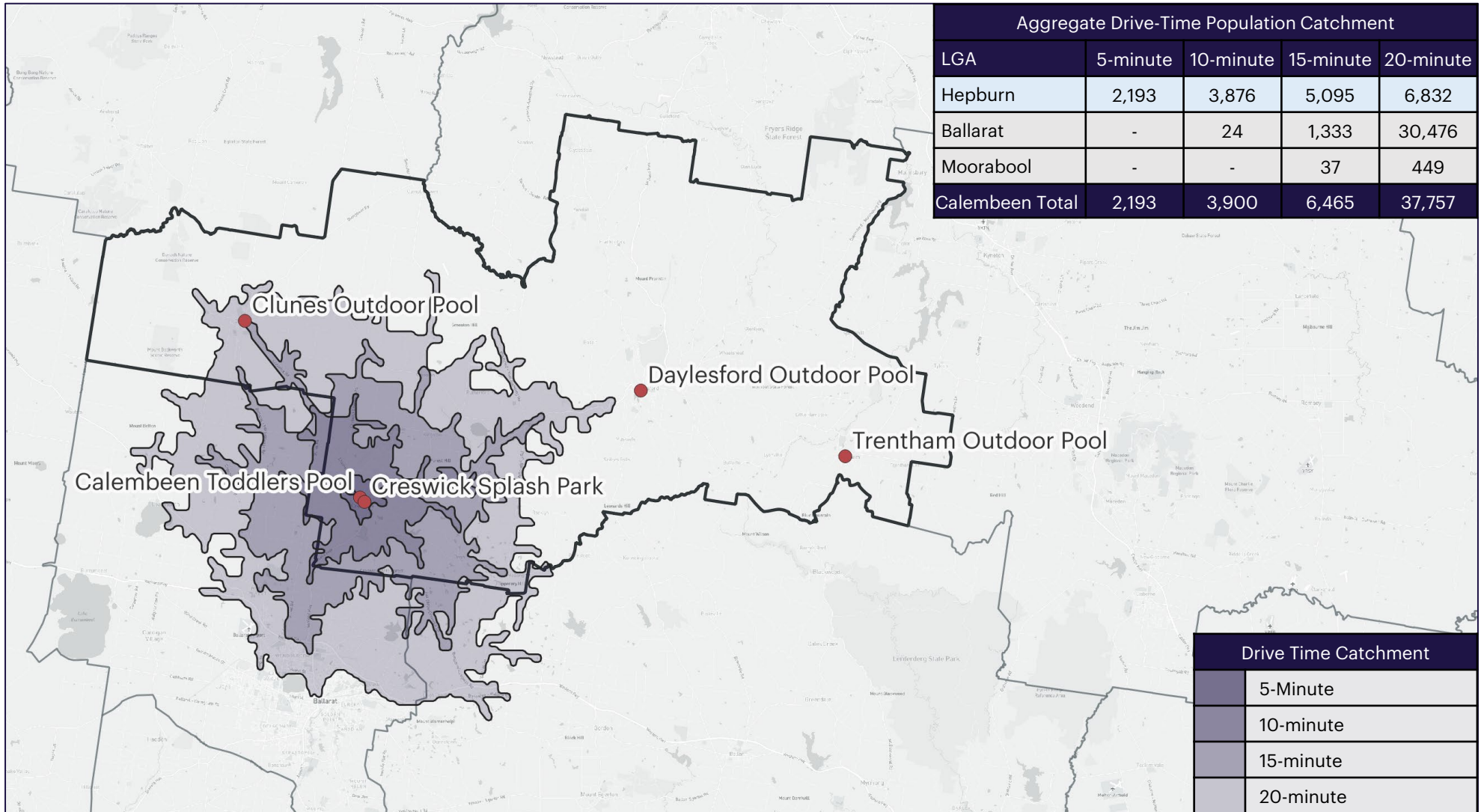
# Overall Financial Comparison – Realistic Scenario: Option A+D



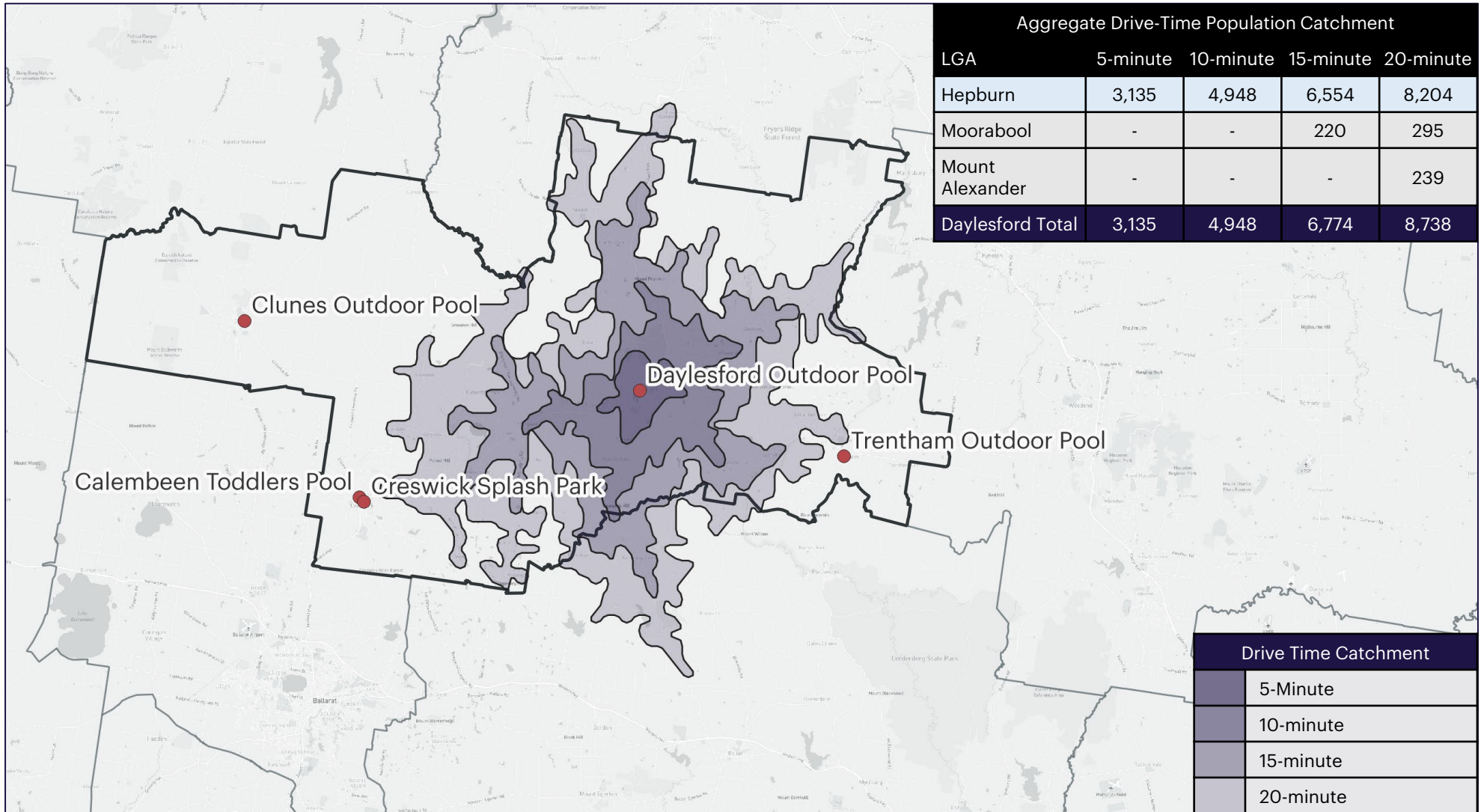


## Appendix: Population Catchments

# Doug Lindsay Reserve



# Daylesford Outdoor Community Pool





## **Appendix: Patron and Financial Model Inputs/Assumptions and Forecasts**

## Data and Benchmarks

AusPlay		
<b>Overall Participation (per percentage of population)</b>		
14 and under	34%	AusPlay
15 plus	15.9%	AusPlay
<b>Average number of participation sessions per year</b>		
14 and under	111	AusPlay
15 plus	57	AusPlay
<b>Overall category of participation</b>		
<b>15 plus</b>		
Lap Swimming	61.00%	AusPlay
Open Water	14.00%	AusPlay
Squad/club training	5.00%	AusPlay
Lessons	3.00%	AusPlay
Other	17.00%	AusPlay
<b>14 and under</b>		
Lap Swimming	0.00%	AusPlay
Open Water	0.00%	AusPlay
Squad/club training	15.00%	AusPlay
Lessons	81.00%	AusPlay
Other	4.00%	AusPlay
<b>CERM: Patrons per pool space m2</b>		
Low	70	CERM
Average	85	CERM
High	100	CERM

Hepburn Patronage Model			
<b>Overall Participation (per percentage of population)</b>			
14 and under	34%		
15 plus	16%		
<b>Average number of participation sessions per year</b>			
Scenarios	Low (-15%)	Medium	High (+15%)
14 years and under			
Lessons	42.5	50	57.5
Lap Swimming/ Squad Training	63.75	75	86.25
Other - Play/Recreation/ Aqua-Aerobics	8.5	10	11.5
15 years and over			
Lessons	21.25	25	28.75
Lap Swimming/Squad Training	63.75	75	86.25
Other - Play/Recreation/ Aqua-Aerobics	8.5	10	11.5
<b>Facility/Design-specific patron usage mix</b>			
	Option C	Option D	Option E
14 years and under			
Lessons/classes	50.0%	95.0%	60.0%
Lap Swimming/Squad Training	15.0%	0.0%	15.0%
Other - Play/Recreation/Aqua-Aerobics	35.0%	5.0%	25.0%
15 years and over			
Lessons/classes	15.0%	45.0%	15.0%
Lap Swimming/Training	50.0%	45.0%	60.0%
Other - Play/Recreation/Aqua-Aerobics	35.0%	10.0%	25.0%

# Construction Rates

Development Costs					
	Applies to (refer table below for options' areas):	Low (-25%)	Medium	High (+25%)	
Demolition/Site Preparation/Building Fill	Area of site required to be demolished.	563.5	750	938.5	QS Benchmark Rates/m2
Wet Space	Area of new pool/wet spaces.	4501	6,000	7501	QS Benchmark Rates/m2
Changerooms/Amenities	Area of new changerooms.	3413.5	4,550	5688.5	QS Benchmark Rates/m2
Entry/Circulation/Reception Area	Area of new entry/circulation/reception.	1876	2,500	3126	QS Benchmark Rates/m2
Plant Room	Area of new plant room.	4501	6,000	7501	QS Benchmark Rates/m2
Landscaping and External Paths/Areas	Area of new landscaping.	188.5	250	313.5	QS Benchmark Rates/m2
Car Parking	Area of new car parking.	151	200	251	QS Benchmark Rates/m2
Fit-out/Finishings and Service Connections	Sub-total of above costs.	10%	10%	10%	QS Benchmark Rates/m2
Contingencies	Sub-total of above costs.	30%	30%	30%	QS Benchmark Rates/m2

Development Areas	Option C	Option D	Option E
Demolition/Site Preparation/Building Fill	800	1,500	3,500
Wet Space	800	450	1,100
Changerooms/Amenities	220	220	350
Entry/Circulation/Reception Area	800	850	1,125
Plant Room	200	120	200
Landscaping and External Paths/Areas	1,600	1,000	2,000
Car Parking	150	900	2,000

# Expenditure

Operating Expenditure p.a. (per total facility m2)				
	Low (-15%)	Medium	High (+15%)	
Staff	\$273.00	\$320.00	\$369.00	Solucio benchmarks/m2
Aquatic Repairs and Equipment*	\$69.00	\$80.00	\$93.00	Solucio benchmarks/m2
Aquatic Supplies*	\$9.50	\$10.00	\$12.50	Solucio benchmarks/m2
Utilities - Gas	\$43.50	\$50.00	\$58.50	Solucio benchmarks/m2
Utilities - Electricity	\$13.80	\$15.00	\$18.30	Solucio benchmarks/m2
Utilities - Water*	\$9.50	\$10.00	\$12.50	Solucio benchmarks/m2
Cleaning	\$9.50	\$10.00	\$12.50	Solucio benchmarks/m2
Building and Ground Maintenance	\$9.50	\$10.00	\$12.50	Solucio benchmarks/m2
IT and Phone	\$5.30	\$5.00	\$6.80	Solucio benchmarks/m2
Safety	\$2.70	\$2.00	\$3.30	Solucio benchmarks/m2
Other	\$5.30	\$5.00	\$6.80	Solucio benchmarks/m2



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

**Hepburn Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

**~~28 April~~ 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:

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

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

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

3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~28 April~~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:



Mayor



Chief Executive Officer

# SCHEDULE

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<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	

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

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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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-interring cremated human remains	Not delegated	
s 86(5)	Duty to provide notification before taking action under s 86(4)	All D	

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

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> 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

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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).			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	

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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

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

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEO, DDC, MCHS, CEH, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEO, DDC, MCHS, , CEH, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO, DDC, MCHS, CEH, EHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (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, MCHS, CEH, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	CEO, DDC, MCHS, CEH, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	CEO, DDC, MCHS, CEH, EHO	If s 19(1) applies

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEO, DDC, MCHS, CEH, EHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution  Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEO, DDC, MCHS, CEH, EHO, EHTO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, DDC, MCHS, 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, MCHS, CEH, EHO	Where Council is the registration authority  Subject to s 19FA(2), which requires a time limit for compliance to be specified

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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, MCHS, 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, MCHS, CEH, EHO	Where Council is the registration authority
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, MCHS, 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, MCHS, 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, MCHS, 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, MCHS, 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, MCHS, CEH, EHO, EHTO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19N(2)	Function of receiving notice from the auditor	CEO, DDC, MCHS, CEH, EHO, EHTO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, DDC, MCHS, 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, MCHS, CEH, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, DDC, MCHS, 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 food premises to comply with any requirement under Part IIIB	CEO, DDC, MCHS, CEH, EHO, EHTO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEO, DDC, MCHS, CEH, EHO, EHTO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEO, DDC, MCHS, CEH, EHO, EHTO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
---	Power to register or renew the registration of a food premises	CEO, DDC, MCHS, 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 36A	Power to accept an application for registration or notification using online portal	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEO, DDC, MCHS, 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, MCHS, 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, MCHS, 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, MCHS, CEH, EHO, EHTO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEO, DDC, MCHS, 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, MCHS, 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, MCHS, 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, MCHS, CEH, EHO, EHTO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEO, DDC, MCHS, CESH, EHO, EHTO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEO, DDC, MCHS, CESH, EHO	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, MCHS, CEH, EHO	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, MCHS, CEH, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 39A	Power to register or renew the registration of a food premises despite minor defects	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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, MCHS, CEH, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CEO, DDC, MCHS, CEH, EHO	
s 40F	Power to cancel registration of food premises	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, or renewing registration of a component of a food business	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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, MCHS, 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 s58A(2))
s 45AC	Power to bring proceedings	CEO, DDC, MCHS, CEH, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEO, DDC, MCHS, CEH, EHO	Where Council is the registration authority

<b>HERITAGE ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 116	Power to sub-delegate Executive Director's functions, duties or powers	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

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

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CEO, DDC, MPL CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	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 CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	CEO, DDC, MPL CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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 CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO, DDC, MPL, CSTRP, PSP	
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: <ul style="list-style-type: none"> <li>- to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or</li> <li>- to refuse the request.</li> </ul> <b>Note:</b> 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. <b>Note:</b> 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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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.  <b>Note:</b> see also sections 16G and 16K.	CEO, DDC	
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  <b>Note:</b> 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.  <b>Note:</b> see also sections 16D, 16G and 16J.	CEO, DDC, MPL	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 17(2)	Duty of giving copy s 173 agreement	CEO, DDC, MPL, CPLAN, , CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	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, CPLAN	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, DDC, MPL CSTRP, PSP, CPLAN	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, CPLAN, 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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, 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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO PSO	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	Except submissions which request a change to the items in s 22(5)(a) and (b)

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 26(2)	Duty to keep report of panel available for inspection in accordance with public availability requirements	CEO, DDC, MPL,, CPLAN, , CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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, CPLAN, , CSTRP, PSP, SSP, SAP, STSTP, SPTO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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, CPLAN, CSTRP, PSP	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 32(2)	Duty to give more notice if required	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 36(2)	Duty to give notice of approval of amendment	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, DDC, MPL, CPLAN, 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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 40(1)	Function of lodging copy of approved amendment	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 42(2)	Duty to make copy of planning scheme available in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 46AW	Function of being consulted by the Minister	Not delegated	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	Not delegated	Where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content 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	
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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	
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	

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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
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	

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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 to the planning authority that incurred those costs	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

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s 46GZ(2)(a)	Function of receiving the monetary component	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

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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

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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	<p>If the VPA is the collecting agency under an approved infrastructure contributions plan</p> <p>Where Council is a development agency under an approved infrastructure contributions plan</p>
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)	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

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	

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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	

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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

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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, PSP	
s 48A	Power to notify an applicant that the application is incomplete <b>Note:</b> 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, CSTRP, PSP, 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, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	Where Council is the responsible authority

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s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
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, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 50(5)	Power to refuse to amend application	CEO, DDC, MPL, CPLAN, PSP	
s 50(6)	Duty to make note of amendment to application in register	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 50A(1)	Power to make amendment to application	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO,	

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s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, DDC, MPL, CPLAN, , CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 50A(4)	Duty to note amendment to application in register	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, 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, PSP, 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, PSP, SSP, SAP, STSTP, SPTO. PSO	

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s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, SSP, SAP, STSTP, SPTO, PSO	
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, PSP, 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, PSP, 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, PSP, SSP, SAP, STSTP, SPTO, PSO	

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s 52(3)	Power to give any further notice of an application where appropriate	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO	
s 54(1)	Power to require the applicant to provide more information	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, SSP, SAP, STSTP, SPTO, PSO	

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s 54(1B)	Duty to specify the lapse date for an application	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, 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, PSP, 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, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO	

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s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, 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, PSP, SSP, SAP, STSTP, SPTO	
s 57A(5)	Power to refuse to amend application	CEO, DDC, MPL, CPLAN, PSP	
s 57A(6)	Duty to note amendments to application in register	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	

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s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 58	Duty to consider every application for a permit	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 58A	Power to request advice from the Planning Application Committee	CEO, DDC, MPL, CPLAN, PSP	
s 60	Duty to consider certain matters	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 60(1A)	Duty to consider certain matters	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO	

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s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO	

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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, PSP, SSP, SAP, STSTP, SPTO, PSO	<p><del>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</i></del></p> <p><del>More than 10 objections must be referred to Council</del></p> <p><del>More than 5 objections within a farming zone must be referred to Council</del></p> <p><u>A delegate must not grant a permit or grant a permit with conditions:</u></p> <ul style="list-style-type: none"> <li><u>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;</u></li> <li><u>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;</u></li> <li><u>c. If five or more objections have been received to the application and any part of the application land is in the Farming Zone;</u></li> <li><u>d. Where the application raises issues of genuine shire-wide significance that would have a substantial impact on the achievement of Local Planning Policy;</u></li> <li><u>e. Where the application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries;</u></li> </ul>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>f. <u>Where the application raises an issue that is not adequately provided for under existing Local Planning Policy;</u></p> <p>g. <u>Where the application raises significant issues of public interest;</u></p> <p>h. <u>Where the permit 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;</u></p> <p>An application must be referred to Council where it meets one or more of the following criteria:</p> <p>a. <del>Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy.</del></p> <p>b. <del>The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries.</del></p> <p>c. <del>The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy.</del></p> <p>d. <del>The planning permit application raises significant issues of public interest.</del></p> <p>e. <del>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.</del></p>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			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, PSP, 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, PSP, 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, PSP, 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, PSP, SSP, SAP, STSTP, SPTO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 62(2)	Power to include other conditions	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, DDC, MPL, CPLAN, PSP, 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	
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, PSP, SSP, SAP, STSTP, SPTO	
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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, 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, PSP, 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, PSP, SSP, SAP, STSTP, SPTO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, SSP, SAP, STSTP, SPTO	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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, PSP, 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, PSP, 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, PSP, 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
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, PSP, 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, PSP, SSP, SAP, STSTP. SPTO, PSO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP. SPTO, PSO	
s 69(2)	Power to extend time	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP. SPTO,PSO	
s 70	Duty to make copy permit available in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP. SPTO, PSO	
s 71(1)	Power to correct certain mistakes	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO	
s 71(2)	Duty to note corrections in register	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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, PSP, SSP, SAP, STSTP, SPTO	<p>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></p> <p>More than 10 objections must be referred to Council</p> <p>More than 5 objections within a farming zone must be referred to Council</p> <p>An application must be referred to Council where it meets one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>a. Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy.</li> <li>b. The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries.</li> <li>c. The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy.</li> <li>d. The planning permit application raises significant issues of public interest.</li> <li>e. 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.</li> </ol> <p>All planning applications involving Council owned or managed land must be referred to Council.</p>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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, PSP, SSP, SAP, STSTP, SPTO	<p>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></p> <p>More than 10 objections must be referred to Council</p> <p>More than 5 objections within a farming zone must be referred to Council</p> <p>An application must be referred to Council where it meets one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>a. Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy.</li> <li>b. The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries.</li> <li>c. The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy.</li> <li>d. The planning permit application raises significant issues of public interest.</li> <li>e. 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.</li> </ol> <p>All planning applications involving Council owned or managed land must be referred to Council.</p>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, 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, PSP, 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, PSP, 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, PSP, 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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 83	Function of being respondent to an appeal	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO	
s 83B	Duty to give or publish notice of application for review	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, SSP, SAP, STSTP, SPTO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PSO	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, DDC, MPL,	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CEO, DDC, MPL, CPLAN, PSP, 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, PSP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PCO	
s 91(2)	Duty to comply with the directions of VCAT	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PCO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, DDC, MPL, CPLAN, PSP, 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, PSP, SSP, SAP, STSTP, SPTO, PCO	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, DDC, MPL, CPLAN, PSP, SSP, SAP, STSTP, SPTO, PCO	
s 95(3)	Function of referring certain applications to the Minister	CEO, DDC, MPL, CPLAN, PSP, 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	
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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 96A(2) (amended)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DDC, MPL, CPLAN, CSTRP, PSP	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.
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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	
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	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	
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	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	
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	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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, CSTRP, PSP, PCO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, DDC, MPL, CPLAN, CSTRP, PSP, 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, CSTRP, PSP, PCO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DDC, MPL	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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 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, CSTRP, PSP, PCO	
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	
S 149B	Power to apply to the Tribunal for a declaration	CEO, DDC, MPL, CPLAN, CSTRP, PSP, PCO	
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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
S 158F	Power to make submissions in response to a directions panel	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 171(2)(f)	Power to carry out studies and commission reports	DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
s 171(2)(g)	Power to grant and reserve easements	CEO, DDC, MPL, MOPS, CPLAN, CSTRP, PSP	
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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	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	Where Council is the relevant responsible authority
---	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	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, CSTRP, PSP	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, CSTRP, PSP	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
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, CSTRP, PSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
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, CSTRP, PSP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, DDC, MPL, CPLAN, CSTRP, PSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DDC, MPL, CPLAN, CSTRP, PSP	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, CSTRP, PSP	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, CSTRP, PSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DDC, MPL, CPLAN, CSTRP, PSP	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, CSTRP, PSP	After considering objections, submissions and matters in s 178B

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DDC, MPL, CPLAN, CSTRP, PSP	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, PSP	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, CSTRP, PSP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
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, CSTRP, PSP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
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, CSTRP, PSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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, CSTRP, PSP	
s 179(2)	Duty to make a copy of each agreement in accordance with public availability requirements	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 182	Power to enforce an agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
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, CSTRP, PSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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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, CSTRP, PSP	
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, CSTRP, PSP	
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	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, DDC, MPL, CPLAN, CSTRP, PSP	
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	
s 198(1)	Function to receive application for planning certificate	CEO, DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 199(1)	Duty to give planning certificate to applicant	CEO, DDC, MPL, CPLAN, CSTRP, PSP, 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	
-	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	
	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	
	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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	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	
	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	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, DDC, MPL, CPLAN, 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	
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	

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

<b>ROAD MANAGEMENT ACT 2004</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	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	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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, MCHS, CCS	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, DIAD, DDC, MOPS, MCHS, CCS	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, MCHS, CCS, MOPS	
s 86	Duty to keep register re s 85 matters	CEO, DIAD, DDC, MCHS, CCS MOPS	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 87(1)	Function of receiving complaints	CEO, DIAD, DDC, MOPS, MCHS, CCS	
s 87(2)	Duty to investigate complaint and provide report	CEO, DIAD, DDC, MOPS, MCHS, CCS	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, DIAD, DDC, MOPS, MCHS, CCS	
s 112(2)	Power to recover damages in court	CEO, DIAD, DDC, MOPS, MCHS, CCS	
s 116	Power to cause or carry out inspection	CEO, DIAD, DDC, MOPS, MCHS, 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	
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	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 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

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 12(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(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

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 16(6)	Power to set reasonable conditions on consent	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
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

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7A cl 3(1)(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)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 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	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 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	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 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	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
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).			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 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

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO DDC, MPL, CPLAN, 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.
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, CSTRP, PSP, SSP, SAP, STSTP, SPTO	
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, CSTRP, PSP, SSP, SAP, STSTP, SPTO, SPO	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	CEO DDC, MPL, CPLAN, CSTRP, PSP, SSP, SAP, STSTP, SPTO, PSO	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO DDC, MPL, CPLAN, 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.

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	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, CPLAN, CSTRP, PSP	

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

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 12(4) & (5)	Duty to issue certificate of registration	CEO, DDC, MCHS, CCS, CEH EHO	
r 14(1)	Function of receiving notice of transfer of ownership	CEO, DDC, MCHS, CCS, CEH, SEHO	
r 14(3)	Power to determine where notice of transfer is displayed	CEO, DDC, MCHS, CCS, CEH, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEO, DDC, MCHS, CCS, CEH, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEO, DDC, MCHS, CCS, CEH, EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEO, DDC, MCHS, CCS, CEH, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, DDC, MCHS, CCS, CEH, EHO	
r 17	Duty to keep register of caravan parks	CEO, DDC, MCHS, CCS, CEH, EHO	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 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, MCHS, CCS, CEH, EHO	
r 21(2)	Duty to consult with relevant emergency services agencies	CEO, DDC, MCHS, CCS, CEH, EHO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, DDC, MCHS, CCS, CEH, EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, DDC, MCHS, CCS, CEH, EHO	
r 24(2)	Power to consult with relevant floodplain management authority	CEO, DDC, MCHS, CCS, CEH, EHO	
r 2(b)(i)	Power to approve system for the discharge of sewage and waste water from a movable dwelling	CEO, DDC, MCHS, CCS, CEH, EHO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, DDC, MCHS, CCS, CEH, EHO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, DDC, MCHS, CCS, CEH, EHO	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 39(3)	Function of receiving installation certificate	CEO, DDC, MCHS, CCS, CEH, EHO	
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, MCHS, CCS, CEH, EHO	
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, MCHS, CCS, CEH, EHO	

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 8(1)	Duty to conduct reviews of road management plan	CEO, DIAD, MOPS	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, DIAD, MOPS	
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 coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, DIAD, MOPS	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, DIAD, MOPS	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, DIAD, MOPS	
r 16(3)	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 23(2)	Power to make submission to Tribunal	CEO, DIAD, DDC, MOPS, MCHS, CCS	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, DIAD	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, DIAD, DDC, MOPS, MCHS, CWK, CCS, CSY. CENG, ENGO	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, DIAD, DDC, MCHS, CCS, CWK, CENG, ENGO	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, DIAD, DDC, MCHS, CCS	

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

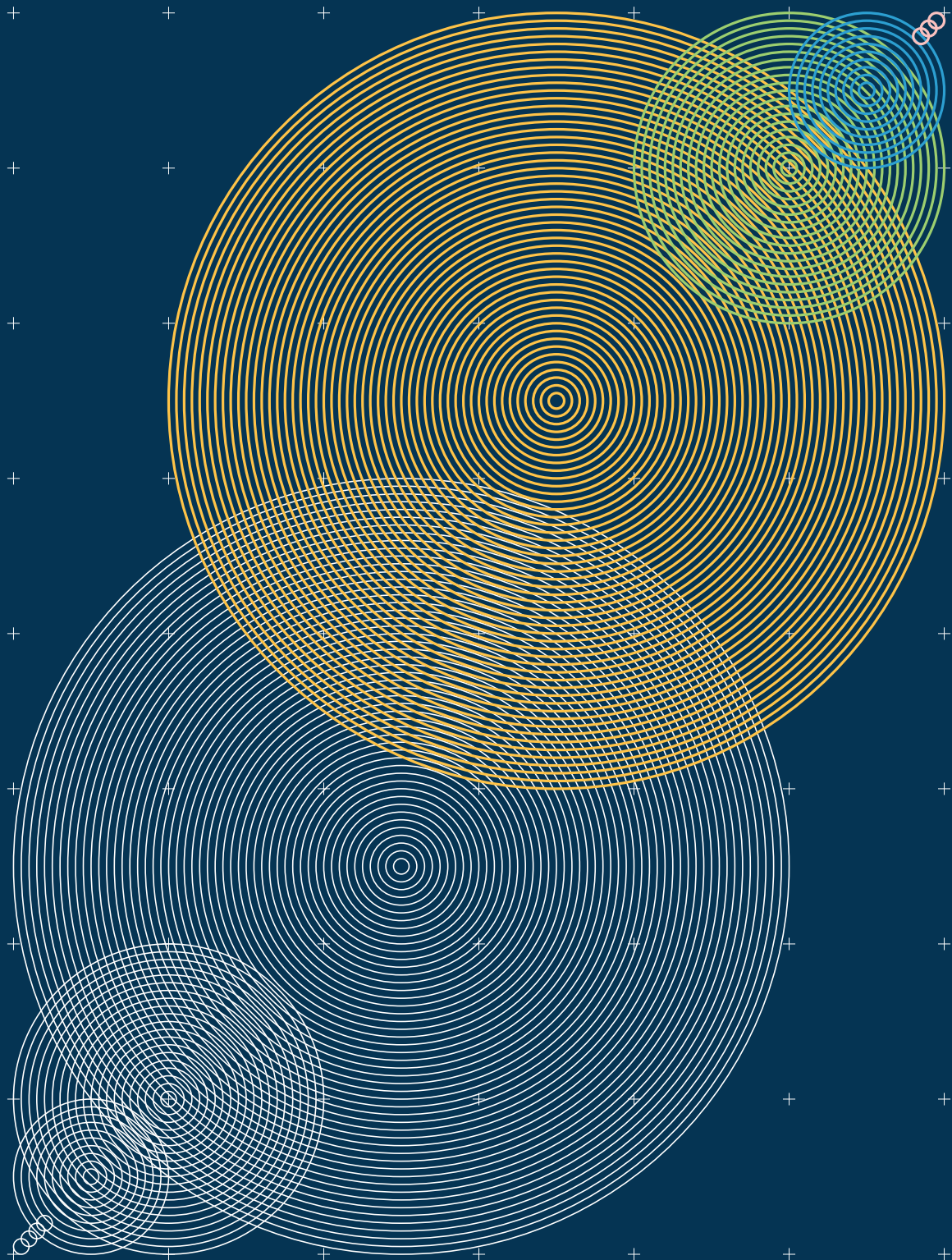
# Election report

## Hepburn Shire Council

### 2024 Local government elections

ATTACHMENT 9.3.1.1

April 2025



**Letter of Transmittal**

14 April 2025

Mr Bradley Thomas  
Chief Executive Officer  
Hepburn Shire Council  
PO Box 21  
Daylesford VIC 3460

Dear Mr Thomas

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Hepburn Shire Council on the general election held in October 2024.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sven Bluemmel', written in a cursive style.

**Sven Bluemmel**  
Electoral Commissioner

**Acknowledgement of Country**

The Victorian Electoral Commission (VEC) acknowledges the Aboriginal and Torres Strait Islander people of this nation, as the traditional custodians of the lands on which the VEC works and where we conduct our business. We pay our respects to ancestors and Elders, past, present, and emerging. The VEC is committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

**Election report**  
**Hepburn Shire Council**  
2024 Local government elections

**Voter turnout (front cover)**


Graphic representation of the Council's voter turnout rate for the 2024 and 2020 Local Government elections. Rings are grouped into units to visualise the turnout percentage, each ring representing 1%. Data for 2024 is depicted using coloured rings, while data for 2020 is shown in white.


Hepburn Shire Council

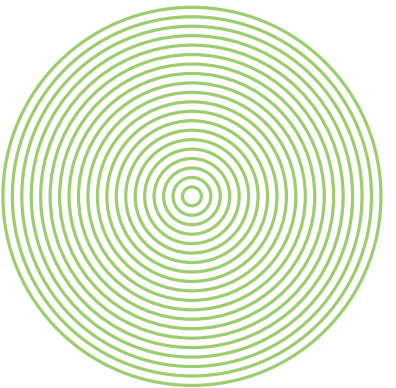
Turnout (2024): 83.30%

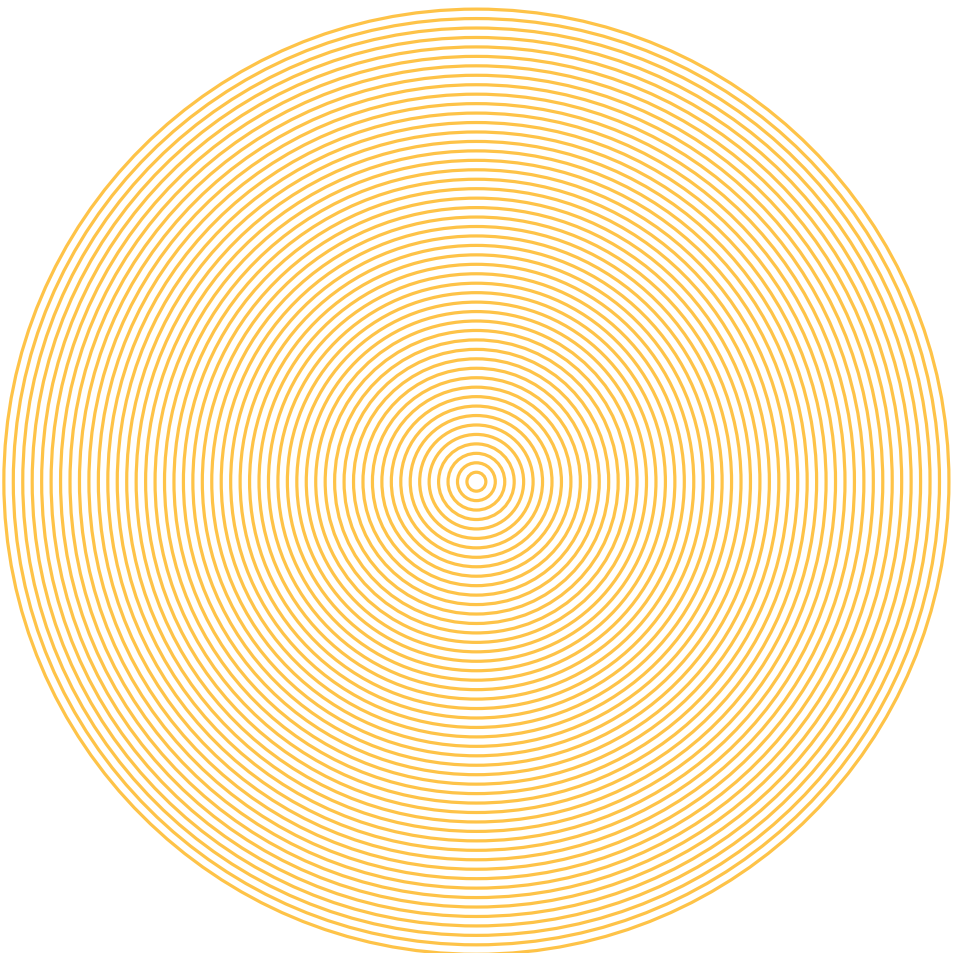
Turnout (2020): 83.82%

1% 

5% 

10% 

20% 

50% 

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# 1. Introduction

The Victorian local government general elections are held every 4 years as set out in the *Local Government Act 2020* (Vic) (**LG Act**). In 2024, general elections were held for 78 of the 79 Victorian councils with Saturday 26 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2024 Hepburn Shire Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election activities including compulsory voting enforcement.

## About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002* (Vic) (**Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Sven Bluemmel is the appointed Electoral Commissioner and Dana Fleming is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and 7 Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts and oversees legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program framework that incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Delivery Group and has sponsorship from the Executive Management Group.

## 2. Key changes

### Changes in legislation

The *Local Government Amendment (Governance and Integrity) Act 2024* (Vic) received royal assent on 25 June 2024 and introduced a number of changes to local government electoral legislation.

The VEC implemented the necessary changes to the 2024 local government election program in response to the reforms as they applied to the elections.

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#### Key changes from *Local Government Amendment (Governance and Integrity) Act 2024*

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Close of roll	<p>The date for the close of roll was extended from 57 days to 80 days before the election. For all elections after the October 2024 general elections, including by-elections, the date for the close of roll will be 73 days before election day.</p> <p>The previous timelines were no longer viable due to an increase in the scale and complexity of local government elections, including changes to enrolment entitlements, population growth, higher number of wards, likely increase in the number of candidates, and reduction in mail services offered by Australia Post.</p> <p>By moving this date earlier, other key dates including nomination day, the lodgement date for candidate statements and questionnaires, and the period for mailing out of ballot materials have been brought forward through the <i>Local Government (Electoral) Regulations 2020</i> (Vic) (<b>LG Regulations</b>) providing more time to ensure they are sustainable.</p>
Certification of the roll	<p>The timeframe for roll certification was increased to 23 business days (previously 13 business days) to ensure CEOs (or their delegates) and the VEC have adequate time to process enrolment applications and complete related roll certification processes.</p>
Candidate statement word limit	<p>In response to the pandemic, the LG Regulations permitted candidate statements to be increased from 200 to 300 words for the 2020 local government elections, acknowledging that candidates at the 2020 elections would face restrictions in campaigning.</p> <p>As candidates would no longer face pandemic-based barriers to campaigning activities, the word limit was reverted to 200 words. Equivalent amendments were also applied to the <i>City of Melbourne (Electoral) Regulations 2022</i> (Vic).</p> <p>Returning to the original word limit allowed the VEC to produce smaller candidate statement booklets, reducing associated printing costs and administrative burden.</p>
Rejection and amendment of candidate statements	<p>The time allowed for a candidate to amend their statement was reduced by one day to now be the day after the close of nominations (or 38 days before election day). This aligned the periods for rejections and amendments with the earlier deadline for lodging a candidate statement, allowing additional time to print ballot packs.</p>
Close of candidate statements, photos and questionnaires	<p>The deadline for submitting a candidate statement, photograph and questionnaire was amended to close the same day as the close of nominations at 12 noon, facilitating a more efficient process for candidates and allowing the VEC more time to print ballot packs.</p>
Mailout of ballot pack	<p>The timeline for conducting the mailout of ballot materials was extended from occurring over 3 business days to 4 business days, allowing the VEC to manage the risk of mail service level reductions and provide additional safeguards against election fraud.</p>

### 3. Election dates

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#### Key timelines for the 2024 local government elections

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Deadline fixed by the VEC for council primary enrolment data	Monday 15 July 2024
Close of roll	4 pm Wednesday 7 August 2024
Opening of the election office to the public	Monday 9 September 2024
Certification of the voters' roll and opening of nominations	Monday 9 September 2024
Close of nominations	12 noon Tuesday 17 September 2024
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Tuesday 17 September 2024
*Ballot draw	From 10 am Wednesday 18 September 2024
*General mail out of ballot packs to voters	Monday 7 October to Thursday 10 October 2024
*Close of voting	6 pm Friday 25 October 2024
Day prescribed as Election Day	Saturday 26 October 2024
*Close of extended postal vote receipt period	12 noon Friday 1 November 2024
Declaration of election results	No later than Friday 15 November 2024

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\*Dates with asterisks relate to contested elections only.

## 4. About Hepburn Shire Council

Hepburn Shire Council is comprised of 7 councillors elected from an unsubdivided structure.

The electoral structure of Hepburn Shire Council was last reviewed in 2023. The electoral structure was confirmed in May 2024 under the new Act.

Figure 1: The electoral structure of Hepburn Shire Council at the general election held on 26 October 2024.



## 5. Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Wednesday 7 August 2024. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Monday 9 September 2024.

At certification, the voters' roll for the 2024 Hepburn Shire Council general election included 13,232 enrolled voters.

### Composition of the voters' roll

Section 249 of the LG Act specifies that the voters' roll for a local government election is formed by combining 2 separate lists of voters:

1. The Electoral Commissioner's list (EC list) – list of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – list of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Hepburn Shire Council general election voters' roll.

### Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Amendments to the voters' roll are to be certified by the VEC.

All voters added to the roll were issued with a ballot pack. Where a voter was removed from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made 2 amendments to the voters' roll, zero additions and 2 deletions.

## 6. Advertising and communication campaign

### State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across 2 phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

### Public notices

The VEC published a series of public notices on the VEC website throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

For the 2024 general election, Hepburn Shire Council nominated the following newspapers for the public notices:

- › The Courier
- › The Maryborough District Advertiser
- › Midland Express
- › The Local

Refer to **Appendix 2** for further information in relation to the public notices.

### VEC website

The VEC provided council specific information regarding the election on its website. The VEC website went live for the local government elections in early July 2024. Whilst some council-specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

### Media liaison

An online media briefing was held on Monday 29 July 2024. The briefing was made available to view on the VEC website for media representatives unable to join the live event. The media briefing provided an overview of the planning, timeline, legislative changes and other key information for the 2024 local council elections.

Media outlets were provided with a media handbook that outlined the election timeline and key information, and provided the VEC's head office media contacts.

This was made available along with other resources from the VEC's media centre webpage. The VEC's communication team supported each election manager with managing media interest locally in their council area.

The VEC's media liaison program principally featured scheduled state-wide and tailored council-specific media releases aimed at highlighting key milestones during the election and capitalise on existing general news coverage.

More information on the VEC's media release schedule is available at **Appendix 3**.

The media program also involved a responsive media enquiry service, as well as the translation and distribution of 3 key media releases for multiple non-English news outlets in Victoria.

### Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Instagram, Snapchat, TikTok and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

### VoterAlert advisories

State-enrolled voters can sign up to VoterAlert, our free SMS and email service, to receive reminder messages about elections that affect them. They can subscribe to messages via SMS, email, or both.

During the general election, we used VoterAlert to send direct messages on:

**Wednesday 17 to Wednesday 31 July 2024** – 7,092 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters to enrol or update their details by the close of roll.

**Monday 7 October to Monday 14 October 2024** – 7,134 voters were contacted by VoterAlert messages sent by SMS and/or email advising that we had commenced posting ballot packs.

**Tuesday 22 October to Wednesday 23 October 2024** – 4,714 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters that it was the last week to post their ballot material back to us.

More information on VoterAlert is available at **Appendix 4**.

## **Voter engagement**

The VEC delivered an extensive voter engagement program throughout Victoria, specific to local demographics.

**Appendix 5** contains the full list of initiatives for the 2024 local government elections.

## **Democracy ambassadors**

The VEC delivered education sessions conducted by our Democracy Ambassadors to a range of councils. The sessions focused on enrolment and voting for the election. These sessions were offered to councils in priority areas and delivered at no cost to council. Where resourcing allowed, requests for sessions that were not in the priority area were also fulfilled.

The VEC did not deliver any sessions for the Hepburn Shire Council election.

## **Blind and low-vision services**

Braille and large print ballot material was available to blind and low-vision voters who registered for these products by 5 pm on Tuesday 17 September 2024.

The election manager did not receive any requests for braille or large print ballot material for the election.

## **Interpreting services**

The VEC engaged the Victorian Interpreting and Language Services' Language Loop to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

## **Public enquiry service**

A centralised contact centre was established to respond to telephone public enquiries. This ensured consistency in messaging, early identification of themes and trends along with the opportunity to enable election offices to focus on election administration. The call centre was also responsible for emails received during the local government elections. Any calls regarding CEO list applications were referred to the relevant councils. Outside the call centre hours of operation, a recorded service was available that provided information on enrolment and voting.

Election offices fielded phone queries from local candidates on issues directly related to their candidacy (as separate to general queries about running as a candidate).

A total of 157 telephone calls were recorded for Hepburn Shire Council during the 2024 local government elections. An overall total of 11,758 email queries were received for all councils.

## 7. Election manager

The VEC maintains a pool of trained senior election officials from across Victoria to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials before they are appointed for each election.

The size of election management teams depends on the size of the council. Under the LG Act, an election manager is appointed to conduct each council's election and is supported by one or more assistant election managers.

In accordance with regulation 21(1) of the LG Regulations, the VEC appointed Mark Taylor as the election manager for the 2024 Hepburn Shire Council general election.

The appointed assistant election manager was David Schloeffel.

## 8. Election office

The election manager was responsible for establishing and managing the election office at 79A Raglan Street, Daylesford. The premises were provided by the Council.

## 9. Candidates

Nominations opened at 9 am on Monday 9 September and closed at 12 noon on Tuesday 17 September 2024. Candidates were required to lodge their nomination forms in person at the election office. The nomination fee was \$250.

### Candidate information

The VEC developed resources to support prospective candidates with the nomination process, including a candidate handbook. From mid-July, candidates could access information about nominating as a candidate for the election. The online Candidate Helper, accessible via the VEC website, went live on Tuesday 20 August 2024. Candidate Helper enabled candidates to complete most of their nomination forms and other forms online before lodging them in person with the election manager.

For the Hepburn Shire Council 2024 elections, the VEC's candidate information sessions were delivered in person by the election manager. Additionally, a candidate information video was available on the VEC website from Tuesday 20 August 2024.

### Nominations

At the close of nominations, 12 candidates had successfully nominated for the election, which includes any candidates who retired after the close of nominations. Candidates who withdrew before the close of nominations are not included.

The ballot draw to determine the order of the names on the ballot paper was held at the election office following the close of nominations using the VEC's computerised ballot draw application.

See **Appendix 6** for the list of candidates in ballot draw order.

### Candidate statements and photos

In accordance with regulation 39 of the LG Regulations, candidates were able to submit a 200-word statement and a recent photograph for inclusion in the ballot packs sent to voters. The deadline for these items was 12 noon on Tuesday 17 September 2024.

See **Appendix 6.1** for a breakdown of submitted statements and photos and **6.2** for sample ballot material.

### Candidate questionnaires

In accordance with regulation 43 of the LG Regulations, candidates could also submit answers to a set of prescribed questions. The election manager accepted questionnaires from 10 of the 12 candidates at the election.

Voters could read the completed questionnaires on the VEC website or access them by contacting the election office.

### Retirement of a candidate

In accordance with the LG Regulations, at any time after the close of nominations and before election day, a candidate may retire, or be retired by the VEC. A candidate can only retire if it will result in an uncontested election or if they are not qualified to be a Councillor. If the VEC believes a candidate was not entitled to nominate, it must formally query the candidate's qualification and invite written reasons why they are entitled. If the VEC remains satisfied that the candidate is not entitled, it must retire the candidate from the election.

When a candidate is retired from an election, the VEC is required to take all practicable steps to remove the retired candidate's name from ballot papers. If it is not practicable to do so, during the counting of votes the retired candidate's votes are passed on to other candidates according to voters' preferences.

There were no candidate retirements at the Hepburn Shire Council election.

## 10. Voting

### Ballot pack preparation and redirection

Artwork for ballot papers and candidate statements is generated using the VEC's automation tool. This tool selects from a range of pre-defined artwork templates and populates them with the relevant candidate information directly from the VEC's election management system database.

Following an extensive quality assurance process, print-ready artwork files were securely transmitted directly to the VEC's contracted ballot material printer ready for production. The VEC's contracted mail house directly printed the voters' addresses (mailing and entitlement address) and barcodes on the ballot paper envelopes in preparation for assembly and delivery of ballot packs. The VEC utilised multiple third party providers to assemble the ballot packs prior to the mail house lodging with Australia Post. The mail house allocated a secure area within its operations that was used solely for the printing, insertion, and dispatch of ballot material. This ensured the highest standards of security were met.

Electors could apply to have their ballot material redirected to an address other than their entitlement address. Voters had until the certification day for the voters' roll (also the day that nominations open) to apply for their ballot material to be redirected. The VEC arranged for ballot material to be delivered to any voter applying for redirection to the address specified in their request. For the 2024 local government elections, voters had until Monday 9 September 2024 to submit redirection requests.

The election manager received 9 requests for redirection of ballot packs for the election.

### Early votes

Voters could request an early postal ballot envelope (early vote) before the general mail out of ballot packs. The election manager processed requests and issued early votes where the request was assessed as reasonable. Requests for early votes could be processed from Wednesday 18 September 2024, the day after nominations closed, until the start of the general mail out of ballot packs on Monday 7 October 2024.

Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

The election manager issued a total of 14 early votes for the election.

### Mail-out of ballot packs

The VEC mailed 13,232 ballot packs between Monday 7 and Thursday 10 October 2024.

See **Appendix 7** for a breakdown of the packs sent on each day of the general mail out. The VEC did not mail ballot packs to voters who passed away between the close of roll and generation of the mail-out file.

This included 9 ballot packs which were redirected to alternative addresses for voters who had applied to redirect their ballot pack by Monday 9 September 2024.

In accordance with regulation 49(3) of the LG Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail-out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail-out period to confirm that ballot packs had been delivered to voters. Australia Post confirmed all ballot packs had been delivered by Tuesday 15 October 2024.

During the voting period, 338 ballot packs were returned to the election office by Australia Post as return-to-sender mail. In most cases, this was likely due to the addressee no longer residing at the address.

### Unenrolled votes

The election manager issued unenrolled votes to people whose names could not be found on the voters' roll but said they were entitled to vote at the election. The unenrolled ballot pack included a declaration for the voter to sign. The election manager assessed the declaration and decided to admit or disallow the vote.

The election manager issued one unenrolled vote and following relevant checks, none were admitted to the count.

### Replacement ballot packs

Following the general mail out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoiled, or destroyed, could apply for a replacement vote by completing an online application form or contacting the public enquiry service.

A centralised team processed applications and mailed replacement ballot packs to the postal address provided. Voters also had the option to attend the election office in the council for which they hold entitlement, to have a replacement vote issued over the counter.

455 replacement ballot packs during the voting period were issued. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

## 11. Return of ballot paper envelopes

VEC provided voters with a priority reply paid envelope to return their completed ballot paper and ballot paper envelope. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters could also put their ballot papers and envelope in a ballot box at the election office.

As ballot paper envelopes were returned, they were progressively checked by the election manager to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot paper from any one voter could proceed to the extraction and count.

The election manager received a total of 9,636 returned ballot paper envelopes by the close of voting at 6 pm on Friday 25 October 2024.

In accordance with regulation 57(3) of the LG Regulations, the election manager could accept returned ballot paper envelopes until 12 noon on the Friday following the close of voting, if they thought the voter had signed the envelope before voting closed.

The election manager accepted 1,705 ballot paper envelopes during the extended postal vote receipt period.

The total returned ballot paper envelopes for Hepburn Shire Council was 11,341.

The election manager set aside 266 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes for Hepburn Shire Council.

## 12. Results

### Extraction

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This 2-stage process maintains anonymity and ensures the VEC can track the number of envelopes for ongoing reconciliation.

A total of 11,075 ballot paper envelopes were admitted to the extraction process.

Ballot papers were extracted at the election office from Tuesday 29 October 2024. The extraction of all admitted ballot paper envelopes was completed on Wednesday 6 November 2024, following the close of the extended postal vote receipt period.

If the VEC found any returned ballot paper envelopes that did not contain a ballot paper, contained more than one ballot paper, or did not contain the correct ballot paper, these were required to be rejected and not counted. There were 54 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 11,021 ballot papers proceeded to the count.

### Computer count

A computer count information session explaining the process was recorded and available for online streaming from the VEC website from Friday 18 October 2024.

Following the extraction of ballot papers admitted to the count for Hepburn Shire Council, preferences on ballot papers were data entered into the VEC's computer counting application at the election office. The application distributes preferences using the proportional representation method once data entry of ballot paper preferences is complete. Results were calculated at the election office on Thursday 7 November 2024.

The VEC published provisional results on its website as they became available. Results were updated as finalised once declarations had taken place.

For a breakdown of first preference results, refer to **Appendix 8**.

### Recounts

At any time before a candidate is declared elected, the election manager or a candidate may initiate

a recount. Election managers initiate recounts if margins in a preference distribution are close or critical. Candidates must ask for a recount in writing, with the reasons for their request. The election manager and head office staff assess candidate recount requests and either accept or deny them.

The election manager did not receive any requests for a recount following the count.

### Scrutineers

Scrutineers help deliver fair and transparent elections by observing election activities. They contribute to electoral integrity and help build public trust. Scrutineers can observe all activities involved in ballot paper and envelope processing.

Candidates are not permitted in election venues during extraction and counting activities and instead appoint scrutineers. Each candidate could appoint one scrutineer per election official involved in an activity. To appoint scrutineers, candidates completed a hardcopy 'Appointment and declaration of scrutineer form', which the candidate signed and submitted to the election manager. All scrutineers then had to sign the form's formal declaration in front of an election official. The declaration meant the scrutineers committed to eligibility and legal requirements and the VEC's conditions of entry.

A *Scrutineer handbook* was made available to all candidates and scrutineers with information on the role and responsibility of scrutineers during election activities. It included overviews of the activities so that scrutineers could understand what to expect during election activities they may attend. When scrutineers attended election venues they were briefed on their responsibilities and the processes they would witness. Scrutineers were instructed when and how they could challenge activities when ballot paper formality was being decided and votes were being counted. Scrutineers were allowed to notify election managers if they disagreed with the decision made by an election official on ballot paper formality or whether votes were counted for the selected candidate. Election managers reviewed the challenge and made a final decision on the ballot paper.

### Declaration of results

In the Service Plan, the VEC committed to complete all results declarations by Friday 15 November 2024.

The results of the 2024 Hepburn Shire Council general election were declared at 4:30 pm on Friday 8 November 2024 at Council Chambers, 24 Vincent Street, Daylesford.

The VEC website was updated following the declaration to reflect the elected candidates.

## 13. Election statistics

### Participation

Participation is measured by the number of voters marked off the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Hepburn Shire Council election was 84.93%, which is higher than the state average of 83.79% (excluding Melbourne City Council) and lower than the 86.06% rate at the 2020 Hepburn Shire Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is lower for voters who are enrolled on the EC's list (84.69%) compared to voters enrolled on the CEO's list (93.10%).

Refer to **Appendix 9** for further information on participation, including a breakdown by enrolment category.

### Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2024 Hepburn Shire Council general election was 83.30%. This is compared to the state average turnout of 81.46% (excluding Melbourne City Council). The voter turnout at the 2020 general election for the council was 83.82%.

### Informality

The overall informal voting rate recorded at the 2024 Hepburn Shire Council general election was 5.71%, compared with the State average of 3.47%. An informality rate of 2.38% was recorded at the Hepburn Shire Council general election held in October 2020.

# 14. Complaints

## Type of complaints

At local government elections, complaints generally fall into 2 broad categories:

### 1. Election Administration

Complaints about the conduct of the election and services to voters.

### 2. Election participation and conduct

Complaints about candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

Most complaints at the 2024 local government elections related to the second category, and often alleged inappropriate or illegal action by a person or group associated with the election.

## Complaints process

The VEC have a streamlined complaints process during elections, developed with local councils and enforcement agencies. Complaints must be lodged in writing, then processed at head office. For the 2024 local government elections, customers could provide feedback and complaints online.

Complaints alleging a breach of the LG Act are forwarded to the Local Government Inspectorate. Complaints relating to local laws are referred to council. Complaints about the VEC's services, or the behaviour or actions of VEC staff and election officials, are the responsibility of the VEC.

The VEC is committed to responding to each complaint within 5 working days.

## Complaints received

The VEC received 7 written complaints relating to the election for Hepburn Shire Council.

Please see **Appendix 10** for a description of complaints received by the VEC.

## 15. Post-election activities

### Storage of election material

The VEC will keep all records from the election safely and secretly in accordance with regulation 79 of the LG Regulations.

### Refund of nomination fees

Nomination fees were refunded to eligible candidates on Tuesday 17 December 2024. Eligible candidates include those elected or who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to the council on Tuesday 17 December 2024.

### Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the declaration and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to VCAT disputing the result of the Hepburn Shire Council general election.

## 16. Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an 'Apparent failure to vote' notice in February/March. Apparent non-voters have 28 days to respond.

People who do not respond to the notice, or do not provide a satisfactory response, may be issued with an infringement notice in April/May that will incur a penalty. Further follow-up with a penalty reminder notice in July may also occur – this stage includes the original penalty and a penalty reminder notice fee. Penalties collected on behalf of council will be reimbursed at the end of the infringement and reminder notice stages.

Additionally, during the infringement and penalty reminder notice stages, non-voters may ask for their matter to proceed directly to the Magistrates' Court.

These requests will be actioned at the conclusion of the infringement and penalty reminder notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the end of the penalty reminder notice stage.

## 17. Evaluating VEC services

The VEC is committed to providing high quality election services to its local government clients. Through a formal feedback and debriefing program, the VEC can gauge its performance and seek advice for future local government election projects.

### Feedback from councils

The VEC invited feedback from councils on its services in December 2024 and acknowledges the receipt of feedback provided by Hepburn Shire Council. Additional feedback can be provided to the LG2024 Program Manager by emailing [LGProgram2024@vec.vic.gov.au](mailto:LGProgram2024@vec.vic.gov.au)

### Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program that includes input from all areas of its workforce. Internal debriefing following the local government elections began in December 2024. The VEC will publish a consolidated report on its performance and key statistics from the elections. This will be tabled in Parliament and available on the VEC website.

## Appendices

### Schedule 1: Record of ballot papers and declaration envelopes

<b>Hepburn Shire Council election</b>	
<b>Ballot papers printed</b>	
Victorian Electoral Commission	16,000
Election manager	40
<b>Total</b>	<b>16,040</b>
<b>Ballot papers issued</b>	
General mail out	13,232
Early and replacement votes	469
Unenrolled declaration votes	1
Spoilt	1
Sub total	13,703
Unused	2,337
<b>Total</b>	<b>16,040</b>
<b>Declarations returned</b>	
General mail out admitted to the extraction	10,767
Early and replacement votes admitted to the extraction	308
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	266
Declarations returned to sender	338
Sub total	11,679
Declarations not returned	2,024
<b>Total</b>	<b>13,703</b>

## Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2024 Hepburn Shire Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



**Sven Bluemmel**  
Electoral Commissioner

## Appendix 1: Breakdown of the voters' roll

<b>Hepburn Shire Council election</b>	<b>Voters enrolled through an entitlement under section 241 of the LG Act</b>	<b>Voters enrolled through entitlements under sections 242–245 of the LG Act</b>	<b>Total voters enrolled</b>
Hepburn Shire Council	12,854	378	13,232

## Appendix 2: Public notices

### Schedule of public notices

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#### Close of roll notice

VEC website/public notices	23 July 2024
The Courier	27 July 2024
The Maryborough District Advertiser	26 July 2024
Midland Express	23 July 2024
The Local	15 July 2024

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#### Notice of election

VEC website/public notices	12 August 2024
The Courier	12 August 2024
The Maryborough District Advertiser	16 August 2024
Midland Express	13 August 2024
The Local	12 August 2024

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#### Voting details notice

VEC website/public notices	20 September 2024
The Courier	30 September 2024
The Maryborough District Advertiser	1 October 2024
Midland Express	1 October 2024
The Local	7 October 2024

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**Reminder notice**

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The Courier	14 October 2024
The Maryborough District Advertiser	15 October 2024
Midland Express	15 October 2024
The Local	21 October 2024

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**Notice of result**

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VEC website/public notices	8 November 2024
The Courier	20 November 2024
The Maryborough District Advertiser	22 November 2024
Midland Express	26 November 2024
The Local	2 December 2024

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## Appendix 2.1: Sample public notices

### Close of roll

## Sample Council postal election

*My council, my vote*

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**You must be enrolled to vote**

A general election for Sample Council will be held in October 2024. To be able to vote in the election, you must be enrolled by the close of roll at **4 pm on Wednesday 7 August 2024**. Two categories of voters can be enrolled to vote in the Sample Council election: State-enrolled voters and Council-enrolled voters.

**State-enrolled voters**

**Am I enrolled to vote?**

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are on the State electoral roll for your current address.

**You need to enrol if:**

- you are an Australian citizen aged 18 or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are not on the State electoral roll or
- you have lived at your current residential address within the Sample Council for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

**How do I enrol?**

You can enrol online at [vec.vic.gov.au](http://vec.vic.gov.au)

You can also download an enrolment form from the website.

All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at **4 pm on Wednesday 7 August 2024**.

**How can I check my State enrolment?**

You can check your enrolment details online at [vec.vic.gov.au](http://vec.vic.gov.au) at any time, or call 131 832.

**Council-enrolled voters**

**Am I enrolled to vote?**

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 26 October 2024 and
- not a State-enrolled voter within the Sample Council.

New rules mean you are no longer automatically enrolled if you are a non-resident property owner (e.g. a landlord or a business owner that pays rates). If you are a non-resident property owner within the Sample Council, you need to apply to enrol if you wish to vote in the Sample Council election.

**Who else can enrol & vote?**

You may also apply to enrol if:

- you have purchased a rateable property within the Sample Council location since the last election but you are not a resident of the Sample Council, or
- you are not an Australian citizen and you live in, and pay rates for, a property within the Sample Council location, or
- you pay rates on a property you occupy within the Sample Council and have no other voting entitlement within the Sample Council, for example you are a shop tenant and pay rates to the Council for your tenancy, and you have no other voting entitlement within the Sample Council, or
- you are a director or company secretary of a corporation within the Sample Council that pays rates to Sample Council and you have no other voting entitlement within the Sample Council.

**How do I apply to be a Council-enrolled voter?**

If you meet any of the above criteria and wish to enrol, contact Sample Council on 0000 0000 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at **4 pm on Wednesday 7 August 2024**.

**How can I check if I am Council-enrolled?**

You can check your enrolment details by contacting the Council on 0000 0000.

**Thinking about standing for election?**

To nominate as a candidate for Sample Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Sample Council and
- be eligible to become a councillor and
- have completed the mandatory candidate training provided by Local Government Victoria before lodging your nomination with the Election Manager.

For further information, visit [vec.vic.gov.au](http://vec.vic.gov.au)

Enrolment closes  
**4 pm Wednesday 7 August 2024**

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

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**vec.vic.gov.au | 131 832**

For enquiries in languages other than English:  
 \* عربي (Arabic) 9209 0100 \* ܐܘܪܝܝܢܐ (Assyrian) 9209 0160 \* ဗမာစာ (Burmese) 9209 0161 \* 简体中文 (Mandarin) 9209 0106 \* 廣東話 (Cantonese) 9209 0101  
 \* Hrvatski (Croatian) 9209 0102 \* داري (Dari) 9209 0193 \* Thuzungjäng (Dinka) 9209 01119 \* Ελληνικά (Greek) 9209 0103 \* ازرزي (Hazragi) 9209 0162 \* Italiano (Italian) 9209 0104  
 \* Khmer (Khmer) 9209 0192 \* 한국어 (Korean) 9209 0194 \* македонски (Macedonian) 9209 0105 \* नेपाली (Nepali) 9209 0163 \* فارسي (Persian) 9209 0195 \* มอญ (Thai) 9209 0164  
 \* Türkçe (Turkish) 9209 0110 \* اردو (Urdu) 9209 0165 \* Tiếng Việt (Vietnamese) 9209 0111 \* All other non-English languages 9209 0112

Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic

### Notice of election

## Sample Council postal election

*My council, my vote*

---

**Vote by post this October**

Ballot packs will be mailed to voters enrolled in the Sample Council general election from Monday 7 October. Complete and return your ballot material ASAP. Ballot material must be in the mail or delivered to the election manager by **6 pm on Friday 25 October**.

**If you will be away**

If you will be away when ballot packs are mailed, or your address has changed since Wednesday 7 August, you can request for your ballot pack to be redirected by completing the online redirection form at [vec.vic.gov.au/redirections](http://vec.vic.gov.au/redirections), or call 131 832.

Requests for redirection must be received by 5 pm on Monday 9 September.

**Large print and braille ballot papers**

Large print or braille ballot papers are available for voters who are blind or have low vision – please register by 5 pm Tuesday 10 September. To register, call 03 8620 1314 during business hours.

**Early votes**

If you will be away during the voting period (7–25 October), you can go to your local election office to vote in person, from 10 am on Wednesday 18 September.

The Sample Council election office is at:  
Sample election office address

**How to nominate as a candidate**

To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters roll for Sample Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the election manager.

To nominate, complete the nomination form and lodge it with the election manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from Monday 9 September until 12 noon on Tuesday 17 September at the election office.

Visit [vec.vic.gov.au](http://vec.vic.gov.au) for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from Tuesday 20 August.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the election manager along with the nomination fee.

Call the election manager from Monday 9 September on 131 832 to make a nomination appointment.

**Nominations close 12 noon Tuesday 17 September.**

**Candidate information session**

Sample time sample date at sample venue name, sample address

Candidate information kits containing nomination forms and other electoral information will be available online and from the election manager.

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

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For enquiries in languages other than English:  
 \* عربي (Arabic) 9209 0100 \* ܐܘܪܝܝܢܐ (Assyrian) 9209 0160 \* ဗမာစာ (Burmese) 9209 0161 \* 简体中文 (Mandarin) 9209 0106 \* 廣東話 (Cantonese) 9209 0101  
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 \* Türkçe (Turkish) 9209 0110 \* اردو (Urdu) 9209 0165 \* Tiếng Việt (Vietnamese) 9209 0111 \* All other non-English languages 9209 0112

Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic

Voting details notice

## Sample Council postal election

*My council, my vote*

Sample Council logo

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An election will be held for Sample Council.

**Check the mail for your ballot pack**  
Ballot packs containing voting material will be mailed to enrolled voters from **Monday 7 October**.  
This is a postal election only.  
If you do not receive your ballot pack by **Tuesday 15 October** please visit [vec.vic.gov.au](http://vec.vic.gov.au) to complete the online replacement form, or call **131 832** to arrange a replacement.

**Candidates**  
Candidates who have nominated for election are listed in the ballot packs and at [vec.vic.gov.au](http://vec.vic.gov.au).  
A photo and candidate statement will also be included if provided by candidates.  
Responses to a candidate questionnaire, if provided, are available at [vec.vic.gov.au](http://vec.vic.gov.au).

**How to vote correctly**  
You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

**How to return your ballot pack**  
Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:  
Sample election office address

**Voting is compulsory**  
Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.  
If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October**.  
State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

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**vec.vic.gov.au | 131 832**  
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Authorised by S. Bluemel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

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Reminder notice

## Sample Council postal election

*My council, my vote*

Sample Council logo

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An election is being held for Sample Council.

**Check the mail for your ballot pack**  
Ballot packs containing voting material were mailed to enrolled voters from **Monday 7 October**.  
This is a postal election only.  
If you do not receive your ballot pack by **Tuesday 15 October** please visit [vec.vic.gov.au](http://vec.vic.gov.au) to complete the online replacement form, or call **131 832** to arrange a replacement.

**Candidates**  
Candidates who have nominated for election are listed in the ballot packs and at [vec.vic.gov.au](http://vec.vic.gov.au).

**How to vote correctly**  
You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

**How to return your ballot pack**  
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Sample election office address

**Voting is compulsory**  
Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.  
If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October**.  
State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

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**vec.vic.gov.au | 131 832**  
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Authorised by S. Bluemel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

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Victorian Electoral Commission

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## Declaration of results

<b>Sample Council election</b> Declaration of results		<b>Sample Council logo</b>
The following candidates were elected to Sample Council at the general election held in October 2024:		
<b>Sample Ward 1</b> Sample elected candidate 1	Sample elected candidate 4	<b>Sample Ward 8</b> Sample elected candidate 8
<b>Sample Ward 2</b> Sample elected candidate 2	<b>Sample Ward 5</b> Sample elected candidate 5	<b>Sample Ward 9</b> Sample elected candidate 9
<b>Sample Ward 3</b> Sample elected candidate 3	<b>Sample Ward 6</b> Sample elected candidate 6	
<b>Sample Ward 4</b>	<b>Sample Ward 7</b> Sample elected candidate 7	
Further details about the results are available at <a href="http://vec.vic.gov.au">vec.vic.gov.au</a>		
<b>Sample Election Manager name</b> Election Manager		
Sample declaration date		
<small>vec.vic.gov.au   131 832   @electionsvic</small>		
<small>Authorised by S. Blummel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.</small>		

## Appendix 3: Schedule of media releases and advisories

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### Hepburn Shire Council council-specific media releases and advisories

Enrol now for the Hepburn Shire Council election	Monday 29 July 2024
Call for candidates for Hepburn Shire Council election	Thursday 22 August 2024
Ballot packs mailed for Hepburn Shire Council election	Monday 7 October 2024
Voting closes soon for Hepburn Shire Council election	Tuesday 15 October 2024
New councillors for Hepburn Shire Council	Friday 8 November 2024

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### Statewide media releases and advisories

Victorians urged to enrol for upcoming local council elections	Monday 22 July 2024
Media advisory: 2024 local council elections briefing	Monday 22 July 2024
Last chance to enrol for Victorian council elections	Friday 2 August 2024
News alert: Enrolment closes tomorrow for October's council local elections	Tuesday 6 August 2024
Nominations open soon for Victorian local council elections	Monday 26 August 2024
Media advisory: Accessing candidate information for the 2024 Victorian local council elections	Friday 6 September 2024
Nominations for the 2024 Victorian local council elections now open	Monday 9 September 2024
Over 4.6 million enrolled for local council elections	Tuesday 10 September 2024
Time is running out to nominate for this year's local council elections	Monday 16 September 2024
Electoral Commissioner calls for transparency in the use of AI in upcoming local council elections	Tuesday 17 September 2024
Media advisory: Media attendance at local council election ballot draw	Tuesday 17 September 2024
Nominations are in for October local council elections	Wednesday 18 September 2024
Democracy ambassadors help community voices 'Be Heard'	Thursday 19 September 2024
VEC retires 16 local council election candidates	Monday 30 September 2024
Voting starts next week for Victoria's local council elections	Friday 4 October 2024

**Statewide media releases and advisories**

Police investigate break-in at the Ballarat election office	Thursday 10 October 2024
Voters urged to request a replacement ballot pack following van theft	Friday 18 October 2024
Local council elections voting deadline looms	Monday 21 October 2024
Voters urged to request a replacement ballot pack following theft	Thursday 24 October 2024
Final day of voting	Friday 25 October 2024
Media advisory: Results timelines for Victorian local council elections	Friday 25 October 2024
Media advisory: Media attendance at results declarations	Wednesday 6 November 2024
Suspected postal vote tampering in 2 local council elections referred for inquiry	Wednesday 13 November 2024
Didn't vote in the 2024 local council elections?	Monday 17 February 2025
Non-voters asked to explain why they didn't vote in the 2024 local council elections	Friday 7 March 2025
Infringements sent to 2024 local council election non-voters	Scheduled for Monday 14 April 2025
Act on penalty reminder notice or risk enforcement action	Scheduled for Thursday 1 July 2025

## Appendix 4: VoterAlert advisories

### Appendix 4.1: SMS alerts

#### Close of roll – sent from Wednesday 17 July to Wednesday 31 July 2024

VoterAlert: Vic council elections will be held by post this Oct. Make sure your details are correct before 4pm Wed 7 Aug. More info <https://vec.vic.gov.au/LG24>. If you'd rather not open links in this message, look up the VEC website or call 131 832 to check. Unsubscribe <https://vec.vic.gov.au/voteralert>

#### Reminder close of voting – sent from Tuesday 22 October to Wednesday 23 October 2024

VoterAlert: return your council election ballot pack by 6pm Fri Oct 25. If your ballot pack hasn't arrived, find out how to get a replacement at <https://vec.vic.gov.au/LG24>. Ignore if you've already voted or asked for a replacement. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

#### Uncontested election – sent from Wednesday 25 September to Tuesday 1 October 2024

VoterAlert: the election in your area is uncontested, as only one person nominated per vacancy. You do not need to vote. More info: <https://vec.vic.gov.au/LG24>. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>


#### Mail-out of ballot packs – sent from Monday 7 October to Monday 14 October 2024

VoterAlert: ballot packs for the local council elections are on their way, arriving by 15 Oct. Complete and return before 6pm on Fri 25 Oct. For more info visit <https://vec.vic.gov.au/LG24>, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

## Appendix 4.2: Email alerts

## Close of roll email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

**VoterAlert** 

Hi

Victorian local council elections are being held by post this October. You must be correctly enrolled by **4 pm on Wednesday 7 August**.

**What you need to do**

Not sure if your enrolment details are up to date? You can check online at [vec.vic.gov.au/enrolment](http://vec.vic.gov.au/enrolment)

If you've changed your address or name since you last voted in an election, you should update your details. Please also check the postal address listed on your enrolment, as this is where we will send your ballot pack.

[CHECK MY DETAILS](#)

If your details **haven't changed** since the last time you voted, get ready to vote. All voting in this election is by post. We will start posting ballot packs out from Monday 7 October.

The full list of candidates will be available on our website from 12 noon on Tuesday 17 September.

[Find out more about your council election.](#)

Voting is compulsory – don't risk a fine.

**If you own properties in more than one Victorian council**

Some people are eligible to enrol in more than one council. If you own or pay rates on a property in a Victorian council other than where you normally live, you can apply to enrol with that council. This is known as council enrolment.

Contact the council directly for more information about council enrolment.

[Find out more about council enrolment.](#)

You **must** vote for all councils you are enrolled in.

**Electoral structure changes**

Over half of Victoria's local councils have new electoral structures or have changed internal ward boundaries. You may be voting in a new ward this October.

You can check your council's ward boundaries on our [interactive map](#).

**Information in your language**

You can find election information in 20 languages other than English on our website.

[Find in-language information.](#)

**Security**

If you would rather not click any links in this email, all this information and more is on our website at [vec.vic.gov.au](http://vec.vic.gov.au). You can also hover over links to confirm they go to a [vic.gov.au](http://vic.gov.au) website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <[voteralert@info.vec.vic.gov.au](mailto:voteralert@info.vec.vic.gov.au)>' as the sender. We will never ask you to enter credit card details or make payments through a website.

**More information**


Visit [vec.vic.gov.au](http://vec.vic.gov.au) or call us on [131 832](tel:131832) between 8:30 am and 5 pm Monday to Friday.

*Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.*

**Our mailing address is:**  
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.


[UNSUBSCRIBE](#)



[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

## Uncontested election email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

**VoterAlert** 

Hi

The . Ward election is uncontested as there were the same number of candidates as vacancies at the close of nominations.

You are not required to vote this October.

**If you own properties in any other Victorian councils**

You will still get a ballot pack for any other councils you are enrolled in. Please complete and return all ballot packs you receive before **6 pm on Friday 25 October**.

If you don't vote you may risk a fine.

Check your enrolment online or contact the council directly to check your enrolment details.

[Check my enrolment](#)

**Security**

If you would rather not click any links in this email, all this information and more is on our website at [vec.vic.gov.au](http://vec.vic.gov.au). You can hover your mouse over links to make sure they go to a [vic.gov.au](http://vic.gov.au) website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <[voteralert@info.vec.vic.gov.au](mailto:voteralert@info.vec.vic.gov.au)>' as the sender. We will never ask you to enter credit card details or make payments through a website.

**More information**


For more information visit [vec.vic.gov.au](http://vec.vic.gov.au) or call us on [131 832](tel:131832) between 8:30 am and 5 pm, Monday to Friday.

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[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

## Ballot pack mail-out email

Do not reply to this email. Replies go to an unmonitored inbox. [Contact us](#) with any questions.

**VoterAlert** 

Hi

You are enrolled to vote in the 2024 local council elections.

Your vote matters. Local council elections are your chance to vote on who represents you on the local community issues that you care about.

### How to vote

Voting in these elections is by **post**.

We have started posting ballot packs to all enrolled voters. They will arrive by **Tuesday 15 October**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible.

If you're unsure, you can learn [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

### If you don't get a ballot pack

Ballot packs are in the mail and will arrive by **Tuesday 15 October**.

If you don't get a ballot pack by then, you can ask us to send you a replacement by calling [131 832](tel:131832) between 8:30 am and 5 pm, Monday to Friday.

### Moved house or away from your address

If you are away from your mailing address you can request a replacement ballot pack. You can:

- call us on [131 832](tel:131832) between 8:30 am and 5 pm, Monday to Friday
- visit the election office of your **old address** to get a replacement on the spot. If you will be away during the election, you can fill in your vote there and return it straight away.

[Find my election office](#)

### Find candidates

Information about candidates, including statements and candidate questionnaire responses are on our website.

[Find candidates](#)

### Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

[Find information in your language](#)

### Security

If you would rather not click any links in this email, all this information and more is on our website: [vec.vic.gov.au](http://vec.vic.gov.au). You can hover your mouse over links to confirm they go to a [vic.gov.au](http://vic.gov.au) website before you click them.

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### More information


For more information visit [vec.vic.gov.au](http://vec.vic.gov.au) or call us on [131 832](tel:131832) between 8:30 am and 5 pm, Monday to Friday.

*Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.*

**Our mailing address is:**  
Level 11, 530 Collins Street, Melbourne VIC 3000

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[UNSUBSCRIBE](#)



[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

## Last week to vote email

Do not reply to this email. Replies go to an unmonitored inbox. [Contact us](#) with any questions.

**VoterAlert** 

**Reminder:** voting for the 2024 local council elections closes at 6 pm this Friday 25 October.

Please ignore this email if you've already voted or asked for a replacement ballot pack.

### How to vote

Voting in these elections is by **post**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible. You can find instructions on [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

[Find my election office](#)

### If you don't get a ballot pack

If you haven't received your ballot pack in the mail yet, you can ask us to send you a replacement by:

- visiting your election office\* to get a replacement on the spot. You can fill in your vote there and return it straight away.
- calling us on [131 832](tel:131832) between 8:30 am and 6 pm, Monday to Friday
- filling in our [online form](#).

\*This must be the election office for your enrolled address. [Check your enrolment details](#) if you've recently moved.

[Find my election office](#)

### Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

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### Security

If you would rather not click any links in this email, all this information and more is on our website: [vec.vic.gov.au](http://vec.vic.gov.au). You can hover your mouse over links to confirm they go to a [vic.gov.au](http://vic.gov.au) website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <[voteralert@info.vec.vic.gov.au](mailto:voteralert@info.vec.vic.gov.au)>' as the sender. We will never ask you to enter credit card details or make payments through a website.

### More information


For more information visit [vec.vic.gov.au](http://vec.vic.gov.au) or call us on [131 832](tel:131832) between 8:30 am and 6 pm, Monday to Friday.

*Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.*

**Our mailing address is:**  
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

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## Appendix 5: Voter engagement program and initiatives

Program	Program details
Be Heard Democracy Ambassador program	This program provides free peer-led electoral education and information sessions to those under-represented in the electoral process. This includes people with disability and their carers, culturally and linguistically diverse (CALD) communities, people experiencing homelessness and young people. A total of 238 sessions were provided across the state reaching over 10,000 participants.
Specialist mobile enrolment	This program delivered peer-led enrolment sessions in prisons, homeless services, schools and tertiary education settings to reach young people and Aboriginal community settings across Melbourne and regional Victoria.
CALD in-language social media videos	This project produced a series of videos in 11 different languages including Auslan. Languages were chosen to reach language groups most in need of additional support. The videos provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms, community networks, and partner organisations.
Active Citizenship program	Electoral and civics education workshops were delivered to CALD community leaders in 3 locations across regional Victoria.
Aboriginal engagement	This program delivered information and engagement sessions across the greater Melbourne area and regional Victoria. These were designed to raise awareness that voting was compulsory and taking place via post. Culturally appropriate resources were produced to provide information on how to respond to an Apparent Failure to Vote Notice, including a video which was distributed and shared through the VEC's social media platforms and partner organisations.
Easy English guide	This was produced for people with low English proficiency and designed as a co-read product where a person supports the reader. These were distributed by Democracy Ambassadors as a key resource, and also available for download from the VEC's website.

## Appendix 6: Final list of candidates in ballot paper order

The candidates, in ballot paper order, were as follows:

---

### Hepburn Shire Council election

---

HENDERSON, Don

---

CLARK, Tony

---

POROCHOWSKY, Christian

---

DRYLIE, Tim

---

SEDGMAN, Derek

---

PETTERSSON, Benny

---

HOOD, Brian

---

STONE, Cameron

---

HOCKEY, Pat

---

HEWITT, Lesley

---

CORNISH, Shirley

---

WINFIELD-GRAY, Bernie

---

### Appendix 6.1: Candidate statements and photographs

Hepburn Shire Council election	Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
Hepburn Shire Council	12	12	12

## Appendix 6.2: Sample ballot material

### Outer envelope

**Sample Council**

If undeliverable, return to  
Locked Bag 0000  
LOCALITY VIC 0000

STAT-ENVM938 06/24

POSTAGE  
PAID  
AUSTRALIA  
**PRIORITY**

**Local council elections 2024**  
**Postal ballot pack**

**Voting closes 6 pm**  
**Friday 25 October**

**Victorian  
Electoral  
Commission**

### Reply-paid envelope

**Sample Council**  
Sample Ward

Sample Council  
Sample Ward

STAT-ENVM937 07/24

Delivery address:  
Locked Bag 0000  
LOCALITY VIC 0000

No stamp required  
if posted in Australia

Election Manager  
Sample Election Office  
Sample Ward  
Reply Paid 00000  
LOCALITY VIC 0000

Post your completed ballot pack  
before 6 pm on Friday 25 October

Local post box collection times vary. Check the  
collection time on your post box to make sure your  
vote is in the mail on time.

### Ballot paper envelope

# Ballot paper envelope

## How to vote

1. Complete your ballot paper/s.
2. Put your completed ballot paper/s inside this envelope and seal it.
3. Sign the declaration on the back of this envelope.  
We remove it before counting to keep your vote secret.
4. Put this ballot paper envelope into the reply-paid envelope and seal it.
5. Post it straight away.

Voters unable to sign: Blind or low vision voters, or voters with low literacy or limited English can ask someone to sign for them. The authorised person must sign and write their name on the back of this envelope.

1. →

2. →

3. →

4. →

5. →

**Victorian  
Electoral  
Commission**

STAT-ENV-LG-003 06/24

**Candidate leaflet**

Voting closes  
 6 pm Friday  
 25 October 2024

All voting in this election is by post.  
 Post your vote before voting closes.  
 We cannot accept late votes.

Local post box collection times vary. Check the collection time on your post box to make sure your vote is in the mail on time.

You can also drop your vote off during business hours to:

Address line 1  
 Address line 2  
 Address line 3

For more information, visit [vec.vic.gov.au](http://vec.vic.gov.au) or call 131 832 during business hours.

**Voting is compulsory**


You are enrolled to vote in this election.

Voting is your right. By voting, you get to have a say in who represents you on your local council.

Voting is also a responsibility. If you don't vote, you may get a fine.

If your enrolment details have changed, it is your responsibility to update them. Visit [vec.vic.gov.au/update](http://vec.vic.gov.au/update) for more information.


Sample Council  
 Sample Ward



**Candidate leaflet**

**Sample Council election 2024**  
 Sample Ward


Sample Ward



**Notice**


The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the election manager. Candidate statements are also available at [vec.vic.gov.au](http://vec.vic.gov.au)

Candidates may also provide answers to a questionnaire. Responses are available at [vec.vic.gov.au](http://vec.vic.gov.au)



**How to vote multi-language leaflet**  
*If applicable*


**How to vote leaflet**



**Language support**

Visit [vec.vic.gov.au/languages](http://vec.vic.gov.au/languages) for more information in your language.

For interpreter assistance, call us. See the phone numbers on the next page.



STAT-LEAMUL01 07/24

**Ballot paper**

**Sample Council**  
 Sample Ward

Election of 1 Councillor

Number the boxes 1 to 4 in the order of your choice.  
**Number every box to make your vote count.**  
 You must not use any number more than once.

CANDIDATE, Name  
 CANDIDATE, Name  
 CANDIDATE, Name  
 CANDIDATE, Name

### Appendix 6.3: Sample uncontested ward leaflet

**Sample Council election 2024**  
Sample Ward

At the close of nominations for the Sample Council, Sample Ward election, one nomination was received for one vacancy. Therefore, Candidate Name will be elected unopposed.

**You are not required to vote.**

**Election Manager Name**  
Election Manager

For more information call 131 832



## Appendix 7: Daily breakdown of the general mail out

Hepburn Shire Council election	7 October 2024	8 October 2024	9 October 2024	10 October 2024	Total general mail out
Hepburn Shire Council	4,499	4,499	2,117	2,117	13,232

## Appendix 8: Result information

### Hepburn Shire Council count summary

Enrolment	13,231
Formal votes	10,392
Informal votes	629 (5.71% of the total votes)
Voter turnout	11,021 (83.30% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
HENDERSON, Don	2,440	23.48%
CLARK, Tony	660	6.35%
POROCHOWSKY, Christian	537	5.17%
DRYLIE, Tim	963	9.27%
SEDGMAN, Derek	492	4.73%
PETTERSSON, Benny	423	4.07%
HOOD, Brian	1,540	14.82%
STONE, Cameron	438	4.21%
HOCKEY, Pat	768	7.39%
HEWITT, Lesley	1,079	10.38%
CORNISH, Shirley	618	5.95%
WINFIELD-GRAY, Bernie	434	4.18%

### Successful candidates

HENDERSON, Don (1st elected)

HOOD, Brian (2nd elected)

HEWITT, Lesley (3rd elected)

CLARK, Tony (4th elected)

DRYLIE, Tim (5th elected)

HOCKEY, Pat (6th elected)

CORNISH, Shirley (7th elected)

## Appendix 9: Election participation statistics

Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Hepburn Shire Council election participation	2020	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	86.63%	86.34%	86.64%
20–24	83.63%	80.07%	80.02%
25–29	78.95%	74.40%	74.09%
30–34	78.49%	73.55%	73.31%
35–39	82.36%	77.12%	76.18%
40–44	82.13%	78.39%	78.99%
45–49	82.82%	79.31%	81.92%
50–54	86.68%	84.14%	84.69%
55–59	87.52%	86.34%	87.46%
60–64	89.38%	88.58%	89.16%
65–69	91.45%	91.00%	90.41%
70+	89.97%	89.56%	88.77%
Voters enrolled through section 241 of the LG Act	88.43%	84.69%	86.27%
Voters enrolled through sections 243–245 of the LG Act	73.41%	93.10%	60.96%
Total voters enrolled	86.06%	84.93%	84.12%

## Appendix 10: Complaints

### Written complaints received by the VEC

Where an outcome is a follow-up response, the customer may have replied to the VEC's response and the VEC has therefore replied to that follow-up email.

Where an outcome has no action taken, this could be an anonymous submission that doesn't contain feedback and therefore can't be passed on to another team.

<b>Date</b>	<b>Nature of complaint</b>	<b>Action taken by the VEC</b>
Wednesday 9 October 2024	VEC Complaint - Defamatory material	Response provided
Wednesday 9 October 2024	LGI Complaint - Defamatory material; False claims in material	Referred to LGI
Monday 14 October 2024	VEC Complaint - Head office procedures; Postal voting process	Response provided
Thursday 24 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Saturday 26 October 2024	VEC Complaint - Postal vote not received by election; Failed to vote	Response provided
Monday 28 October 2024	VEC Complaint - Postal vote not received by election; Incorrect enrolment	Response provided
Wednesday 6 November 2024	VEC Complaint - Postal vote not received by election; Incorrect enrolment	Referred to Enrolment





## ATTACHMENT 9.3.1.1

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(Victorian Electoral Commission)  
April 2025

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