

ORDINARY MEETING OF COUNCIL - 29 APRIL 2025 ATTACHMENTS

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2025-2029 Hepburn Shire Council Onsite Wastewater Management Plan

ATTACHMENT 8.1.1



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 has 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 Southeast and the Wadawurrung to our Southwest 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.

1. Authorisation

This Onsite Wastewater Management Plan (OWMP) sets out how Hepburn Shire Council ensures the effective and sustainable management of domestic wastewater, specifically addressing risk to human health and the environment from onsite wastewater systems, in line with our responsibilities under the Environment Protection Act 2017 and General Environment Duty (GED).

Approved

Ron Torres
Director Development and Community
Date: 27 November 2024

Endorsed

Bradley Thomas
Chief Executive Officer
Date: 27 November 2024

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2. Version History

1	24 August 2024	Final Draft
2.	27 March 2024	1.0

3. Document Control

This Hepburn Shire Council Onsite Wastewater Management Plan (OWMP) is a controlled document which is not to be altered other than those amendments endorsed by the Director Development and Community. This OWMP is intended to be a 'live' document, and all suggested amendments or additions should be forwarded to Manager Community Safety.

4. Definitions

Name	Definition
Authorised officer	Environmental Health Officer, Environmental Health Technical Officer or plumber engaged and authorised by Council.
Blackwater	Wastewater from toilets.
Environmental Significance Overlay	To identify areas where the development of land may be affected by environmental constraints and to ensure that development is compatible with identified environmental values.
Onsite Wastewater Management System	An onsite wastewater treatment plant is defined in the Environment Protection Regulations 2021 as a system with a design or actual flow rate of sewage not exceeding 5,000 litres on any day and includes all beds, sewers, drains, pipes, fittings, appliances, and land used in connection with the treatment plant.
Onsite Wastewater Management Plant	A treatment plant for the bacterial, biological, chemical or physical treatment of sewage generated onsite. Examples include septic tank system, wet or dry composting toilet, aerobic treatment and sand filter.
Enforcement	In this OWMP, enforcement is broadly defined to include informal education and advice to duty holders, through to formal legal directions or orders to compel compliance.
Failed OWMS with offsite discharge	Components of the OWMS are no longer functioning so that untreated effluent is discharging beyond the property boundaries.
Greywater or sullage	Domestic wastewater from bathrooms, kitchens, and laundries.
Land capability Assessment (LCA)	The assessment of the capability of the land to support a particular use and in this case, effluent disposal.
Onsite wastewater management system (OWMS)	Means an OWMS with a design or actual flow rate of sewage not exceeding 5000 litres on any day and includes all beds, sewers, drains, pipes, fittings, appliances, and land used in connection with the treatment plant.

Primary treatment	The separation of suspended material from wastewater by settlement and/or flotation in septic tanks, primary settling chambers or other structures. In addition to physical separation of solids from liquid, liquid and solids may be decomposed by aerobic or anaerobic microbiological processes and digestion
Treated effluent with onsite discharge	The OWMS is satisfactorily treating the waste, but the distribution of the treated effluent is not functioning satisfactorily and is discharging within the property boundary.
Treated effluent with offsite discharge	The OWMS is satisfactorily treating the waste, but the distribution of the treated effluent is not functioning satisfactorily and is discharging beyond the property boundaries.
Secondary treatment	Microbiological digestion and physical settling and filtering processes and decomposition of wastewater constituents following primary treatment
Sewage	Wastewater containing any of human excreta, urine and toilet flush water and includes greywater (which is also called sullage and may include water from the shower, bath, basins, washing machine, laundry trough and kitchen)
Special Water Supply Catchment	An area where water is collected by the natural landscape and all rain and surface water eventually flow to a creek, river, lake, ocean or ground water system.
Stormwater	Rain that flows over ground surfaces as runoff and appears in surface streams and creeks.
Wastewater	Waste principally consisting of water and includes any of the following: sewage or other human-derived wastewater, wash down water or cooling water, irrigation runoff or contaminated stormwater, contaminated groundwater, water containing any commercial, industrial and trade waste (Environment Protection Regulation 2021).

Table 1 Definitions

5. Introduction

Hepburn Shire is renowned for charming towns, mineral springs and natural beauty, and Hepburn Shire Council (Council) is committed to protecting the health of the community, environment and waterways. In meeting this commitment, Council has a number of important legislative responsibilities, one of which is the regulation of onsite wastewater management systems (OWMS).

When designed and operated correctly, an OWMS is a safe and sustainable method of wastewater disposal. Council plays an important role in ensuring people responsible for installing and operating an OWMS within the Shire comply with the laws and Council is committed to responsible and sustainable onsite wastewater management practices.

Council has developed this Onsite Wastewater Management Plan (OWMP), which will support Council and the community by:

- allowing water authorities to relax the 1:40 hectare dwelling density rule if we are not implementing an OWMP. This would significantly limit any future development in existing unsewered townships and rural living areas
- establishing a framework for consistent, risk-based decision-making in the regulation of OWMS within the Shire
- providing a platform to build community awareness of the risks associated with onsite wastewater and understanding their obligations under the newly introduced General Environmental Duty (GED)
- outlining strategies and actions for Council to achieve during the lifecycle of this plan
- providing relevant wastewater context through the locality risk assessment.

“The mineral springs that occur within the Hepburn Shire have natural, cultural and economic significance. The protection of the springs, their aquifers and their environs from the impacts of waste disposal and drainage is a fundamental component of the future management of this asset.” – Statement of environmental significance from the Hepburn Shire Council ESO

6. Purpose and Objectives

The purpose of this OWMP is to:

- provide an opportunity to engage with the community, and stakeholders regarding wastewater management priorities
- review, update and document the actions to manage risks from onsite wastewater systems
- incorporate recent legislative changes, including the Environment Protection Act 2017, and Regulations 2021

Our onsite wastewater strategies for the period between 2025 – 2029 include:

- Strategy 1** *As we progress through the lifecycle of this plan, we will foster ongoing and productive collaboration with all stakeholders.*
- Strategy 2** *The protection of the public health and environment is at the centre of wastewater decisions.*
- Strategy 3** *Our authorised officers will have the required skills and knowledge to make decisions fairly, consistently and proportionate to risk.*

To achieve these strategies, Council has developed specific actions to be completed over the course this plan. These actions are referenced throughout this plan and are also listed in Appendix 1.

7. Scope

Councils OWMP applies OWMS that process less than 5,000 Litres of wastewater on any given day. The OWMP considers and applies the following acts, regulations, and Council plans and strategies:

Legislation

- *Building Act 1993 and Regulations 2018*
- *Catchment and Land Protection Act 1994*
- *Environment Protection Act 2017 and Regulations 2021*
- *Infringements Act 2006 and Regulations 2015*
- *Local Government Act 2020*
- *Planning and Environment Act 1987*
- *Public Health and Wellbeing Act 2008 and Regulations 2019*
- *Safe Drinking Water Act 2003 and Regulations 2015*
- *Subdivisions Act 1988*
- *Water Act 2020*

Council Plans and strategies

- Hepburn Shire Council Planning Scheme
- Hepburn Shire Council, Council Plan 2021 – 2025
- Future Hepburn: Structure Plans

8. Legislative Context

8.1 Environment Protection Act 2017 and Environment Protection Regulations 2021

The *Environment Protection Act 2017* and *Environment Protection Regulations 2021* are the primary legislation used by local government to regulate OWMS by way of permit upon installing, altering, or using an OWMS, and available enforcement powers to manage risks associated with non-compliance.

Section 156 of the Environment Act has introduced the Order for Obligations of Manager or Land or Infrastructure (OMLI) as a new legislative instrument. The OMLI sets out requirements for councils regarding strategic management of urban stormwater and on-site wastewater and for water corporations regarding responding to councils' on-site wastewater management plans. It replaces the clauses which covered these items in the former State Environment Protection Policy (SEPP)(Waters) which were saved in the Environment Protection Transitional Regulations 2021.

8.1.1 Councils Implementation of the new Legislative Framework

This OWMP provides an opportunity for Council to apply the new as it is intended. This legislation underpins the regulatory framework that Council, and owners and occupiers must comply with.

To assist all Victorian Councils, the EPA has published the following guidelines, which has been considered, and applied where appropriate in the OWMP and relevant procedures that support the OWMP.

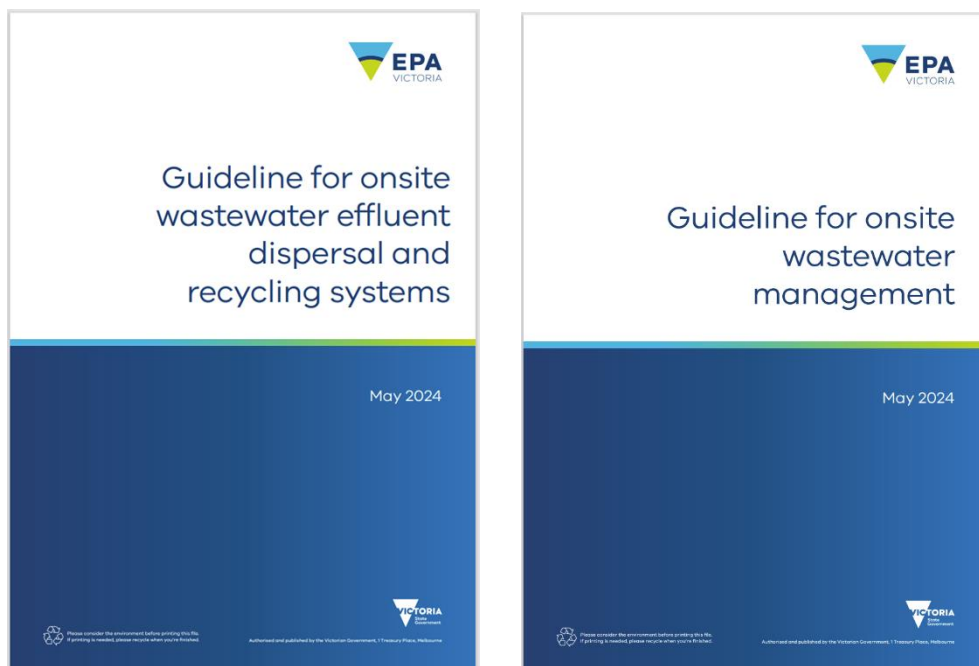


Image 1- Environment Protection Authority guidelines

8.1.2 New Obligations for all Victorians

The Environment Act has introduced the General Environmental Duty (GED) which changed how the Environment Protection Authority (EPA) regulates pollution, waste, and contamination in Victoria. The GED focuses on preventing harm from waste and pollution rather than managing impacts after harm has already occurred. For OWMS, the GED requires owners to reduce risks from their OWMS.

The GED is at the centre of the Act and applies to all Victorians and requires the community to reduce the risk of your activities harming the environment or human health.

Under the Act, a contravention exists if there is a failure to do any of the following, so far as reasonably practicable:

- use and maintain plant, equipment, processes, and systems in a manner that minimises risks from pollution and waste
- use and maintain risk management systems
- handle, store, use or transport substances in a manner that minimises risk
- provide training and information to persons

“The General Environmental Duty is intended to be enduring, flexible and fill the regulatory gaps.” Environment Protection Authority (EPA) Victoria 2021

8.2 Public Health & Wellbeing Act 2008

The Public Health and Wellbeing Act enables authorised officers to investigate and remedy nuisances. Council has a duty to investigate all complaints relating to nuisance or the illegal management of OWMS and take action to abate the nuisance where necessary.

8.3 Local Government Act 2020

The Local Government Act outlines the provisions under which Council operates and empowers Council’s to have local laws and regulations for OWMS.

8.4 Building Act 1993

Licensed Plumbers must submit a compliance certificate upon completion of an OWMS installation before an Occupancy Permit can be issued for a new dwelling.

8.5 Planning and Environment Act 1987

The *Planning and Environment Act 1987* sets out the planning provisions, planning schemes, procedures for obtaining permits and enforcing compliance with planning schemes. Planning schemes set out how land may be used and developed.

An important reference in the development of the OWMP is the ***Ministers Guidelines: Planning permit applications in special water supply catchment areas***. These guidelines promote a range of requirements that protect the environment, human health, and amenity.

Importantly, this guideline highlights when Councils OWMP may form an acceptable basis for relaxation of Policy 1 – Density of dwellings and other activities requiring onsite wastewater disposal, and they include:

1. The OWMP satisfies the relevant requirements of the OMLI
2. Council should be actively implementing the OWMP and be able to provide evidence of this implementation
3. When implementing the OWMP, the approach to compliance and enforcement should be reflected in the development of an action plan and be consistent with the priorities identified in the risk assessment

The Hepburn Shire Council Planning Scheme has been considered in developing this OWMP with a focus on areas identified for current or potential residential development. For Council to consider a planning permit application for development, including subdivision, in the absence of reticulated sewage connection a land capability assessment proving that the land can treat and retain wastewater within the allotment boundaries is required.



Image 2 Department of Energy Environment and Climate Action guideline

9. Hepburn Shire Context

Hepburn Shire is located within the Central Highlands region of Victoria and covers an area of 1,473 square kilometres. The estimated residential population is 16,604. The Shire is a predominantly rural area with many townships, villages, and the rural-residential regions. Daylesford, Hepburn Springs, Creswick, Clunes, and Trentham are the main townships.

Rural land is used largely for agriculture (particularly sheep and cattle grazing and potato and crop growing) and forestry, with some viticulture. Tourism is an important industry, with the Shire containing 80% of Australia's mineral spring reserves. These reserves are both important geological and hydrological features, and a major draw card for thousands of visitors to the region.

Hepburn Shire is in the upper catchment for the Tullaroop, Eppalock, Cairn Curran, Loddon River, Creswick, Lake Merrimu, and McCallum Creek water catchments. Water from these catchments supplies drinking and irrigation water for central and northern Victoria. As the Shire is located within Special Water Catchment areas there are tight controls on land development.

Land use requiring OWMS disposal has the potential to generate cumulative impacts on water quality within special water supply catchment areas. This has resulted in the Hepburn Planning Scheme to include the Environmental Significance Overlay (ESO) that triggers the requirement to obtain a planning permit and submit a Land Capability Assessment for a number of developments that may pose a risk to water quality.

A Special Water Supply Catchment is an area where water is collected by the natural landscape and all rain and surface water eventually flow to a creek, river, lake or ground water system.

9.1 Future Hepburn

At the time of publication of this OWMP significant public consultation was underway for the Hepburn Shire Township Structure Plans. These plans serve to protect and enhance the existing township character and guide appropriate growth and development.

These plans are important, as they will guide potential growth and development which may have implications for onsite wastewater density, which is a risk factor identified in the OWMP.

Also, these plans may explore appetite or interest for extensions of the reticulated sewer network.

It is important all stakeholders are aware of these plans, which are available on Councils website.

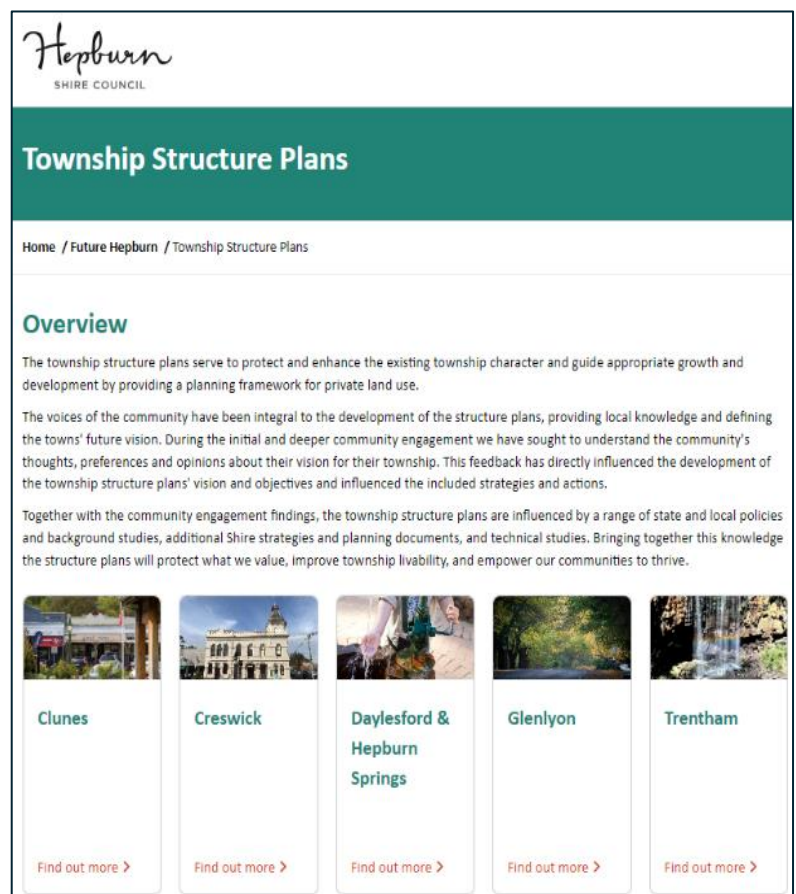


Image 3 – Future Hepburn

9.2 Why is Onsite Wastewater Important?

There are 123 declared special water supply catchment areas in Victoria and Hepburn Shire Council is one of the few Local Government Areas that has the entire municipality within declared special water supply catchments. This means all Council decisions regarding permits, or compliance of existing OWMS must be thoroughly assessed, as the risk to the health of the community and environment are elevated.

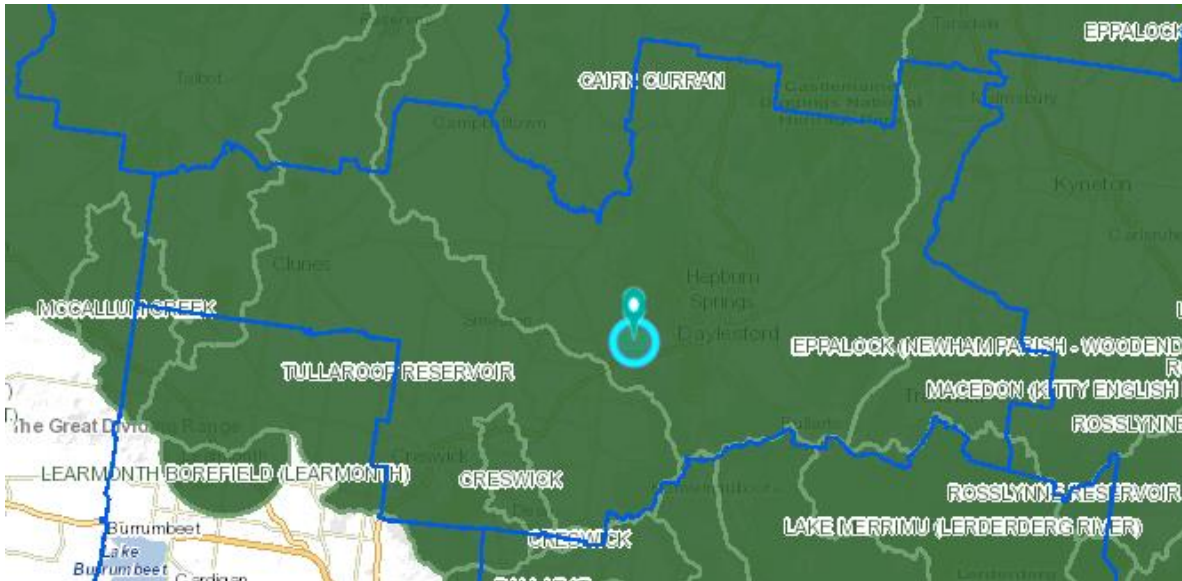


Image 4 - Declared Special Water supply catchment areas

9.2.1 Environmental Significance Overlay (ESO)

ESO 1

Due to the entire municipality being within a declared water supply catchment an ESO1 has been applied to all land. The objective of the ESO1 is to ensure all development is undertaken in a manner that protects, restores and enhances natural resources and seeks to eliminate detrimental impacts on the quality and quantity of water in the catchment, to ensure the long-term plentiful supply of quality water. The ESO1 results in all Planning Permits being referred to the relevant water authorities to provide comments, and conditions.

ESO 2

ESO2 is applied in areas of the Shire that have mineral springs. The aim of the ESO2 is to protect the mineral springs, their aquifers and their environs, private domestic bores and water bores that provide town water supply from the impacts of effluent and drainage.

15/02/2022 C80494	SCHEDULE 1 TO CLAUSE 42.01 ENVIRONMENTAL SIGNIFICANCE OVERLAY Shown on the planning scheme map as ESO1.
1.0 15/02/2022 C80494	SPECIAL WATER SUPPLY CATCHMENT PROTECTION Statement of environmental significance Hepburn Shire is situated in the Central Highlands at the source of a number of catchments that flow to Port Phillip Bay or the Murray River. Most of these catchments are also declared as special water supply catchments under Schedule 5 of the <i>Catchment and Land Protection Act 1994</i> . The cumulative impacts of development within the catchment has the potential to gradually diminish the quality and quantity of water in the special water supply catchments. Diminished water quality also increases the risk to human health and the health of all communities that rely on water from the catchment. The protection, restoration and enhancement of all waterways (as defined by section 3 of the <i>Water Act 1989</i>) within the catchment is an essential component in ensuring the continued availability of water quantity and quality while also protecting the health of the natural resources and environmental systems within the catchment. The management of land within the catchment must: <ul style="list-style-type: none">• Focus on the long term protection of the natural resources and environmental systems.• Encourage the implementation of appropriate measures to eliminate detrimental impacts on the quality and quantity water.
2.0 15/02/2022 C80494	Environmental objective to be achieved To ensure all development is undertaken in a manner that protects, restores and enhances natural resources and environmental systems and seeks to eliminate detrimental impacts on the quality and quantity of water in the catchment, to ensure the long term plentiful supply of quality water.
3.0 15/02/2022 C80494	Permit requirement A permit is not required to: <ul style="list-style-type: none">• Construct a building or construct or carry out works that is connected to a reticulated sewerage system and located more than 30 metres from a waterway for:<ul style="list-style-type: none">– A dwelling.– An extension to an existing dwelling.• Construct a building or construct or carry out works for an extension to an existing dwelling that:<ul style="list-style-type: none">– Does not generate additional domestic wastewater.– Is located more than 30 metres from a waterway.– Does not encroach on the capacity of the existing effluent disposal field.• Construct a building or construct or carry out works that are located more than 30 metres away from a waterway, if all of the following are met:<ul style="list-style-type: none">– The building and works do not generate any additional wastewater unless it is connected to a reticulated sewerage system.– Any site cut required is less than one metre in depth.– Any site cut required is less than 300 square metres in area.– No stormwater is discharged within 100 metres from a waterway unless it is discharged into the street drainage system or a legal point of discharge.

Image 5 - Hepburn Shire Council Planning Scheme

9.2.2 Priority Waterways within our Shire

- Birch Creek
- Larni Barramal Yaluk, formerly known to be Jim Crow Creek
- Sailors Creek
- Kangaroo Creek
- Loddon River
- Coliban River
- Little Coliban River
- Creswick Creek
- McCallum Creek
- Middle Creek
- Tullaroop Creek

9.2.3 Water Sources

It is essential that all water sources for townships are protected from contamination

Table 2 - Potable water sources within Hepburn Shire

Township	Water Source
Clunes	A bore located in Tourello
Creswick	- Dean Reservoir - White Swan Reservoir
Daylesford	- Wombat Reservoir - Bullarto Reservoir
Trentham	Groundwater sources

9.2.4 Groundwater

A sizable portion of the Shire are considered a high-class category for groundwater suitable for potable drinking water supply. This resource is depended upon within the region for urban water, domestic bores, and spring water enterprises.

This is highlighted in the image below, which has been taken from the Visualising Victoria's Groundwater website shows the Shire being either a1 or a2 for groundwater.

It is important that groundwater is considered for all OWMS applications, and assessing compliance with any existing systems, as system failures can contaminate groundwater.

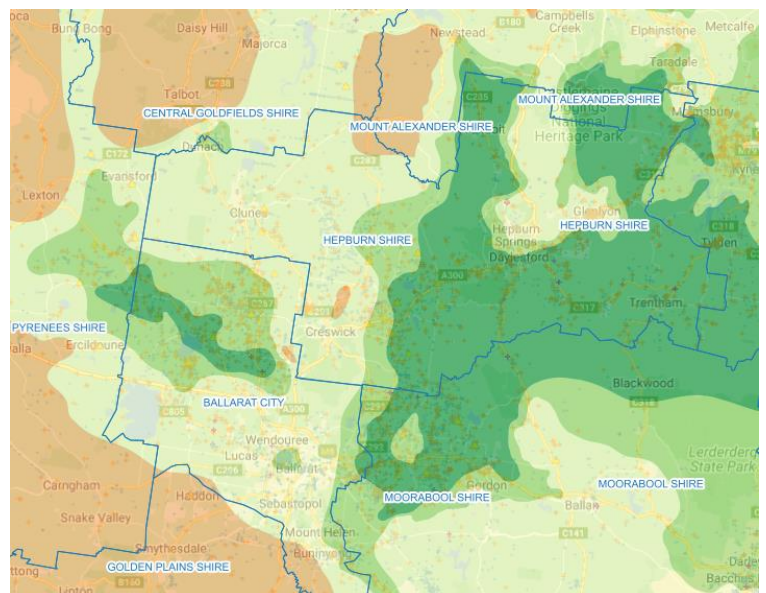


Image 6 - Groundwater mapping from Hepburn Shire Council mapping

9.2.5 Impacts of Climate Change in Hepburn Shire

Our climate is changing. In recent years, the Shire has experienced a change in rainfall patterns, an increased number of high bushfire risk days, more storms and flooding events. Changes in our climate are predicted to continue, so it is important to consider the potential impacts of these natural disasters.

Hepburn Springs all but deserted amid haze of smoke and threat of fire

Cameron Houston
February 3, 2019 – 6:39pm

Save Share A A A



Some residents and tourists evacuated from the town of Hepburn Springs as a bushfire threatened properties.



Image 7 - Recent flood and storm emergencies

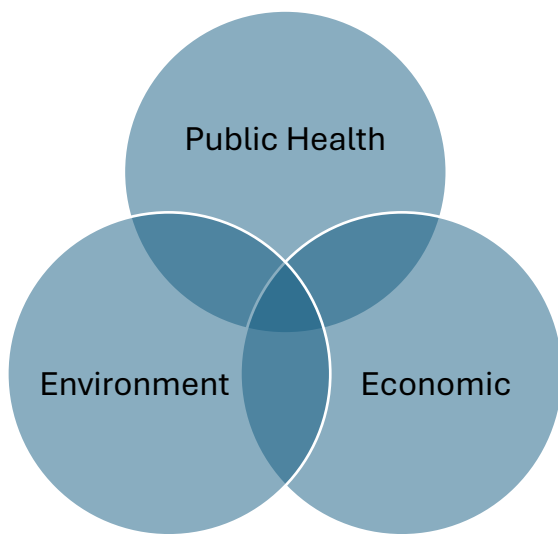
OWMS will be adversely affected after a flood and may be impacted after a bushfire. When reviewing applications, a key risk factor considered is the land subject to inundation overlay, which is a planning control that identifies properties that may be affected by flood risk.

Authorised officers conduct Secondary Impact Assessments after emergencies and will assess the compliance of OWMS. If required, applications for alterations or new systems would be required.

Both these scenarios have occurred within Hepburn and other neighboring Councils:

1. “My house was not even flooded, but the saturation of water on our property has damaged the septic tank. I now need to apply for a new system.”
2. “My house is still standing after the fire, but as the fire trucks were parked on the distribution field, the septic lines have been damaged. I now need to apply for an alteration permit.”

9.2.6 Onsite Wastewater Considerations



Our authorised officers make decisions relating to onsite wastewater, common examples include:

1. applications for subdivision
2. applications for new or alterations of existing OWMS
3. investigating community complaints relating to OWMS.

While the protection of health and the environment is always at the center of any decision made, authorised officers must also consider economic and legal implications when making decisions.

Public Health

- raw sewage can carry a range of pathogens including bacteria, viruses, protozoa, intestinal worms, and inhaled molds and fungi
- human diseases caused from these pathogens range from mild gastroenteritis, cholera, dysentery, and hepatitis
- septic overflows can cause organic rich pooling, increasing mosquito breeding and posing a public health risk due to sewage exposure

Environment

- contamination of groundwater by nitrate, ammonia, and fecal pathogen
- seepage can raise the groundwater table causing salinity in certain areas
- surface runoff adds nitrogen and phosphorus to water catchments, stimulating algal and weed growth and causes land degradation such as erosion
- effluent carries suspended solids, ammonia, and organic matter, which can affect some aquatic plants, and microorganisms
- effluent can be carried into other bodies of water, causing further pollution

Economic

- for homeowners, replacing failing systems or connection to reticulated sewage can be extremely expensive
- poor OWMS management decreased land amenity and economic value
- registered premises, such as food businesses or prescribed accommodation may require alterations or replacement of OWMS if practice or capacity changes

9.3 Stakeholders

There is a range of stakeholders that contribute to the protection of health and the environment

9.3.1 Community

The community is responsible for complying with the General Environmental Duty (GED) associated with wastewater, these include:

- obtaining the required Permits and Certificates prior to installation and use
- obtaining a permit to make alterations to an existing OWMS
- engaging with qualified plumbers and assessors

Any application for a new OWMS must demonstrate that a proposed use, development, or subdivision of land will comply with all applicable laws, policies, and guidelines, within the scope of this plan.

All landowners and occupants are required by law to ensure their OWMS is operating effectively. Any system failures pose a significant risk to human health and the environment. Council would like to highlight obligations required under the GED relating to OWMS maintenance include:

- operate and maintain OWMS in a way that minimises risks to human health and the environment - *Environment Protection Regulations Section 159 (1)*
- take all reasonable steps to ensure the system is maintained in good working order (*Environment Protection Regulations Section 159(2)*)
- ensure the OWMS does not overflow - *Environment Protection Regulations Section 159(3)*
- keep and hold maintenance records for a period of 5 years after each maintenance activity (and make them available to councils or EPA for inspection when requested) *Environment Protection Regulations Section 162(1) & (2)*
- notify the council as soon as practicable if the system poses a risk of harm to human health or the environment or is otherwise not in good working order *Environment Protection Regulations Section - 161(2)*

“The general environmental duty (GED) is at the centre of the Environment Protection Act 2017 and it applies to all Victorians, and all businesses located in Victoria. The GED states that you must manage your activities to reduce the risk of harm to human health and the environment from pollution or waste”. - EPA Victoria 2021

Strategy 1 – As we progress through the lifecycle of this plan, we will foster ongoing and productive collaboration with all stakeholders.

Action	Action	Outcomes	Timeframe
1.1	Develop targeted community resources, including: <ul style="list-style-type: none"> new resident kit for properties not connected to reticulated sewer managing OWMS in your rental property or holiday accommodation 	This action will promote the General Environmental Duty, and community responsibilities relating to OWMS.	December 2024
1.2	Commence bi-annual OWMS reporting data from Council to the Water Authorities	<ul style="list-style-type: none"> improved data sharing will foster consistent decision making data will contribute to Water Authority decision making opportunity to align wastewater priorities 	February 2025
1.3	Commence bi-annual Council and Water Authority stakeholder meetings	Stakeholder meetings will facilitate good collaboration between Council and the Water Authorities.	February 2025
1.4	Explore the possibility of a clause 66 Agreement under the Planning and Environment Act between Council and the Water Authorities.	<ul style="list-style-type: none"> generate efficiencies priorities effort based on risk 	December 2026

9.3.2 Water Corporations

Both rural and urban water corporations have a responsibility for assessing and responding to all referred applications under clause 66 of Council planning schemes for Special Water Supply Catchments as listed in schedule 5 of the Catchment and Land Protection Act 1994.

Rural Water Corporations

Rural Water Corporations provide rural water services for irrigation, recreation, domestic, stock and bulk water to urban water corporations for drinking water purposes. The Rural Water Corporations serving areas within Hepburn Shire are Goulburn-Murray Water and Southern Water.

Goulburn-Murray Water

Goulburn-Murray Water (GMW) is the largest rural water corporation in Australia, and manages the storage, delivery, and drainage systems for 70% of Victoria's stored water resources, 50% of Victoria's underground water supplies and 35% of unregulated water resources.

GMW has functions, requirements, and powers under various Acts, including (but not limited to) the *Water Act 1989*, the *Safe Water Drinking Act 2003*, the *Planning and Environment Act 1987*, and the *Catchment and Land Protection Act 1994*. GMW manages 23 water storages, which can hold approximately 11,400GL of water, and have the responsibility for managing more than 100,000ha of public land surrounding these storages. GMW provides the following customer services:

- irrigation water supply
- domestic and stock water supply
- environmental watering
- supply of bulk water to various urban water corporations for urban water supply

GMW's functions are focused on:

- delivering water services to the region
- monitoring the quality of water
- building and maintaining infrastructure
- managing GMW's water supply
- meeting legislative and reporting requirements

GMW licences and manages services to customers who extract surface and ground water under the *Water Act 1989*. GMW issues and administers groundwater licences and develops and implements management plans on behalf of the Minister for Water. GMW has been involved in the review of the current Mineral Springs (MS) Master Plan. This plan was developed in liaison with all relevant stakeholders including Hepburn Shire Council.

GMW undertakes regular water quality monitoring within the major storages (Newlyn Reservoirs and Hepburn Lagoon). A large portion of rivers, streams and groundwater in our region are monitored under the Victorian Water Quality Monitoring Network. Water quality and quantity data is available at <https://data.water.vic.gov.au>

The following groundwater management plans are in place with Hepburn Shire Council:

- the Central Victorian Central Victorian Mineral Springs GMA Local Management Plan
- Loddon Highlands WSPA Groundwater Management Plan

"Our team refers to Council's OWMP township profile when considering a planning permit proposal". – Central Highlands Water

Southern Rural Water

Southern Rural Water is a rural water corporation that service a very small portion of the Shire in the southeastern end of the Shire near Trentham. Within areas they service, Southern Rural Water provide the following services:

- deliver water from catchment to farm gate
- regulate and distribute surface and ground water
- supply bulk water irrigators, water authorities and mange and release environmental flows according to drought levels.

“Can we establish risk-based processes that will create efficiencies for the Water authorities, and speed up the application process for the customer?” - Hepburn Shire Council Officer during an internal council OWMP planning session, April 2024

Urban Water Corporations

Coliban Water is an urban water corporation that provides drinking water and wastewater services to central and northern Victorian communities, maintaining and operating over 50 reservoirs and water storage basins, in order to deliver raw water for drinking water supplies for irrigation, commercial, domestic and stock purposes. This infrastructure services approximately 160,000 customers across 16,500sq km of Victoria. Within Hepburn Shire, Coliban Water provide water and sewer to the township of Trentham and surrounds including Lyonville, Denver and Drummond

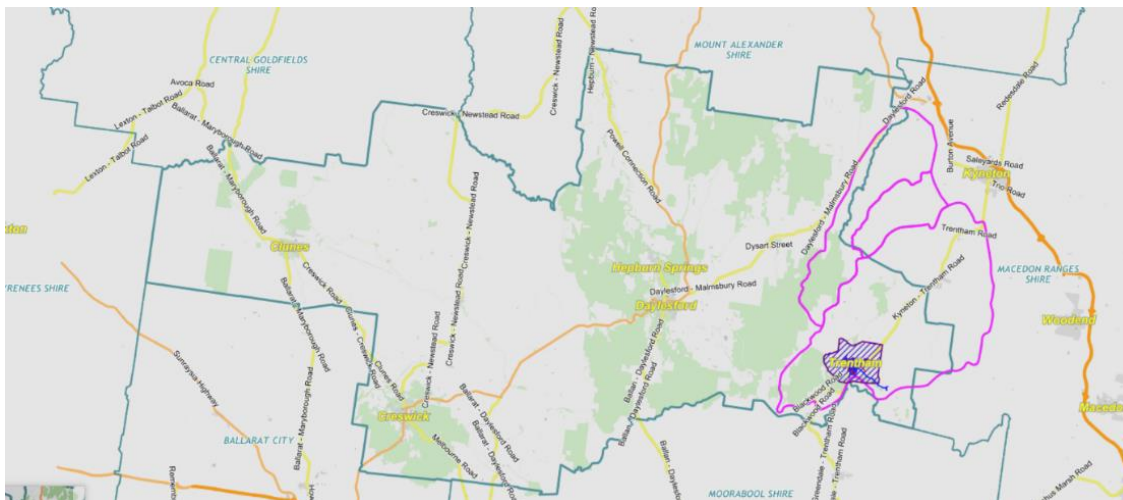


Image 8 - Coliban Water boundary

Coliban Water projects and strategies relating to Hepburn Shire Councils OWMP:

- Trentham Groundwater Project
- Trentham Stormwater risk assessment project
- Trentham Clear Water Storage Tank Project
- Building for the future
- Urban Water Strategy

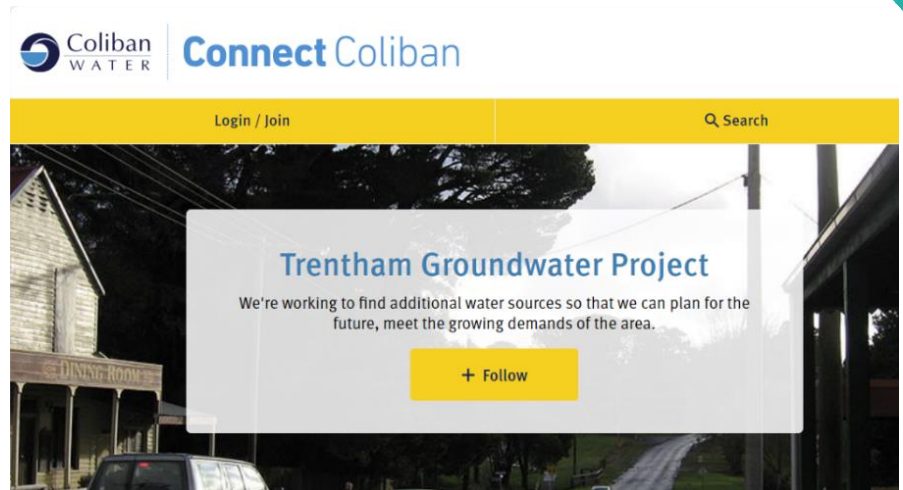


Image 9 - Coliban Water project

“The risks of impacts to public health and the environment posed by OWM systems within the Eppalock Special Water Supply Catchment is of critical importance to Coliban Water”.
- Coliban Water statement, 2024

Central Highlands Water

Central Highlands Water is an urban water corporation and provides water and sewer to the townships of Clunes, Creswick and Daylesford. The catchment boundary throughout the majority of the Shire, excluding Trentham and the surrounding areas, as shown in image 2, below.

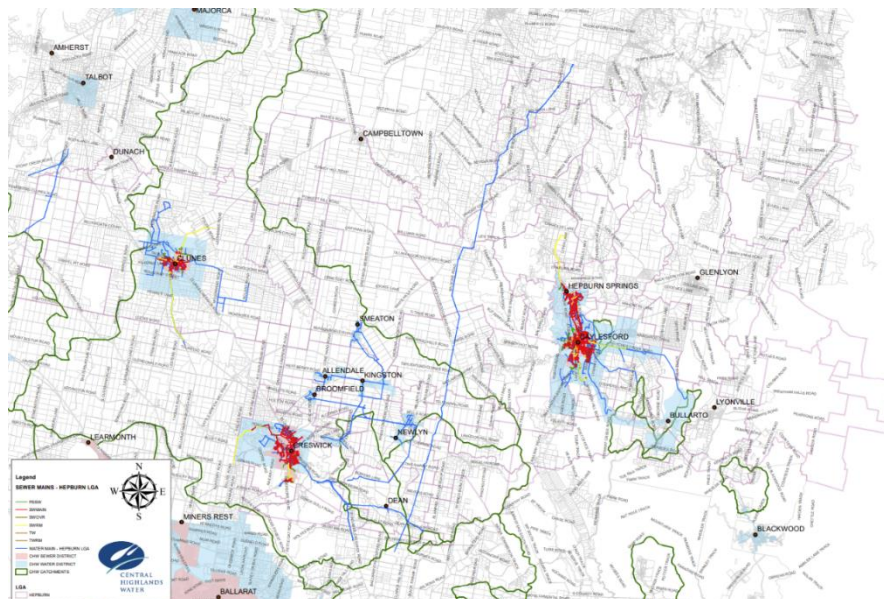


Image 10 - Central Highlands Water sewer district

Central Highlands Water projects, plans and strategies relating to Hepburn Shire Councils OWMP:

- More Than Water – Our 2040 Strategy, which identifies core business obligations and the opportunity to innovate and deliver better outcomes for everyone
- Daylesford & Hepburn Springs, Creswick and Clunes Integrated Water Management Plan

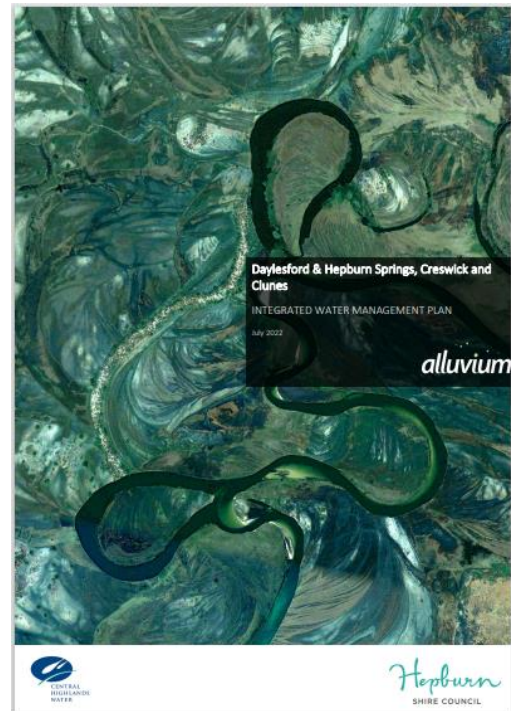


Image 11 - Integrated water management plan

“We would like to express the need for Council to be doing pro-active audits of in-use OWMS.”
- Water Authority participant during OWMP planning, March 2024

9.3.3 North Central Catchment Management Authority (NCCMA)

The North Central Catchment Management Authority is established under Catchment and Land Protection Act 1994 and also has powers and functions under the Water Act 1989. This authority works with relevant Local Government Areas to ensure OWMS do not impact on their water supply catchments.

The North Central Catchment Management Authority is also a referral authority for planning applications under the Hepburn planning scheme.

“Our vision is sustainably managed land, water and biodiversity resource that support productive and prosperous communities in a changing climate.” - North Central CMA Vision Statement

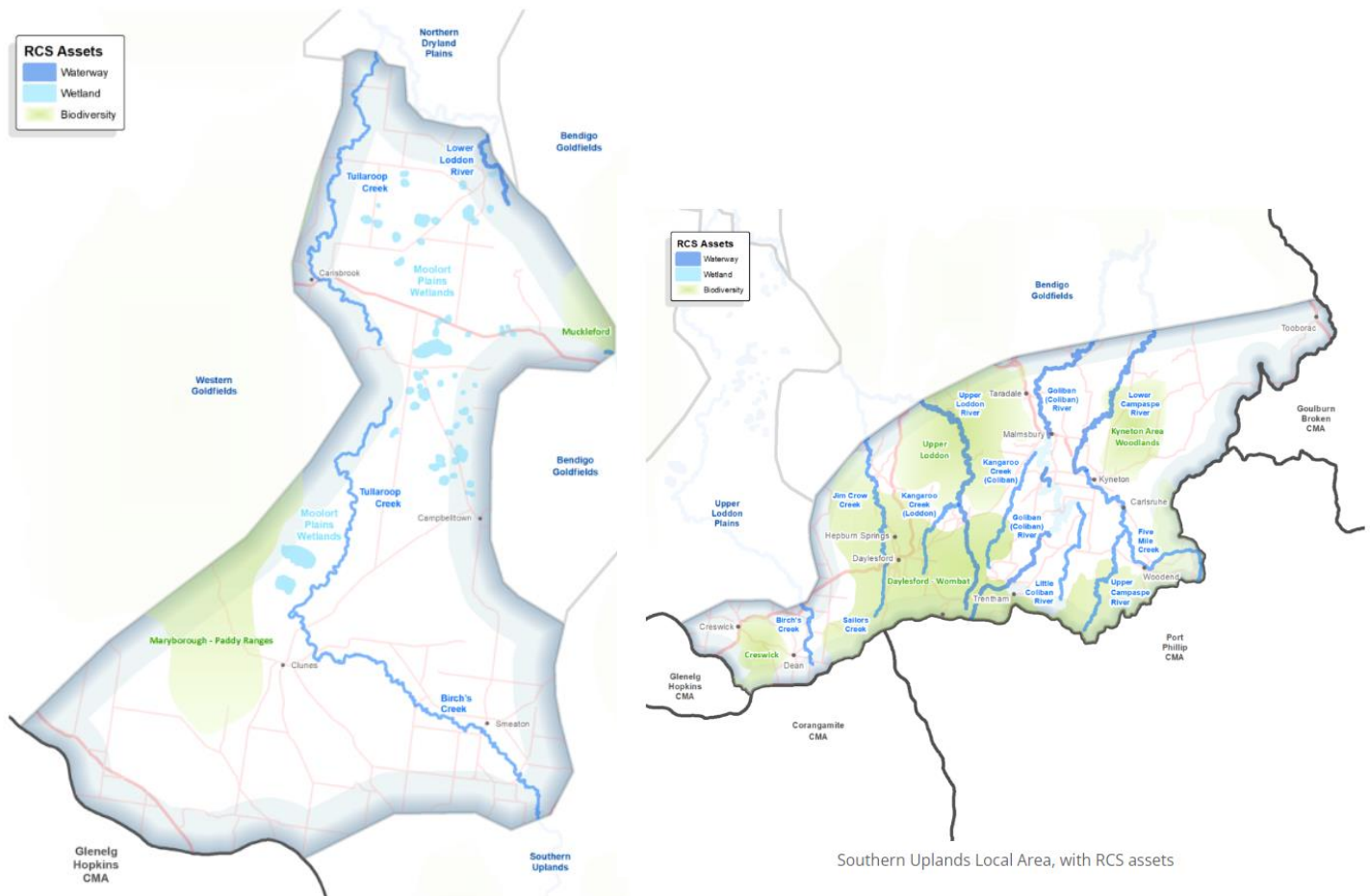


Image 12 - North Central Catchment Management Authority major waterways in or surrounding Hepburn Shire Council

9.3.4 Environment Protection Authority Victoria

The EPA are the Environmental regulator in Victoria, and their responsibilities relating to this OWMP include:

- administering the Environment Protection Act and Regulations
- developing policies and guidelines for regulators to apply
- providing guidance material for the community
- provide information regarding the types of OWMS that can be installed in Victoria via the Certificate of Conformance process
- approval of systems discharging more than 5,000 litres per day

9.3.5 Department of Energy, Environment and Climate Action (DEECA)

DEECA is responsible for the management of water resources, climate change, bushfires, public land, forests, and ecosystems in Victoria. DEECA may be referred to by Council for specialist advice in circumstances where OWMS may impact on land or water resources.

9.3.6 Victorian Department of Health

The Victorian Department of Health (DH) have responsibilities under the *Public Health and Wellbeing Act 2008* and administering the *Safe Drinking Water Act 2003*

9.3.7 Service providers

- land capability assessors - undertake land capability assessments for OWMS.
- plumbers - associated pipework must be installed by a licenced or registered plumber. Only licenced plumbers can issue a compliance certificate for plumbing work
- building surveyors - building surveyors ensure sites with OWMS have appropriate permits/certification before issuing an occupancy permit or a certificate of final inspection
- service technicians - complete prescribed servicing and provide service reports to Council when required

9.4 Our Achievements from the last OWMP

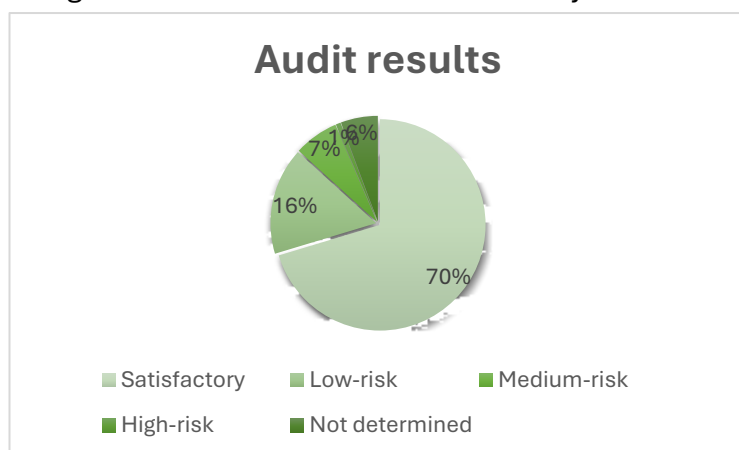
Hepburn Shire Councils first OWMP was published in 2014 (formerly referred to as a Domestic Wastewater Management Plan or DWMP). Throughout the life of the 2014 plan, Council has continued to make progress in relation to the action items committed, and adapt to ongoing changes relating to wastewater, such as system changes and legislative changes.

We would like to take this opportunity to highlight some of the key wastewater achievements by Council.

9.4.1 Audits of high-risk properties

An audit program was developed focussing on properties located within 100 meters of a waterway. 792 properties were audited, and the results of the audits are presented in Figure 1.

The findings of the audit program are that only 1% of the audited properties were assessed as posing a high risk to the health of the community or environment.



Disposal Risk Legend

- satisfactory means no identified risk.
- low means minor non-health risks to occupier identified
- medium means there is a potential health risk to occupier
- high means there is an identified health and or environmental risk identified.

Figure 1 - Hepburn Shire Council audit summary

9.4.2 Policy development and implementation

The 2014 OWMP established the need for the development of policy. This action item was completed in 2023, and Council authorised officers are applying the following policies and procedures:

- Hepburn Shire Council Health and Community Safety Enforcement Policy
- Hepburn Shire Council Onsite Wastewater Management Procedure
- Hepburn Shire Council Health and Community Safety Infringement Procedure

9.4.3 Adjusting to new laws and regulations

Since the last OWMP, the environment protection laws have changed. Prior to the commencement of the new laws, a review was conducted to ensure Council processes are consistent with the intention of the new laws. This has included:

- updating fees for permits to reflect the statutory fee
- implement the new enforcement powers available under the Environment Act, and Environment Regulations

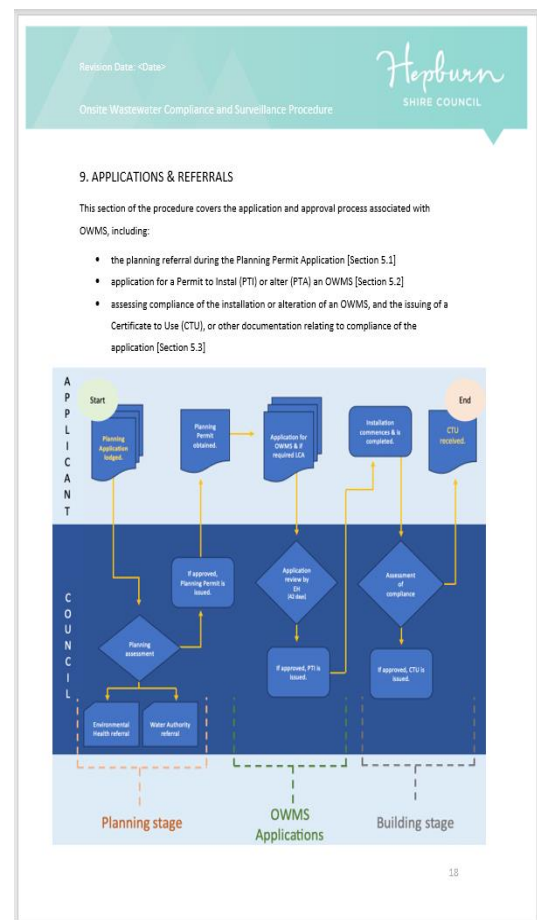


Image 13 - Hepburn Shire Council Wastewater Management Procedure

10. Risk Framework

“OWMPs should not be static documents as risks from onsite wastewater can change rapidly. It is important that OWMPs are flexible to allow updated risk assessments when needed.” - Planning permit applications in special water supply catchment areas guideline

A core component of the OWMP is the locality risk assessment, which is informed by the ISO 31000 risk management process and the Onsite wastewater Management Plan Risk Assessment Guidelines Final Report – June 2022. The locality risk assessment allows Council to evaluate the level of risk for each locality within the Shire into low, medium and high-risk categories.

It is important to highlight the risk assessment serves as a guide to inform decision makers of important wastewater considerations based on a locality geographical area. Although this risk assessment may be referred to when assessing an application or when making a compliance decision relating to an individual property, a new risk assessment based on the characteristics and circumstances of the land being assessed will always be made by an officer.

Strategy 2 – The protection of the public health and environment is at the centre of wastewater decisions.

Action #	Description	Outcomes	Timeframe
2.1	Annual internal review of action items identified in the OWMP.	The annual review will provide an opportunity for Council to assess the progress of the actions and assess requirements for update.	Annual
2.2	Implement an audit program to ensure property owners fulfil their responsibilities under the GED.	<ul style="list-style-type: none"> ongoing oversight of existing OWMS in high-risk areas. This oversight may provide opportunity to identify risks before OWMS failure any OWMS not captured on Councils record management system will be included, improving Councils data. 	Implementation in 2025
2.3	Continue to identify opportunities to promote the importance of wastewater with other decision makers.	Improved collaboration	Ongoing
2.4	Increase opportunities for joint onsite assessments for high-risk planning permit applications	Improved collaboration	Ongoing
2.5	Explore avenues to lobby the Environment Protection Agency to allow conditions to be included on Certificate to Use, and the requirement for mandatory serve reporting to be re-introduced	Improved regulatory oversight	December 2028

10.1 Hepburn Shire Risk Assessment Considerations

The risk assessment considered the following risk factors:

10.1.1 Land Characteristics

Lot Size

Lot size links to the likelihood of inadequately treated wastewater discharging offsite leading to contamination of water bodies (surface water and groundwater). For the purposes of the risk assessment, the median lot size per locality was the primary source of data. Properties or lots under 0.4 hectares increase the risk profile of a locality, for any new applications for small lots will be critically assessed, and if approved, more stringent requirements and conditions will be applied to ensure the land is capable of treating wastewater onsite. The assessment excludes crown land.

Risk Factor Bands Relating To Lot Size		
Low	Medium	High
Greater than 1 hectare	0.4 – 1 hectare	Less than 0.4 hectare

Table 3 Risk Factor Bands Relating to Lot Size

Topography

Topography considers the landscape of the area, including mountains, valleys or surface rivers. Topography relates to the likelihood of overland runoff transferring contaminants offsite. The slope of a site/area greatly impacts the ease with which effluent can transfer offsite in both dry and wet conditions and therefore the risk posed by an onsite system. Site topography can influence the likelihood of untreated onsite wastewater management system run-off entering water bodies (primarily watercourse and potable water offtakes).

Based on the geographic area of Hepburn Shire Council, topography has been assessed as low for all localities.

Risk Factor Bands Relating To Topography			
Irrigation method	Low	Medium	high
Surface irrigation	less than 6%	6 – 10%	>10%
Absorption systems	less than 6%	6-15%	>15%
Pressure-compensating subsurface irrigation	less than 10%	10-30%	>30%

Table 4 Risk Factors Bands Relating to Topography

Soil Type

Soil types are an essential indicator for determining appropriate OWMS types. Examples of soil types include:

- Gravels and sands – soil category 1 (not typically found within Hepburn Shire)
- Sandy loams – 2a and 2b
- Loams – 3a, 3b
- Clay clams – 4a, 4b and 4c
- Light clays – 5a, 5b and 5c
- Medium to heavy clays – 6a, 6b and 6c

Effluent discharge to soils with low permeability are more likely to travel further with a higher pathogenic/nutrient load and contaminate nearby waterways.

Council receives soil types for a given property in the Land Capability Assessment (LCA), and it is through a review of LCA's that soil types have been assessed for the purpose of the locality risk assessment. Council acknowledges more data is required relating to soil types across the Shire and has included this as an action item.

Risk Factor Bands Relating To Soil Type		
Low	Medium	High
Soil category 4	Soil category 2 and 3	Soil category 5 and 6

Table 5 Risk Factor Bands Relating to Soil Type

It is noted that soil category 1 is not expected within the Shire, and category 2 and 3 soils may indicate backfilling. Council has assessed all localities as low, with the exception of Clunes. As is the case with all risk factors, this will be assessed for each case at hand, and individual properties may have a higher risk rating depending on their individual soil type.

Groundwater Depth and Quality, and Aquifers

A shallow groundwater depth increases the likelihood of contamination of groundwater. Council has applied the depth from disposal site to highest seasonal water table, and use submitted Land Capability Assessments and the Visualising Victoria's Groundwater mapping tools, which is shown below.

Risk Factor Bands		
Low	Medium	High
>10m or confined aquifer	5-10 meters	<5 meters

Table 6 Groundwater Depth and Qualify and Aquifers

When assessing applications, Authorised Officers will be reviewing information surrounding aquifers. This assessment will be made through the review of a Land Capability Assessment. For the purpose of this risk assessment, all localities will be assessed as low risk, however, will be assessed on a property-by-property basis.

Proximity to Water Source and Potable Water Supply Offtake

Proximity to a potable water supply offtake impacts the likelihood of contamination occurring from onsite treatment system failure in conjunction with risk factor parameters that impact the receptor pathways.

This information was obtained via a GIS assessment of water sources and potable water supply offtakes.

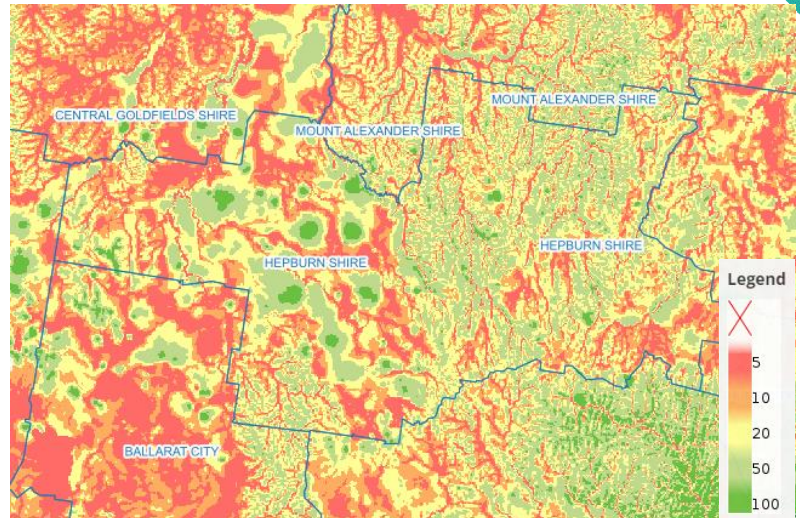


Image 14 - Groundwater depth

Risk Factor Bands Relating To Proximity to Potable Water Supply Offtake		
Low	Medium	High
Greater than 2 km	100 – 500 meters	less than 100 meters

Table 7 Risk Factor Bands Relating to Proximity to Potable Water Supply Offtake

Risk identification methods:

- GIS mapping
- Visualising Victoria's Groundwater
- Land Capability Assessment data

Location of Groundwater Bores

The number of systems within close proximity to groundwater bores increase the likelihood of contamination that can occur in the event of an overflow or seepage through soil from the onsite system, similarly to the number of systems in a population centre to watercourse contamination.

“The proximity to ground water bores is a top risk factor in places like Glenlyon”.

- Hepburn Shire Council Environmental Health Officer, November 2023

Risk identification methods:

- GIS mapping
- catchment data from the water authorities
- data sharing with Goulburn Murray Water
- publicly available information such as [Visualising Victorias Groundwater \(VVG\)](#)

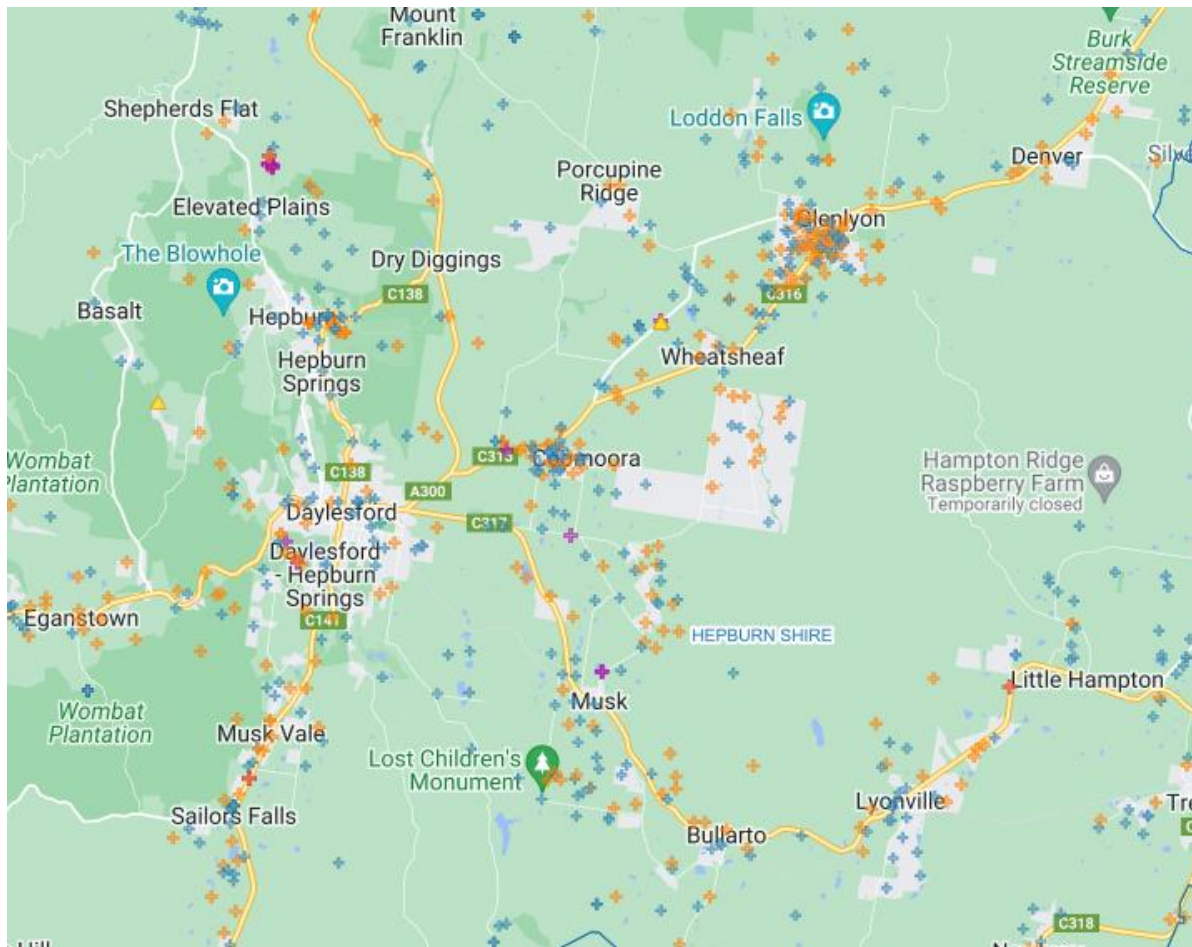


Figure 15 - Groundwater bore GIS location

Risk Factor Bands Relating to Proximity to Bores		
Low	Medium	High
Greater than 100 meters	50 – 100 meters	Less than 50 meters

Table 8 Risk Factor Bands Relating to Proximity to Bores

Proximity to Floodplains

The proximity of on-site wastewater management systems to floodplains threatens groundwater, surface water, and potable water offtakes through system inundation and the transport of contaminants. The higher the AEP rating, the more likely a flood will occur on the system site and the system will fail. Data was obtained by assessing the Land Subject to Inundation overlay.

Risk Factor Bands Relating to Proximity to a Flood Plain		
Low	Medium	high
<1% AEP	1 – 5% AEP	>5% AEP

Table 9 Risk Factor Bands Relating to Proximity to a Flood Plain

Risk identification methods:

- GIS mapping
- Council Planning Scheme Overlays, such as land subject to inundation overlays
- VicPlan mapping tool, which is publicly available via mapshare.vic.gov.au



Image 16 - Land subject to inundation mapping overlay in Creswick



Image 17 - Land subject to inundation overlay in Clunes

10.1.1 Development Density and Land Use

Number of Onsite Systems In the Population Centre

Increasing number of onsite systems in a population centre increases the likelihood that contaminants will reach an endpoint. This risk factor is an indicator of density and assumes increased likelihood of contamination in a highly dense area. Calculations of cumulative load is covered through the number of onsite systems and other consequence risk factors.

Council applies proactive consideration of the cumulative risk of existing and future OWMS on water quality that can arise from increased dwelling density.

Risk Factor Bands Relating to OWMS Density		
Low	Medium	High
<10	10 – 200	>200

Table 10 Risk Factor Bands Relating to OWMS Density

Risk identification methods:

- GIS mapping
- Council data relating to active systems (certificate to use)

Council acknowledges that there are historical OWMS that are not on Councils records. An opportunity to audit the number of actual systems within the Shire has been included as an action item [action 2.2]

Development Density in Glenlyon and the Surrounding areas

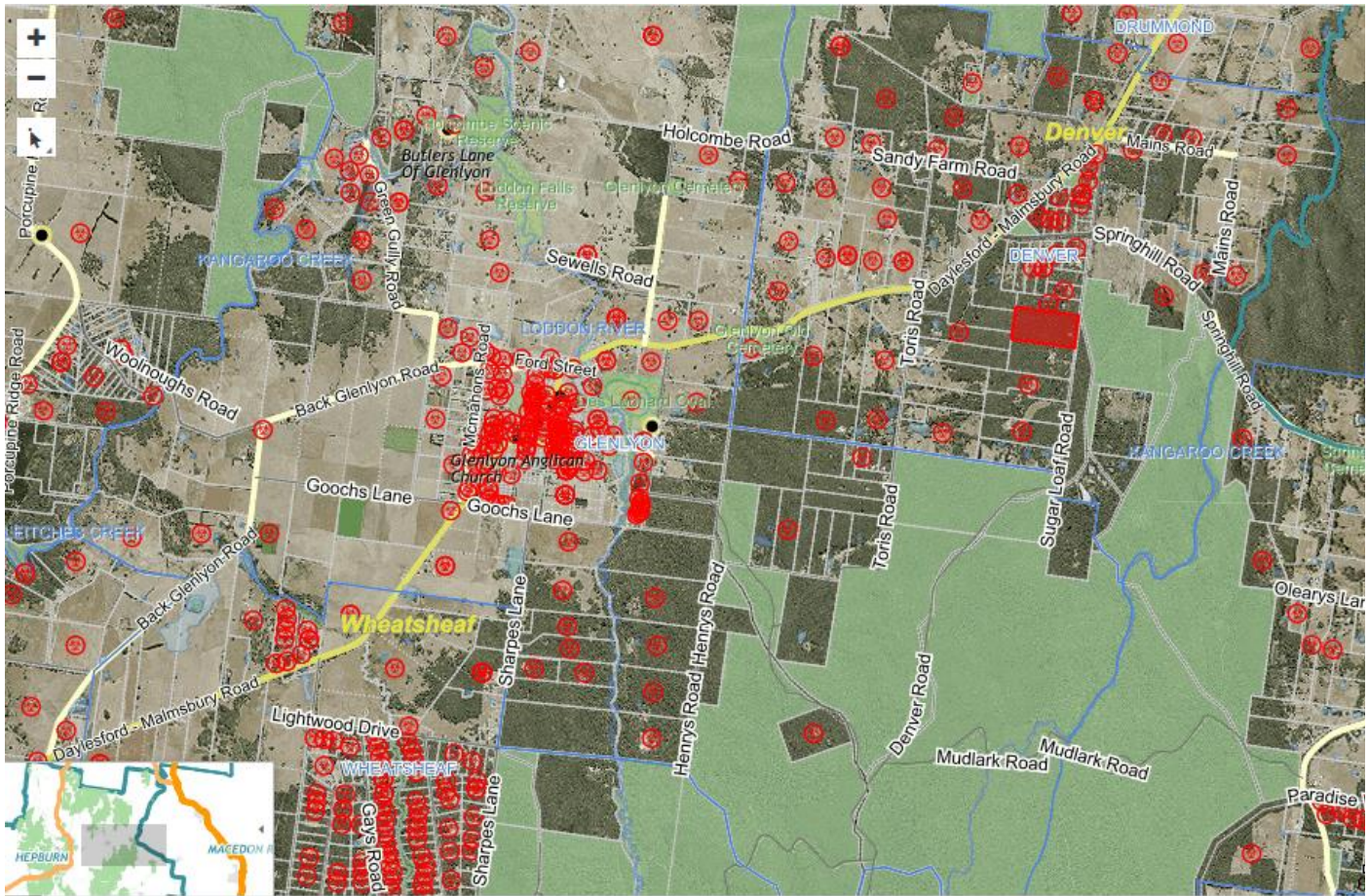


Image 18 - Onsite wastewater management system GIS data for Glenlyon and surrounding areas

10.1.2 Weather Conditions

Rainfall

The frequency and level of rainfall events increases the likelihood of contamination occurring, with overland runoff one of the key pathway mechanisms for which contaminants are carried offsite and enter waterways as well as increasing soil infiltration. Increased frequency of rainfall also increases risk of saturation impacting evapotranspiration.

Risk Factor Bands		
Low	Medium	High
Annual mean rainfall (mm) 0 - 400	Annual mean rainfall (mm) 401 - 800	Annual mean rainfall (mm) greater than 800

Table 11 Risk Factor Bands Relating to Rainfall

Risk identification method included publicly available information at the Australian Government Bureau of Meteorology.

10.1.3 Permit status

Permit status is an important risk factor, as it provides meaningful information and data to Council, including:

- Age of system
- Type of system
- Exact location of the system, and distribution fields
- Compliance information
- Recent audit dates

Risk Factor Bands		
Low	Medium	High
Greater than 75% of properties with a permit	50 – 75% of properties with a permit	Less than 50% of properties with a permit

Table 12 Risk Factor Bands Relating to Permit Status

11. Applying the Risk Assessment

It is important to highlight that within each locality there may be localised areas within a locality that pose a higher or lower risk than determined risk rating and Hepburn Shire Council would like to reinforce that all applications or cases being reviewed will always have an authorised officer assessment irrespective of the risk rating.

When conducting the risk assessment, it was identified that the most important risk factor for our Shire was lot size, as the larger the lot size, the higher the chance of wastewater being effectively contained within the land application area of the OWMS. Based on the Hepburn Shire Council risk assessment, a locality with a median lot size greater than 0.8ha that are mostly use for farming will be considered low risk, irrespective of the other risk factors.

For any locality with lot sizes less than 0.8ha, the highest risk factor will determine the overall risk rating. To provide context, please refer to the example below due to large lot sizes reducing the risks associated with the proximity to potable water supply, and groundwater bores.

Risk Assessment for Ullina is low

“Ullina is a perfect example why the lot size should have more weighting in the risk assessment. Although there is a high number of ground water bores and important waterways, these risk factors can be managed due to the large size of the land during the OWMP permit process”.

- Environmental Health Officer statement during the risk assessment review April 2024

Characteristics by Locality

Residents and visitors are drawn to Hepburn Shire Council for its vast and diverse landscape, nature, and mineral springs. It is important to promote that these diverse natural features with the Shire lead to different wastewater priorities, challenges and limitations depending on where you are within the Shire. This section of the OWMP describes the regional characteristics and confirms the risk rating for each locality within the Shire.

According to Councils record management system, there are 2,222 active OWMS within the Shire.

Risk Factor - Ullina	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Number of accommodation and commercial sites	Not assessed		
Rainfall	X		
Overall Risk Assessment	Low		

Council acknowledges that data relating to the number, type, location and functionality of OWMS is incomplete. Therefore, Council will endeavour to make our records as accurate as possible throughout the life of this plan, and this has been captured as an action [Action Number 2.2].

There is incomplete data on the number, type, location and functionality of septic tank systems in the municipality. Therefore, it is recommended a dedicated inspection program be implemented to accurately assess the risks of the existing onsite systems and sensibly plan for their ongoing management.

“Hepburn Shire is so diverse. The wastewater considerations in Bullarto are completely different to Blampied. Parts of the Shire have high rainfall, others frequently flood. We have flat farming areas and dense bushland. And of course, we some important waterways run through the Shire and townships that use groundwater as their potable drinking supply.”

- Council Officer during OWMP planning, January 2024

11.1 Clunes and Surrounding Areas

Famous for historic gold mining, Clunes and the surrounding areas have been transformed into a region abundant with events, antique stores, vineyards and wineries, and nature. Although being located within close proximity to Ballarat, Maryborough, and Creswick the Central Highlands Regional Growth Plan (2014) expressed limited growth potential for Clunes due to extensive areas of high quality agricultural and farming land to the north, east and south of the town, and forests and woodlands with medium to high biodiversity value are located to the north-west and southwest.

This area has fertile volcanic soils and has been extensively cleared for agriculture. Agricultural land use is a mix of dryland cropping and grazing. The terrain largely comprises a basaltic plain frequently interrupted by extinct volcanoes. Volcanic eruptions have delivered a legacy of basalt flows and scoria cones. Ancient valleys have been infilled with basalt flows forming extensive plains. Well-drained soils formed on the basalt are deep, red, very fertile, and well-suited to horticultural pursuits.

Number of Active OWMS in the localities surrounding Clunes

There are 205 OWMS active within localities nearing the major township of Clunes on Councils record management system.

Key features | challenges | priorities

- Located in the Loddon River Australian Water Resource Council river basin, with a number of important waterways including Birch Creek and Creswick Creek
- Middle Swamp is recognised as wetland asset by the North Central Regional Catchment Strategy
- The Tullaroop Creek catchment management plan seeks to restore the catchment and mitigate flooding risks

“Council is urged to limit the number of dwellings in the area to maintain the environmental health of Middle Swap with the McDonalds Drive and Fairview Road contributing to OWMS density risks impacting the Tullaroop catchment.”

- Central Highlands Water and the North Central Catchment Authority statement

11.1.1 Clunes and Surrounding Areas Locality Risk Ratings

Campbelltown

A small locality within Hepburn Shire, with the majority of Campbelltown being located within Mount Alexander Shire Council. Key features of significance include Joyces Creek to the east of the locality.

Special Water Supply catchment: Cairn Curran

Number of Current OWMS: 1

Risk rating explanation: Land proximity to Joyces Creek is the major consideration when assessing Campbelltown. However, due to large lot size, flat land and low OWMS density Campbelltown is considered low risk.

Risk Factor - Campbelltown	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		X
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status			X
Overall Risk Assessment			

Clunes

There is a flood subject to inundation overlay for parts of Clunes, and floods have caused recent challenges with major flooding events occurring in 2010, 2011, 2016 and 2022. The township of Clunes has connection to reticulated sewer via bores in Tourello and sewerage connection. However, the outlying areas of Clunes are unsewered. Tullaroop Creek moving south into the locality forks off into Creswick Creek and Birch Creek, which are waterways of significance.

Special Water Supply catchments: Tullaroop Reservoir and Loddon River (Laanecoorie)

Number of Current OWMS: 195

Risk rating explanation: Assessed as high due to the significance of Creswick and Birch Creek. Individual applications or assessments of existing OWMS may be assessed as a lower risk depending on case-by-case risk factors, such as proximity to waterways.

Risk Factor - Clunes	Low	Medium	High
Lot size		X	
Topography	X		
Soil type			X
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores			X
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall	X		
Permit status		X	
Overall Risk Assessment	High		

Dunach

A sparsely populated area that is a densely vegetated landscape that crosses with Central Goldfields Shire Council. A key feature of the locality is the Dunach Nature Conservation Reserve. Low density occupancy mostly used for residential rural lifestyle and mixed farming and grazing are throughout the area.

Risk Factor - Dunach	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains			
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Special Water Supply catchments: Loddon River (Laanecoorie) and Tullaroop Reservoir

Number of Current OWMS: 3

Risk rating explanation: Land proximity to McCallum Creek is the major consideration when assessing the parcels of land located within Hepburn Shire. Low OWMS density, and large lots have reduced the risk rating to low.

Evansford

Evansford crosses over with Pyrenees Shire Council, and there are no OWMS recorded on Councils record management system. The land within Hepburn Shire Council is mostly used for mixed farming and grazing. Farmland provides some catchment of the Evansford Reservoir that is on the McCallum Creek.

Special Water Supply catchments:

McCallum Creek and Loddon River
(Laanecoorie)

Number of Current OWMS: 0

Risk rating explanation: Very large parcels of land reduce the risk of OWMS impact on the community and environment.

<i>Risk Factor - Evansford</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Glengower

The locality of Glengower is shared with Central Goldfields Shire Council. The land is used for mixed farming and grazing. Middle Creek is a waterway of significance.

Special Water Supply Catchments: Tullaroop Reservoir and Cairn Curran

Number of Current OWMS: 1

Risk rating explanation: Very large parcels of land reduce the risk of OWMS impact on the community and environment. The proximity to Middle Creek would need to be considered by property owners.

<i>Risk Factor - Glengower</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Lawrence

A low-density residential area of the shire with key features including a number of mines and Birch creek, which is a waterway of significance. The land is mostly used for mixed farming and grazing.

Special Water Supply Catchment: Tullaroop Reservoir

Number of Current OWMS: 3

Risk rating explanation: Very large parcels of land reduce the risk of OWMS impact on the community and environment. The proximity to Birch Creek would need to be considered for individual lots of land, and depending on the proximity and other risk factors applications may be assessed as medium or high risk.

<i>Risk Factor - Lawrence</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores			X
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status	X		
Overall Risk Assessment	Low		

Mount Beckworth

Mostly land used for recreational bushwalking and providing wildlife habitat within the Mount Beckworth Scenic Reserve. Small parts of the locality are used for farming purposes.

Special Water Supply catchment: McCallum Creek

Number of Current OWMS: 1

Risk rating explanation: Very large parcels of land reduce the risk of OWMS impact on the community and environment. Mount Beckworth also has low OWMS density, further reducing the risk assessment rating.

<i>Risk Factor - Mount Beckworth</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status			X
Overall Risk Assessment	Low		

Mount Cameron

Only a small amount of land is located within Hepburn Shire, the majority of Mount Cameron is within Central Goldfields Shire Council. Key features include the Tullaroop Creek and the Merin Merin swamp. The small amount of lots within Hepburn Shire are used for mixed farming and grazing.

Special Water Supply Catchment: Tullaroop Reservoir

Number of Current OWMS: 0

Risk rating explanation: The small amount of Mount Cameron located within the Shire is large, which reduce the risk of OWMS impact on the community and environment. The proximity to the Tullaroop Creek and Yellow creek would need to be considered by property owners.

<i>Risk Factor - Mount Cameron</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status	X		
Overall Risk Assessment	Low		

Ullina

Large lots of land used for mixed farming and grazing. Key OWMS risk factors in Ullina are the proximity to Birch Creek and the high number of groundwater bores.

Special Water Supply Catchments: Tullaroop Reservoir and Cairn Curran

Number of Current OWMS: 1

Risk rating explanation: Very large parcels of land reduce the risk of OWMS impact on the community and environment. The proximity to Lawrence Creek and Birch Creek and the presence of groundwater bores may increase the risk ratings for properties depending on the location.

Risk Factor - Ullina	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status	X		
Overall Risk Assessment	Low		

11.2 Creswick and Surrounding Areas

The Creswick region is where the Victorian volcanic plains and central Victorian uplands bioregion meet. is one of Hepburn Shire Councils largest townships and most parts of Creswick are connected to reticulated sewer. For this reason, the surrounding areas of Creswick are the focus of this plan. This region of the Shire features relatively high proportion of native vegetation, with forest to the east and south of Creswick, and recreation including mountain bike trails at the Creswick Tails and Hammon Park Trailhead, as well as and recreational swimming bodies.

This area has fertile volcanic soils and has been extensively cleared for agriculture. Agricultural land use is a mix of dryland cropping and grazing, with some groundwater irrigated areas in potato growing areas around Smeaton. Minor waterways around Creswick include Slaty Creek, Sawpit Gully (otherwise known as Spring Gully) and Nuggetty Gully. These all flow into the Creswick Creek and contribute to flash flooding in Creswick. There are two water storages located upstream of Creswick: St Georges Lake and Cosgrave Reservoir.

The effects of flooding are mitigated through the Land Subject to Inundation Overlay (LSIO) over the Creswick Creek which runs down the spine of the township. Creswick is prone to flooding, with the 2010, 2011 and recent 2022 flooding events resulting in extensive damage to residents, businesses, crops and industry. As detailed in the Sustainable Hepburn Report, the 2022 event, 225 residences were damaged, 55 residents were displaced, a loss of \$25 million was incurred to the agricultural sector and \$10 million worth of damage and losses were incurred to the business sector

Number of Active OWMS

There are 459 OWMS active within localities nearing the major township of Clunes on Councils record management system.

Limitations | Challenges | Priorities

- Located in the Loddon River Australian Water Resource Council river basin, with the Birch Creek and Creswick Creek being waterways of significance. One Mile Creek and Tourello Creek also are also important waterways
- The Tullaroop Catchment Management Plan seeks to restore the catchment and mitigate flooding risks
- In recent years there has been a number of subdivisions in Newlyn and Blampied

11.2.1 Creswick and Surrounding Areas Locality Risk Ratings

Allendale

Located between Creswick and Smeaton, there has been recent development in Allendale. The land is mostly used for rural living and rural lifestyle, and mixed farming and grazing purposes. The landscape is flat, and there has been recent history of flooding within the locality.

Special Water Supply Catchment: Tullaroop Reservoir

Number of Current OWMS: 37

Risk rating explanation: The median lot sizes are between 0.4 hectares and 1 hectare which increases the risk rating to medium. Also, land subject to inundation is considered a medium risk for the locality.

Risk Factor - Allendale	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Medium		

Bald Hills

Only a small amount of land is located within Hepburn Shire, the majority of Bald Hills is within Ballarat City Council.

Special Water Supply Catchment:
Tullaroop Reservoir

Number of Current OWMS: 0

Risk rating explanation: Very large parcels of land reduce the risk of OWMS impact on the community and environment.

Risk Factor - Bald Hills	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Overall Risk Assessment	Low		

Bullarook

Only a small amount of land is located within Hepburn Shire, with no OWMS being recorded on Councils system.

Special Water Supply Catchment: Creswick and Tullaroop Reservoir

Number of Current OWMS: 0

Risk rating explanation: Although a very small area of the Shire, it has been identified that small lot sizes have been identified amongst larger lots. This has impacted on the lot size assessment as being medium. Another consideration is the proximity to Deans Reservoir.

Risk Factor - Bullarook	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status			X
Overall Risk Assessment	Low		

Blampied

Blampied is mostly used for mixed farming and grazing purposes but does have pockets of rural living areas.

Special Water Supply Catchments: Tullaroop Reservoir and Cairn Curran

Number of Current OWMS: 35

Risk rating explanation: Larger lot sizes reduces the OWMS risks. The proximity to flood plains, and OWMS density would be required to be assessed on an individual case by case basis.

Risk Factor - Blampied	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall	X		
Permit status	X		
Overall Risk Assessment	Low		

Broomfield

Broomfield is a densely vegetated area, with pockets used for residential rural living and rural lifestyle and mixed farming and grazing zones.

Special Water Supply Catchment:

Tullaroop Reservoir

Number of Current OWMS: 27

Risk rating explanation: Small lot sizes have been identified amongst larger lots. This has impacted on the lot size assessment as being medium.

Risk Factor - Broomfield	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status			X
Overall Risk Assessment	Medium		

Cabbage tree

Mostly land used for recreational bushwalking, camping, and providing wildlife habitat within the Creswick Regional Park.

Special Water Supply Catchment:

Tullaroop Reservoir

Number of Current OWMS: 0

Risk rating explanation: Due to Cabbage tree being used for recreation and wildlife there are no existing or foreseen OWMS risks within the scope of this plan.

<i>Risk Factor – Cabbage Tree</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Overall Risk Assessment	Low		

Creswick

Creswick is prone to flooding, with the 2010, 2011 and recent 2022 flooding events resulting in extensive damage to residents, businesses, crops and industry. This can impact areas of Creswick not connected to reticulated sewer.

Creswick Creek is a water way of significance, and there are a number of significant dams which are used as recreational water bodies, such as St George Lake and Lake Calembeen.

<i>Risk Factor - Creswick</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall	X		
Permit status		X	
Overall Risk Assessment	Medium		

Special Water Supply Catchments: Creswick and Tullaroop Reservoirs

Number of Current OWMS: 99

Risk rating explanation: This assessment is based on areas not connected to sewer. The proximity to Creswick Creek, medium lot sizes, proximity to flood plains and number of OWMS in the population centre has resulted in a medium risk rating.

Creswick North

Large parcels of land used for residential rural living and rural lifestyle and mixed farming and grazing purposes.

Special Water Supply

Catchments: Creswick and Tullaroop Reservoir

Number of Current OWMS: 6

<i>Risk Factor – Creswick North</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status		X	
Overall Risk Assessment	Low		

Risk rating explanation: Large parcels of land reduce the risk of OWMS impact on the community and environment.

Dean

Dean is mostly used for mixed farming and grazing, and pockets of rural living and rural lifestyle. A number of small waterways pass through Dean, with Birch Creek being the most significant. Proximity to Deans Reservoir is a significant risk factor identified as the water feeds into the Creswick reticulated water supply (as well as water from the White Swan Reservoir in Invermay).

<i>Risk Factor - Dean</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status	X		
Overall Risk Assessment	Low		

Special Water Supply Catchments: Tullaroop Reservoir, Creswick

Number of Current OWMS: 9

Risk rating explanation: The risk rating for lot size has reduced the risk rating for dean to low, as properties should be able to manage the risks associated with wastewater. Individual cases closer to Birch Creek or other waterways may be individual assessed as higher risk during the OWMS application process.

Kooroocheang

Large lots of land used mostly for mixed farming and grazing.

McLachlan Creek and Joyces Creek run through parts of the locality and have been considered during the risk assessment.

<i>Risk Factor - Kooroocheang</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Overall Risk Assessment	Low		

Special Water Supply Catchments:
Cairn Curran

Number of Current OWMS: 7

Risk rating explanation: Large lot sizes reduce the risks associated with onsite wastewater management. Although proximity to waterways has been assessed as low, all applications in Kooroocheang will be assessed on a site-specific basis, and individual properties may be assessed as medium or high risk.

Kingston

A blend of residential rural living and mixed farming and grazing zones provides diversity of land use within Kingston. Pockets of the locality have smaller lots, increasing the risk assessment for lot size to medium. Birch Creek is a waterway of significance and a high number of ground water bores are located to the north of the locality.

<i>Risk Factor - Kingston</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status			X
Overall Risk Assessment	High		

Special Water Supply Catchment: Tullaroop Reservoir

Number of Current OWMS: 35

Risk rating explanation: Due to the close proximity to Birch Creek, increased OWMS density and reduced medium lot sizes Kingston has been assessed as medium risk.

Mollonghip

Mollonghip borders with Moorabool Shire Council and does not cover a large area within the Shire. There are a number of lots used mostly for mixed farming and grazing, and small pockets for residential rural living and rural lifestyle.

<i>Risk Factor – Mollonghip</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall	X		
Permit status			X
Overall Risk Assessment	Low		

Special Water Supply

Catchments: Ballarat, Creswick and Tullaroop Reservoir

Number of Current OWMS: 12

Risk rating explanation: Large lots reduce the risks associated with wastewater. All risk factors have been assessed as low risk for Mollonghip, with the exception of number of onsite systems in the population centre, which was assessed as medium due to the residential properties being within a close proximity.

Mount Prospect

Mount Prospect is mostly used for mixed farming and grazing and residential rural living purposes.

Key features include Langdons Creek and a number of dams.

Special Water Supply Catchment:

Tullaroop Reservoir and Cairn Curran

Number of Current OWMS: 8

Risk Factor – Mount Prospect	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status			X
Overall Risk Assessment	Low		

Risk rating explanation: Large lot sizes reduce the risks associated with OWMS.

Newlyn

Newlyn is a locality that provides diverse land use, from residential rural living and rural lifestyle to mixed farming, retail and small-scale industry. Newlyn is also flagged as a growth area with recent subdivisions. Birch Creek traverses the locality and is a significant risk factor when assessing Newlyn. The Newlyn Reservoir is also an important water body.

Risk Factor - Newlyn	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Special Water Supply Catchment: Creswick and Tullaroop Reservoir

Number of Current OWMS: 25

Risk rating explanation: Large lot sizes reduce the risk to the community and environment. The risk rating for properties may vary depending on the proximity to Birch Creek.

Newlyn North

Birch Creek that runs along the western and southern border of the locality is a significant waterway. Newlyn North is a high population township for its size, that may be growing. The density of population, lot size and proximity to Birch Creek has increased the risk rating to high.

Risk Factor – Newlyn North	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status		X	
Overall Risk Assessment	High		

Special Water Supply

Catchment: Tullaroop Reservoir

Number of Current OWMS: 72

Risk rating explanation: The close proximity to Birch Creek, smaller lot sizes and the number of OWMS in the population area has raised the risk assessment to high. For some individual lots, depending on their size and location may have a lower risk rating depending on their risk profile.

Smeaton

Smeaton has a mix of residential rural living and rural lifestyle and mixed farming and grazing. Birch Creek passes through and is a significant waterway.

Special Water Supply

Catchment: Tullaroop Reservoir and Cairn Curran

Number of Current OWMS: 58

Risk rating explanation: Within the township areas, lot size and number of onsite systems in the population centre has increased the risk assessment to medium.

<i>Risk Factor - Smeaton</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status		X	
Overall Risk Assessment:	Medium		

Smokeytown

Very small locality within the Shire, with very large lots of land.

Special Water Supply

Catchment: Tullaroop Reservoir and Creswick

Number of Current OWMS: 6

<i>Risk Factor - Smokeytown</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Low		

Risk rating explanation: Large lot sizes reduces the risks associated with wastewater. In addition, no risks associated with proximity to water source and potable water supply offtake have been identified resulting in a low-risk rating.

Springmount

Reticulated water is connected to some parts of Springmount towards Creswick. A part of the Shire that is flanked by rural bushland, including St Georges Lake. Land is mostly residential rural lifestyle and public conservation and resource zone.

Special Water Supply

Catchment: Tullaroop Reservoir and Creswick

Number of Current OWMS: 24

<i>Risk Factor - Springmount</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Medium		

Risk rating explanation: Pockets of Springmount have been assessed as having a medium lot size risk. Risks associated with proximity to water source and potable water supply offtake and number of OWMS in the population centre have also been assessed as medium risk.

Sulky

Only a small amount of land is located within Hepburn Shire, the majority of Sulky is within Ballarat City Council.

Special Water Supply

Catchment: Tullaroop Reservoir

Number of Current OWMS: 7

Risk rating explanation: A very small locality within the Shire,

and all associated risk factors have been identified as low risk.

<i>Risk Factor - Sulky</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment:	Low		

Wattle flat

Locality description: Only a small amount of land is located within Hepburn Shire, the majority of

Wattle Flat is within Moorabool Shire Council. Slaty Creek passes through the locality, and the lots are mostly used for residential rural or mixed grazing and farming.

Special Water Supply

Catchment: Tullaroop Reservoir, Creswick and Ballarat

Number of Current OWMS: 8

Risk rating explanation: A very small locality within the Shire, and all associated risk factors have been identified as low risk.

<i>Risk Factor - Wattle flat</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall			X
Overall Risk Assessment	Low		

11.3 Daylesford and Surrounding Areas

Mineral springs around Daylesford are major a tourism drawcard, along with agritourism attractions and fine restaurants for weekenders from Melbourne. Daylesford and the surrounding areas cover areas of dense bushland, important waterways including mineral springs and private bores. This part of the Shire is notable for the numerous natural mineral springs, some with developed infrastructure including, the Hepburn Springs Reserve with its bathhouse and mineral springs spa resorts set among native bushlands.

Sailors' Creek flows north along the western side of Daylesford and several small tributaries flow through Daylesford into Sailors Creek. To the east of Hepburn Springs, Spring Creek and tributaries of Spring Creek, Doctors Gully and Cobblers Gully divide areas of residential development in Hepburn. Spring and Sailors Creek join the Larni Barramul Yaluk which eventually joins the Loddon River and onto the Murray River.

Number of Active OWMS

There are 584 OWMS active within localities nearing the major township of Daylesford on Councils record management system.

Limitations | Challenges | Priorities

- unsewered parts of Daylesford could pose a risk to ground water quality, and the protection of mineral springs is a priority of the GMW and NCCMA. OWMS density needs to be considered.
- population growth and demand for rural residential properties is putting pressure on water resources

11.3.1 Daylesford and Surrounding Areas Risk Ratings

Basalt

A geographically small locality within the Shire that is surrounded by dense bushland. The land use of basalt is mostly rural lifestyle and mixed grazing and farming. A key feature of Basalt is Sailors Creek, which is a waterway of significance.

Special Water Supply

Catchments: Cairn Curran

Number of Current OWMS: 3

Risk rating explanation: Although proximity to water source and potable water supply offtake, the typically large lot sizes throughout Basalt reduces the risks associated with wastewater.

Risk Factor - Basalt	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Clydesdale

Clydesdale borders with Mount Alexander Shire Council and the predominant land use is rural lifestyle and mixed grazing and farming zones. Larni Barramal Yaluk Creek is an important feature of Clydesdale.

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 36

Risk rating explanation: Although the locality risk level has been assessed a low, the proximity to water source and potable water supply offtake has been assessed as medium due to the presence of Larni Barramal Yaluk Creek, which is

a waterway of significance. Depending on locations, individual applications may pose a higher risk depending on the proximity to Larni Barramal Yaluk Creek.

<i>Risk Factor - Clydesdale</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains			X
Number of onsite systems in the population centre	X		
Rainfall		X	
		X	
Overall Risk Assessment	Low		

Coomoora

The land use in Coomoora is predominantly residential rural, with a relatively high population for a rural township. Wallaby creek and Leitches creek flow from the north to the south of Coomoora. A large number of ground water bores are throughout the locality, which has been included in the risk assessment.

<i>Risk Factor - Coomoora</i>	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores		X	
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status		X	
Overall Risk Assessment:	High		

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 101

Risk rating explanation: Smaller lot sizes increase the risks due to their being less land to contain wastewater after treatment, or if there is a system failure. In addition. the proximity to groundwater bores has been assessed as medium, as has number of OWMS in the population centre.

Daylesford

Daylesford is supplied with reticulated water via the Wombat and Bullarto Reservoirs, with only areas on the outskirts of the township that do not have sewer connection. Large water bodies including the popular Lake Daylesford and Jubilee Lake.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 102

Risk rating explanation: The key considerations include the ability for landowners to meet setback requirements when there are smaller lot sizes. Rainfall has also been assessed as high and is an important risk factor.

<i>Risk Factor - Daylesford</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

Dry Diggings

A densely vegetated locality within the Shire, Dry Diggings is mostly used for residential and mixed farming and farming and grazing purposes. It has been identified that a large number of ground water bores are in use within the locality, and this has been included in the risk assessment.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 10

Risk rating explanation: Large lots reduces the risks associated with wastewater which can manage the proximity to ground water bores.

<i>Risk Factor – Dry diggings</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Low		

Eganstown

Eganstown is used for residential and rural lifestyle as well as pockets of mixed farming. Corinella creek and McLachlan Creek are the main waterways throughout the locality.

Special Water Supply Catchments:

Cairn Curran and Tullaroop Reservoir

Number of Current OWMS: 68

Risk rating explanation: Risks associated with smaller lots, and number of OWMS has increased the risk rating to medium.

<i>Risk Factor - Eganstown</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

Elevated Plains

Elevated plains are mostly used as residential and rural lifestyle and mixed farming and grazing. Parts of the locality is within close proximity to the Larni Barramal Yaluk Creek, Dry Diggings Creek and Jews Gully, and these have been considered in the risk assessment.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 22

Risk rating explanation: Risks

associated with smaller lots, and number of OWMS and proximity to water source and potable water supply offtake has increased the risk rating to high.

<i>Risk Factor – Elevated plains</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Low		

Franklinford

The Larni Barramal Yaluk Creek is a key risk factor within Franklinford. The land use is mostly mixed farming and grazing, and a small pocket of dense residential rural lifestyle properties.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 13

Risk rating explanation: The presence of Larni Barramal Yaluk Creek has been considered as medium risk due to the distance between most of the residential areas being significant.

<i>Risk Factor - Franklinford</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Guildford

The main township of Guildford is located in Mount Alexander Shire. The majority of land within Hepburn Shire is used for mixed farming and grazing and small amount of residential rural living.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 7

Risk rating explanation: Large lots of land reduces the wastewater risks to the community and environment.

<i>Risk Factor - Guildford</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Hepburn

Mainly sewered area, but Council is aware that there would be OWMS installed prior to the requirement for applications relating to OWMS. This may also result in new applications for system failures, or replacement.

Larni Barramal Yaluk Creek and Sailors Creek are water ways of significance. To the north of the locality Larni Barramal Yaluk Creek breaks off into Sailors Creek, which moves south down on the western side of the locality. Spring creek moves through the centre of the locality heading south towards Daylesford.

Risk Factor - Hepburn	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall	X		
Permit status			X
Overall Risk Assessment	High		

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 19

Risk rating explanation: Smaller lot sizes within Hepburn can create challenges for landowners in ensuring wastewater is contained within the property and has been assessed as high. Further, rainfall has also been assessed as high and is an important risk factor. The presence of groundwater bores is an important risk factor that will be assessed on a case-by-case basis.

Hepburn Springs

Mainly sewerated area, but Council is aware that there would be OWMS installed prior to the requirement for applications relating to OWMS. This may also result in new applications for system failures, or replacement.

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 1

Risk rating explanation: The key considerations include the ability for landowners to meet setback requirements when there are smaller lot sizes. Rainfall has also been assessed as high and is an important risk factor, as is permit status.

Risk Factor – Hepburn Springs	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Number of accommodation and commercial sites	Not assessed		
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

Langdons Hill

The land in Langdons Hill is used mostly for mixed farming and grazing.

Special Water Supply Catchments: Tullaroop Reservoir

Number of Current OWMS: 9

Risk rating explanation: All risk factors have been assessed as low risk with the exception of rainfall and permit status.

Risk Factor – Langdons Hill	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Leonards Hill

Leonards Hill is mostly for mixed farming and grazing. Sailors Creek runs through parts of the locality.

Special Water Supply Catchments:

Tullaroop Reservoir, Moorabool River (Sheoaks), Cairn Curran and Pykes Creek Reservoir and Werribee River

Number of Current OWMS: 6

Risk rating explanation: Council has considered this locality low, as

sailors creek only flows through dense bushland where there are no OWMS implications at this time.

Risk Factor – Leonards Hill	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall			X
Permit status			X
Overall Risk Assessment	Low		

Mount Franklin

Mount Franklin is filled with large lots of land used mostly for mixed farming and grazing. Tarilta Creek runs through parts of the locality, and a large number of dams are dotted through private properties within the locality. A number of groundwater bores have been identified, however they are centrally location within the Lalgambuk (Mt Franklin) Camping area.

Risk Factor – Mount Franklin	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Low		

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 18

Risk rating explanation: All risk factor were assessed as low, except for number of OWMS in the population centre. However, due to large land sizes, this risk can be managed.

Musk Vale

Musk Vale is flanked by dense bushland in all directions and provides a space mostly for rural living and lifestyle. Sailors Creek is a water way of significance that passes on the western side of the locality.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 37

Risk rating explanation: The medium lot size risk factor has been assessed

Risk Factor – Musk Vale	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status			X
Overall Risk Assessment	High		

as medium, with areas of Musk Vale having smaller properties, increasing the associated wastewater risks.

Rocklyn

A geographically small locality within the Shire that has smaller lots within the main township area that spreads out into the farming and grazing properties. Although no waterways of significance go through Rocklyn, a number of small creeks and dams have been considered during the risk assessment.

Special Water Supply Catchments:

Tullaroop Reservoir

Number of Current OWMS: 12

Risk Factor - Rocklyn	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

Risk rating explanation: Council has considered this locality as medium due to smaller lot sizes, and the number of creeks and dams.

Sailors Falls

Almost half of Sailors Falls is dense bushland that has not been considered in the risk assessment due to being on crown land. Sailors Creek is a waterway of significance that is within a close proximity to the densely populated area of the township. These factors increase the risk assessment rating.

Special Water Supply Catchments:

Tullaroop Reservoir

Number of Current OWMS: 21

Risk rating explanation: The lot size risk factor has been assessed as high risk, due to the smaller lots within a close proximity increasing the risk of OWMS density. Also, the close proximity to Sailors Creek is considered high right risk.

Risk Factor - Sailors Falls	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status			X
Overall Risk Rating:	High		

Sailors Hill

Sailors Creek is a waterway of significance to the west of Sailors Hill; however, it is acknowledged that crown land that is densely vegetated provides adequate setback for the majority of the locality. Sailors Hill has large lots, also reducing the risk assessment rating.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 20

Risk rating explanation: Large lots sizes reduces the risks associated with

Risk Factor - Sailors Hill	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status			X
Overall Risk Rating:	Low		

wastewater on the health of the community and environment.

Shepherds Flat

Shepherds Flat is a geographically large locality within the Shire; however, the majority of the land is crown land and densely vegetated. All other areas are used for residential rural living and farming and grazing. The lots within Shepherds Flat vary, from very large farming land to smaller residential areas. These factors, and the proximity to Larni Barramal Yaluk Creek are the most significant risk factors.

Special Water Supply Catchments:

Cairn Curran

Number of Current OWMS: 29

Risk rating explanation: Smaller lots used for recreation and rural living increase the risk rating. Importantly,

many of these lots are within close proximity to waterways of significance. This has increased the risk assessment to high.

Risk Factor – Shepherds Flat	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		X
Location of groundwater bores	X		
Proximity to flood plains			
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	High		

Strangways

Only a small amount of land is located within Hepburn Shire, the majority of Strangways is within Mount Alexander Shire Council. Larni Barramal Yaluk Creek is a water way of significance and is an important consideration when assessing wastewater risks within Strangways.

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 1

Risk rating explanation: The risk rating has been assessed as low due to lots sizes being large, as this will increase the likelihood of wastewater being contained and effectively managed within the property

boundary. It is important to note that individual applications or existing OWMS may be considered high risk depending on the proximity to the Larni Barramal Yaluk Creek.

Risk Factor - Strangways	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		X
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Tarilta

A very small locality within the Shire that is shared with Mount Alexander Shire. It is important to note there are no recorded active OWMS on the Hepburn Shire Council record management system.

Special Water Supply Catchments:

Number of Current OWMS: 0

Risk rating explanation: All risk factors have been assessed as low due to large lot sizes, and no water ways of significance being present within Tarilta.

Risk Factor - Tarilta	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Number of onsite systems in the population centre	X		
Permit status			X
Overall Risk Rating	Low		

Werona

Only a small amount of land is located within Hepburn Shire, the majority of Werona is within Mount Alexander Shire. Werona is a densely vegetated landscape, with the Werona Basin and American Gully being in close proximity.

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 3

Risk rating explanation: Very large parcels of land reduce the risk of OWMS impact on the community and environment. It is important to note that the proximity to the Werona Basin, McLachlan Creek and other unknown waterways may increase the risk for individual applications depending on their location.

Risk Factor - Werona	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Number of onsite systems in the population centre	X		
Permit status			X
Overall Risk Assessment	Low		

Yandoit

The township of Yandoit has a high number of medium sized lots which may increase associated wastewater risks such as OWMS density in the population centre. The Larni Barramal Yaluk Creek is flanks Yandoit to the east of the facility, however is between 600 meters to 1 kilometre away from the main town centre.

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 67

Risk rating explanation: Lot sizes are the main wastewater consideration for Yandoit. It is acknowledged that individual lots or applications may be assessed as high, depending on the proximity to Larni Barramal Yaluk Creek.

Risk Factor - Yandoit	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Medium		

11.4 Glenlyon and Surrounding Areas

From a wastewater perspective Glenlyon and the surrounding is the highest priority area within the Shire due to OWMS density and proximity to groundwater bores. Any potential growth for Glenlyon and surrounding townships will be heavily scrutinised to ensure OWMS risks are managed. This includes restricting subdivision to 4,000sqm minimum lot size. It is noted that smaller dwellings can have less effects in comparison, but their size and cumulative impact is also a significant factor needing consideration.

As detailed in the Future Hepburn Structural Plan for Glenlyon, managing the impacts of development on the Loddon River and the area's substantial ground water reserves is a critical environmental consideration for the structure plan. As Glenlyon has no sewer connection, the reliance on OWMS means that ground water is at risk if systems are not regularly serviced.

Number of Active OWMS

There are 539 OWMS active within localities nearing the major township of Glenlyon on Councils record management system.

Limitations | Challenges | Priorities

- OWMS density and setbacks to bores are key challenge, and priority.
- Australian Water Resources Council River Basins – Campaspe River, Loddon River
- Glenlyon has no existing sewer or drinking water connections and none are planned
- as detailed in the Future Hepburn, there is a need to map and identify mineral springs to protect them from sewerage contamination
- the flood plain management authority has concerns on the number of OWMS in use within the township considering the importance of ground water health.
- population growth and demand for rural residential properties is putting pressure on water resources, including bores

11.4.1 Glenlyon and Surrounding Areas Risk Ratings

Denver

Denver is mostly used for residential rural and rural lifestyle and mixed farming and grazing purposes and has a high number of active OWMS for a small township. The important features of Denver include dense bushland on the east and western boundaries, and the presence of Kangaroo Creek, Dyers Creek and Back Creek.

Special Water Supply Catchments: Cairn Curran and Eppalock

Number of Current OWMS: 55

Risk rating explanation: The smaller lots used for recreation and rural living increase the wastewater risk rating for Denver. Further, the close proximity to waterways throughout the locality, and increased OWMS in the population centre have been assessed as medium risk.

<i>Risk Factor - Denver</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall			X
Permit status			X
Overall Risk Assessment	High		

Drummond

The Drummond township is surrounded by larger lots of land used for mixed grazing and farming.

Special Water Supply Catchments: Cairn Curran and Eppalock

Number of Current OWMS: 70

Risk rating explanation: The lot sizes within the township area have increased the risk level to medium risk. It is important to note that the proximity to water source and potable water supply offtake and the number of onsite systems in the population centre have also been assessed as medium risk.

<i>Risk Factor – Drummond</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status		X	
Overall Risk Assessment	Medium		

Drummond North

Parts of Drummond North are a close proximity to the Coliban River and Kangaroo Creek. The land is typically used for residential and rural lifestyle and mixed farming and grazing.

Special Water Supply Catchments: Cairn Curran and Eppalock

Number of Current OWMS: 32

Risk rating explanation: Larger lots reduce the risks associated with wastewater. Also, it is noted that required setbacks to manage the associated risks can be achieved between properties and the Coliban River. Accordingly, this individual risk factor has been assessed as medium.

<i>Risk Factor – Drummond North</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status			X
Overall Risk Assessment	High		

Glenlyon

Glenlyon is one of the highest risk localities within the Shire due to:

- small lot sizes based on our risk assessment framework
- the close proximity to significant waterways, including the Loddon River
- ground water bores, and known use of using bores for potable water
- OWMS density

Risk Factor – Glenlyon	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores			X
Proximity to flood plains		X	
Number of onsite systems in the population centre			X
Rainfall			X
Permit status		X	
Overall Risk Rating:	High		

Special Water Supply Catchments:

Cairn Curran and Eppalock

Number of Current OWMS: 205

Risk rating explanation: Glenlyon has been assessed as high based on the factors detailed above as having a high-risk rating.

“Managing the impacts of development on the Loddon River and the area’s substantial ground water reserves is a critical environmental consideration for the structure plan.”

- Future Hepburn – Glenlyon Structure Plan

Porcupine Ridge

Porcupine Ridge is densely vegetated to the south of the locality, and sparse to the north. Lot sizes are large, and Kangaroo Creek travers flanks the eastern side of the locality from north to south.

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 31

Risk rating explanation: Waterbodies are the main risk factor when assessing Porcupine Ridge (dams, as well as Creeks). The lot sizes within the locality have been assessed as low risk, which will assist in the management of the other risk factors assessed. Property owners must be aware their property risks may be higher depending on their proximity to water bodies.

Risk Factor – Porcupine Ridge	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Number of accommodation and commercial sites			
Rainfall		X	
Permit status			X
Overall Risk Rating:	Low		

Taradale

A very small locality within the Shire that is shared with Mount Alexander Shire. It is important to note there are no recorded active OWMS on the Hepburn Shire Council record management system.

Special Water Supply Catchments:

Mostly the Eppalock catchment

Number of Current OWMS: 0

Risk rating explanation: Large lots of land reduces the risks associated with wastewater on the health of the community and environment.

<i>Risk Factor - Taradale</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Number of onsite systems in the population centre	X		
Permit status			X
Overall Risk Rating:	Low		

Wheatsheaf

Locality description: The land use in Coomoora is predominantly residential rural, with a high population for a rural township.

Special Water Supply Catchments: Cairn Curran and Eppalock

Number of Current OWMS: 126

Risk rating explanation: Kangaroo Creek flows through the centre of Wheatsheaf and is a waterway of significance. It is acknowledged that the lots are large, and therefore reduce the associated risks to medium. Another associated risk factor that has been assessed as medium risk is number of OWMS in the population centre due to the accumulative risks of having a large number of OWMS in a relatively small area increases chances of ground contamination.

<i>Risk Factor – Wheatsheaf</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores			X
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status	X		
Overall Risk Assessment	Low		

11.5 Trentham and Surrounding Area

Popular for the natural landscape, Trentham and the surrounding areas is surrounded by rich volcanic soil and experience high rainfall in comparison to other parts of the Shire. Most of the main township area of Trentham is sewered, however the unanswered areas pose a risk to ground water quality due to drinking water being supplied from ground water. Caliban Water have 2 bores to the east of the Trentham and 2 reservoirs at the Trentham treatment plant where the ground water is treated.

Due to the popularity of the area housing has increased, with 130 new dwellings being constructed in Trentham alone during 2016 – 2021. This includes many properties being used for short term accommodation, which does have OWMS implications, as many systems require regular and consistent use.

Number of Active OWMS

There are 439 OWMS active within localities nearing the major township of Trentham on Councils record management system.

Limitations | Challenges | Priorities

- the township of Trentham's drinking water is from ground water, so OWMS density and risks are elevated
- advanced Water Recycling Centre river basins (Loddon River, Werribee River)
- high rainfall
- population growth and demand for rural residential properties is putting pressure on water resources
- short term accommodation has increased in the area, and property owners must be aware of their system specific use and maintenance requirements

11.5.1 Trentham and Surrounding Areas Locality Risk Ratings

Bullarto

Bullarto is surrounded by dense bushland, and is mostly used for farming and grazing, with a small township being used for residential rural living. Kangaroo Creek is the main feature of the locality, and smaller lot sizes within the township area are reflected in the risk rating. The Bullarto Reservoir contributes to the water supply of Daylesford and is a critical feature of the locality.

Special Water Supply Catchments: Cairn Curran and Pykes Creek Reservoir and Werribee River

Number of Current OWMS: 27

Risk rating explanation: Kangaroo runs through Bullarto and the Loddon River is within close proximity to the east which results in the proximity to water source and potable water supply offtake high. Most importantly the Bullarto Reservoir is a critical

Risk Factor - Bullarto	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

water body within the Shire, however, is a long distance from any OWMS. In addition to this, and smaller lots being identified the risk rating for Bullarto is high.

Bullarto South

Reduced proximity to Kangaroo Creek across the locality has seen the risk rating for Bullarto South less than Bullarto. Bullarto South is mostly for farming and grazing purposes; however, a number of properties have small land size which has elevated the risk rating.

Special Water Supply Catchments: Pykes Creek Reservoir and Werribee River, Lake Merrimu and Eppalock

Number of Current OWMS: 8

Risk rating explanation: The lot size has been assessed as medium, however due to high average rainfall the locality has been assessed as high. Waterways are also an essential risk factor assessed. And depending property proximity, may be assessed higher or lower depending on individual characteristics.

<i>Risk Factor – Bullarto South</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores	X		
Proximity to flood plains		X	
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

Fern Hill

Located in the eastern corner of the Shire, Fern Hills features include large lots of farmlands, key water ways including the little Coliban River and Jones Creek.

Special Water Supply Catchments:
Eppalock

Number of Current OWMS: 13

Risk rating explanation: Large lots of land reduces the risks associated with wastewater on the health of the community and environment.

<i>Risk Factor – Fern Hill</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		X
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains			X
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status			X
Overall Risk Assessment	Low		

Little Hampton

Locality description: Little Hampton is within close proximity to the Loddon River to the west, and also has the Coliban River passing the south parts of the locality. Filled with large lots of land, used mostly for mixed farming and grazing, the associated risks have been assessed as low.

Special Water Supply Catchments: Cairn Curran and Eppalock

Number of Current OWMS: 26

Risk rating explanation: Large lots of land reduces the risks associated with wastewater on the health of the community and environment. Properties within close

<i>Risk Factor – Little Hampton</i>	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status	X		
Overall Risk Assessment	Low		

proximity to important waterways may be assessed as being a higher risk on a case-by-case basis.

Lyonville

Lyonville is one of the highest risk localities within the Shire due to:

- small lot sizes based on our risk assessment framework
- the close proximity to significant waterways, including the Loddon River and Coliban River
- ground water bores, and known use of using bores for potable water
- OWMS density

Special Water Supply Catchments: Cairn Curran, Lake Merrimu (Lerderderg River) and Eppalock

Number of Current OWMS: 82

Risk rating explanation: Due to the risk factors detailed above Lyonville is assessed as high risk.

<i>Risk Factor - Lyonville</i>	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores			X
Proximity to flood plains		X	
Number of onsite systems in the population centre			X
Rainfall			X
Permit status		X	
Overall Risk Rating:	High		

Musk

A small pocket of the shire with large lots reducing the risk rating. Leitches Creek and Wallaby Creek is located within the area.

Special Water Supply Catchments: Cairn Curran

Number of Current OWMS: 68

Risk rating explanation: Large lot sizes reduces the risks associated with wastewater on the health of the community and the environment.

<i>Risk Factor - Musk</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status	X		
Overall Risk Assessment	High		

Newbury

Located in the southeastern end of the Shire, Newbury is a small township that is surrounded by farming and grazing land leading to dense bushland in all directions.

Special Water Supply Catchments: Eppalock and Lake Merrimu (Lerderderg River)

Number of Current OWMS: 20

Risk rating explanation: A number of small lot sizes has increased the locality risk rating to medium. In addition to this, many properties are within close proximity to waterways, and individual lots may be considered a higher risk on a case-by-case basis.

<i>Risk Factor - Newbury</i>	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status	X		
Overall Risk Assessment	High		

North Blackwood

North Blackwood borders Macedon Ranges to the east, and Moorabool Shire to the south and is surrounded by dense bushland. The land within our shire are mostly residential and rural living and mixed grazing and farming. The lots are large; however, dams and creeks do run through the locality, including Stockyard Creek and Clear Water Creek.

Special Water Supply Catchments:

Eppalock and Lake Merrimu (Lerderderg River)

Number of Current OWMS: 8

Risk Factor – North Blackwood	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall			X
Permit status			X
Overall Risk Assessment	Low		

Risk rating explanation: Large lot sizes reduce the risks associated with wastewater.

Spring Hill

Spring Hill borders with Macedon Ranges Shire Council, and the land is mostly used for mixed farming and grazing, and residential rural lifestyle.

Special Water Supply Catchments:

Eppalock

Number of Current OWMS: 20

Risk Factor – Spring Hill	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre		X	
Rainfall		X	
Permit status			X
Overall Risk Assessment	Low		

Risk rating explanation: Large lot sizes reduce the risks associated with wastewater

Trentham

Trentham has been increasingly popular for housing with 130 new dwellings being constructed from 2016- 2021. The high-density developments increase the risk rating. The Coliban River passes through Trentham and is a waterway of significance.

Special Water Supply Catchments: Eppalock and Lake Merrimu (Lerderderg River)

Number of Current OWMS: 113

Risk rating explanation: Trentham has been assessed as risk in the following criteria, leading it to be one of the priority areas for Council to manage:

- Lot size
- Proximity to water source and potable water supply offtake
- Location of groundwater bores

Risk Factor - Trentham	Low	Medium	High
Lot size			X
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake			X
Location of groundwater bores			X
Proximity to flood plains			X
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

- Rainfall

Strategies: Protect and enhance the waterways of Stony Creek, Trent Creek and the Coliban River.

Trentham East

Trentham East is predominantly used for mixed farming and grazing, resulting in large lot sizes, reducing the risk rating. Little Coliban Creek traverses some parts of Trentham East, which is a waterway of significance.

Special Water Supply Catchments:

Eppalock and Lake Merrimu (Lerderderg River)

Number of Current OWMS: 27

Risk rating explanation: Large lot sizes reduce the risks associated with wastewater

Risk Factor – Trentham East	Low	Medium	High
Lot size		X	
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores		X	
Proximity to flood plains			
Number of onsite systems in the population centre		X	
Rainfall			X
Permit status		X	
Overall Risk Assessment	High		

Tylden

Only a small amount of land is located within Hepburn Shire, the majority of Tylden is within Macedon Ranges Shire Council. The Coliban River passes through Tylden, and is a waterway of significance

Special Water Supply Catchments:

Eppalock

Number of Current OWMS: 5

Risk rating explanation: Although the only a small part of Tylden is located with Hepburn Shire, due to the close proximity of the Coliban River, the rating is assessed as medium. Depending on the proximity to the Coliban River, and other risk factors, individual lots may be assessed as being higher risk.

Risk Factor - Tylden	Low	Medium	High
Lot size	X		
Topography	X		
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake		X	
Location of groundwater bores		X	
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall		X	
Permit status	X		
Overall Risk Assessment	Low		

Tylden South

Tylden South is a small locality within the Shire with no current OWMS on Councils systems. The Coliban River passes through Tylden South, and is a waterway of significance

Special Water Supply Catchments: Eppalock

Number of Current OWMS: 0

Risk rating explanation: Although the only a small part of Tylden South is located with Hepburn Shire, due to the close proximity of the Coliban River, the rating is assessed as medium. Depending on the proximity to the Coliban River, and other risk factors, individual lots may be assessed as being higher risk.

Risk Factor – Tylden South	Low	Medium	High
Lot size	X		
Topography		X	
Soil type	X		
Groundwater depth and quality	X		
Proximity to water source and potable water supply offtake	X		
Location of groundwater bores	X		
Proximity to flood plains	X		
Number of onsite systems in the population centre	X		
Rainfall			X
Permit status		X	
Overall Risk Assessment	Low		

12. Land Capability Assessments

Due to the Shire being located within special water supply catchments, the submission of a Land Capability Assessment (LCA) is a mandatory requirement at the Planning stage for any new dwelling or subdivision. An LCA assist applicants, Council and Water Authorities by providing specific and relevant information about the ability for wastewater to be contained on the property.

The table below provides the expected information to be provided within an LCA.

LCA Topics	Examples
Background and proposal detail	<ul style="list-style-type: none"> overview of the proposal limitations and assumptions
Land features	<ul style="list-style-type: none"> topography and drainage soil characteristics, soil permeability and vegetation across the site. With a focus on the land capability areas average rainfall, and flooding potential catchment area bores, dams and groundwater building envelope erosion potential local climate and aspect of the site
Site information	<ul style="list-style-type: none"> property location property title zoning and overlays land use (past and present) use of surrounding areas
Infrastructure	<ul style="list-style-type: none"> available services
Land capability	<ul style="list-style-type: none"> land constraints soil percolation risk rating and summary management protocols

Recommendations	<ul style="list-style-type: none"> • recommended OWMS • OWMS design and specifications • disposal fields and reserve area allocations
Management and maintenance	Ongoing management, maintenance, reporting and other requirements
Supporting data and mapping	<ul style="list-style-type: none"> • accurate mapping • supporting soil classification test data

Table 13 Land Capability Assessment Topics and Examples

13. Compliance Monitoring and Audits

All OWMS have a lifespan, and in time systems will become less effective in controlling the risks associated with wastewater management systems. Although it is the responsibility of all property owners to ensure that their OWMS are working effectively, Hepburn Shire Council has an important role to play in ensuring that these risks are managed, such as:

- educating the community, and people responsible for an OWMS about good management practices
- investigating community complaints relating to alleged system failures, such as wastewater discharges or odour, and when these occur ensuring compliance is achieved
- assessing applications, and land capability assessments before and during installation

13.1 Council Compliance Monitoring Program

Council has developed an audit schedule to assess compliance of active systems. This audit schedule will prioritise high risk localities, and at-risk properties-based risks such as high OWMS density or proximity to potable water source. It is intended that the audit program will provide meaningful data on the compliance of OWMS in use within the Shire and provide opportunities for compliance to be achieved should non-compliance be identified.

Year	Focus
2025 &2026	<p>Legacy systems – audit properties not connected to sewer, however, the Council has no record of an onsite wastewater management system.</p> <p>Method:</p> <ul style="list-style-type: none"> • Desktop assessment • Mail out • Onsite audits <p>The objective of this audit program will be to identify any failing systems, and gain compliance. In the process, Council will be able to gain a better understanding of the types of systems in use and update the GIS mapping system.</p>

2027	Growth areas – audit onsite wastewater management systems in Glenlyon, Newlyn and Newlyn North to understand any environmental risks due to development density. This will include water testing of waterways and bores.
2028	Treatment standards – audit secondary and advanced secondary treatment systems to confirm the required level of treatment is being achieved. The focus of the audit will be to get different onsite wastewater treatment models and methods.
2029	Audit of properties within 100 meters of a waterway

Table 14 Council Compliance Monitoring Program

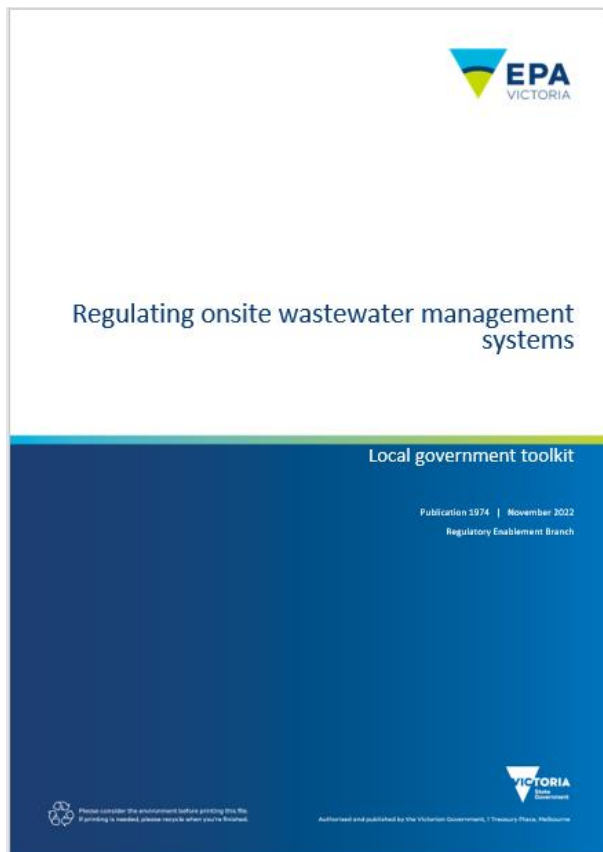
It is important to highlight that Council employees with authorisation under Section 242(2) of the Environment Protection Act 2017 have power of entry at residential premises when:

- there is consent of the occupier
- if the authorised officer reasonably believes that a person has contravened, is contravening or is about to contravene a provision of the Act or Registrations
- if the authorised officer reasonably believes there is an immediate risk of material harm to human health or the environment

“Monitoring of property owners to meet the GED is a key component of the Environment Protection Act 2017 and EP Regulations 2021”. - Coliban Water, 2021.

13.2 Our approach to compliance and education

Hepburn Shire Council is committed to fair and consistent regulation. To achieve this commitment, Council has developed policy and procedure to align with EPA guidance.



Onsite Wastewater Compliance and Surveillance Procedure

Hepburn
SHIRE COUNCIL

12.6 How to determine compliance timeframes

When assessing compliance, AOs are expected to apply a consistent timeframe for compliance. To facilitate this consistency, AOs are required to base the timeframe on the allocated approach in the Enforcement Matrix, as specified in the table below.

Level of Risk (AO)	A. Minor consequence	B. Moderate consequence	C. Significant consequence
1. Low • The required steps to comply to state law • No or extremely minor impact on the community or environment • No or extremely minor impact on the community or environment • No or extremely minor impact on the community or environment	Approved 1 No time frame	Approved 1 No time frame	Approved 1 No time frame
2. Medium • The required steps to comply to state law • Moderate impact on the community or environment • Moderate impact on the community or environment • Moderate impact on the community or environment	Approved 2 3 months	Approved 2 3 months	Approved 2 3 months
3. High • The required steps to comply to state law • Significant impact on the community or environment • Significant impact on the community or environment • Significant impact on the community or environment	Approved 3 Immediate action, or up to 28 days	Approved 3 Immediate action, or up to 28 days	Approved 3 Immediate action, or up to 28 days

Risk	Timeframe (not including postage time)
Minor consequence "No or extremely minor impact on the community or environment"	No timeframe - owners responsibility
Moderate consequence "Moderate impact on the community or environment requiring in remedial action"	3 months
Significant consequence "Significant impact on the community or environment requiring remedial action"	Immediate action, or up to 28 days

Note: The AO should consider the ability of the applicant to access a plumber. And as AO may also accept a temporary solution to manage the risk to the community or environment

* An example of a temporary solution to manage the risk is a redirection of the distribution to ensure wastewater is contained to the property until the permanent alteration is completed within the timeframe above.

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Strategy 3 – Our authorised officers will have the required skills and knowledge to make decisions fairly, consistently and proportionate to risk.

Action	Description	Outcomes	Timeframe
3.1	Annual review Councils Onsite Wastewater Management Compliance and Enforcement Procedure.	<ul style="list-style-type: none"> a review of Council procedure will ensure the procedure remains relevant to practice, and is amended when required, such as a change to legislation or Council approach. reviewing compliance decisions, and ensuring these decisions are consistent with the relevant procedures. 	Annual

3.2	<p>Confirmation that AOs have completed any relevant training relating the regulation of OWMS, such as:</p> <ul style="list-style-type: none"> • Training provided by the EPA • Land Capability Assessment training • Any other training opportunities that arise <p>This will be reviewed at the relevant AOs annual performance development plan review.</p>	Having all authorised officers attend the training and apply the learnings	Bi-annual in accordance with the authorised officers professional development plan
3.4	Include this plan to new authorised officers during their council induction.	Allowing new staff to be aware of the plan, and how to implement the plan.	As required
3.5	Conduct a review of the standard Planning Referral Conditions	Create efficiencies via a standard approach to providing wastewater conditions	December 2025

Table 15 Onsite Wastewater Management Strategy 3

14. Existing OWMS in Sewered Areas

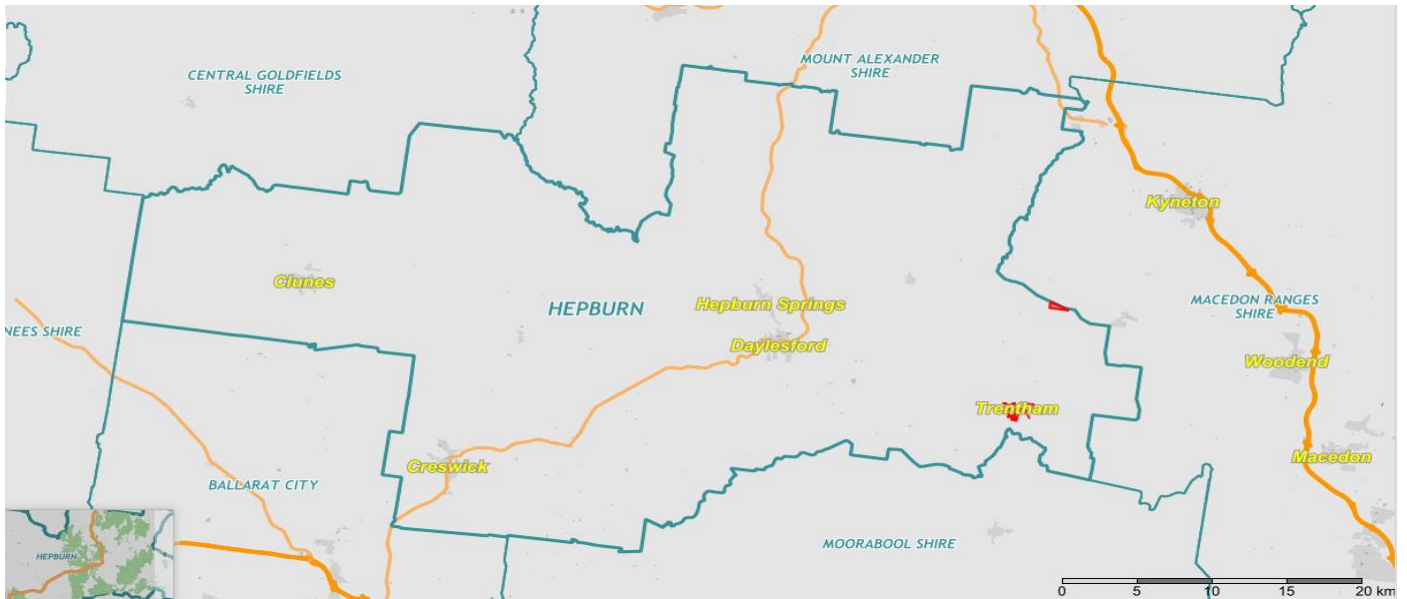
For properties within the Shire that have an existing OWMS Hepburn Shire Councils approach is that properties owners will not be required to connect to sewer unless:

- OWMS system failure, where the risks associated with the OWMS as detailed in the GED obligations are not met
- A subdivision takes place

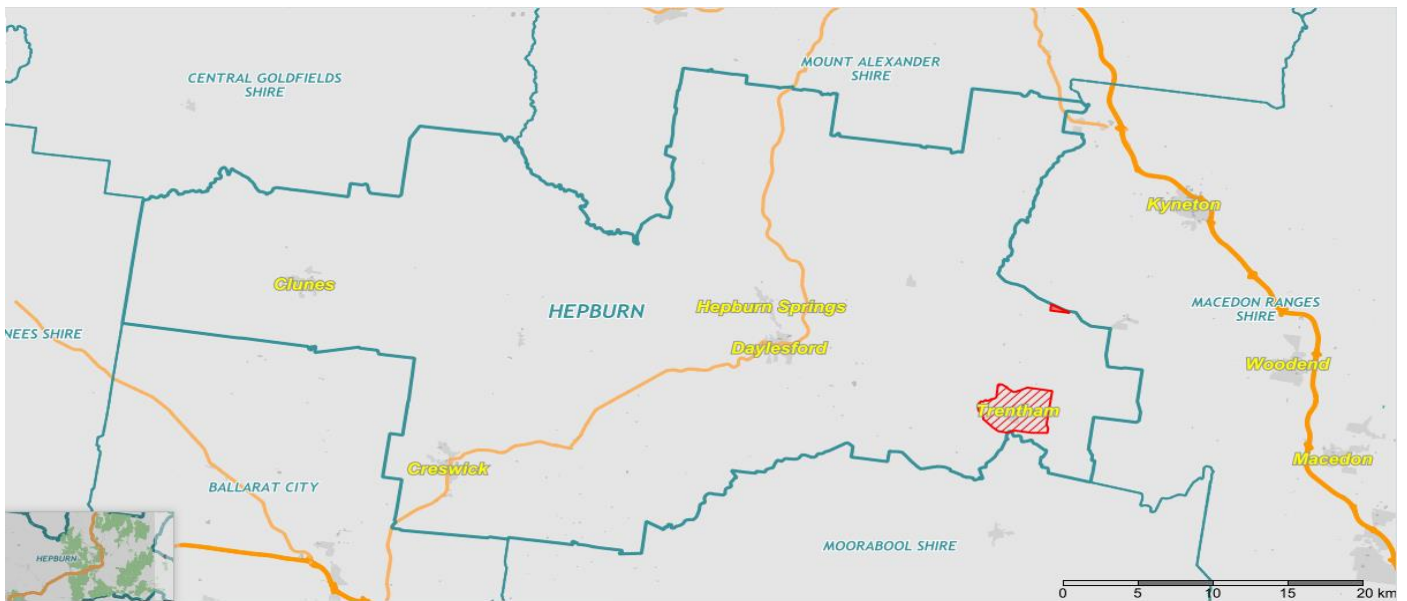
In the circumstances of subdivisions, all lots, including the existing property must connect to reticulated sewer.

15. Appendix 1 Hepburn Shire Council Wastewater Context Maps

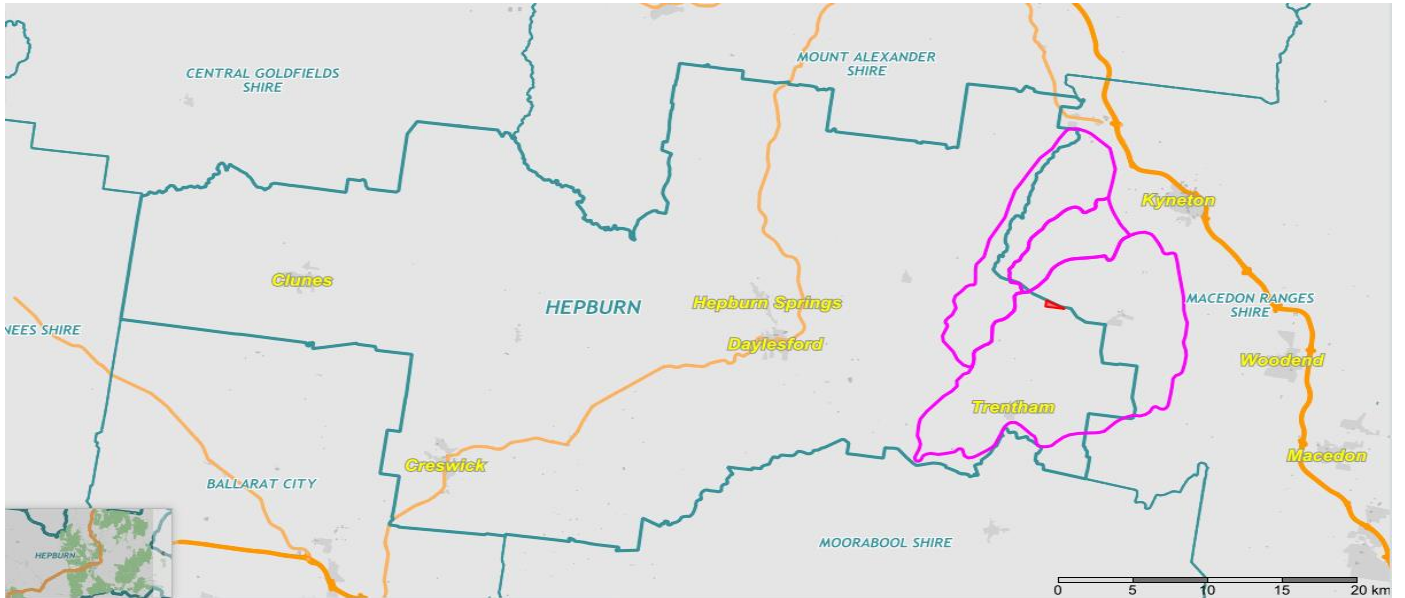
Coliban Water Sewer Mains



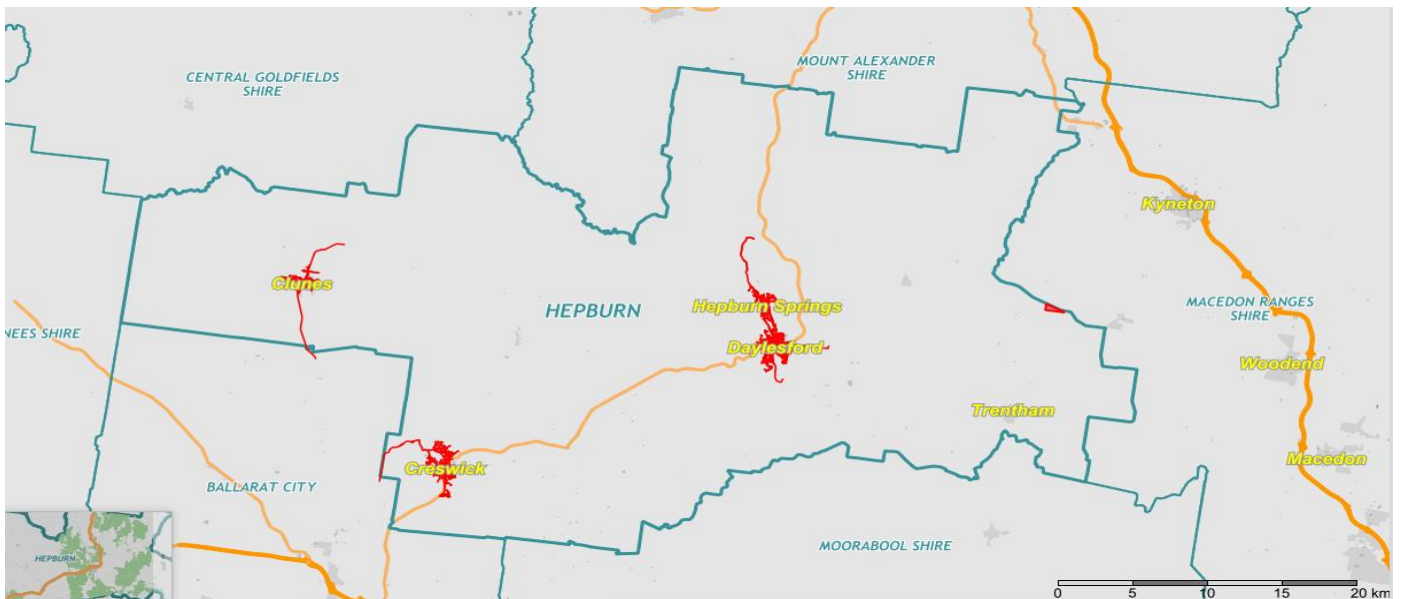
Coliban Water Sewer District



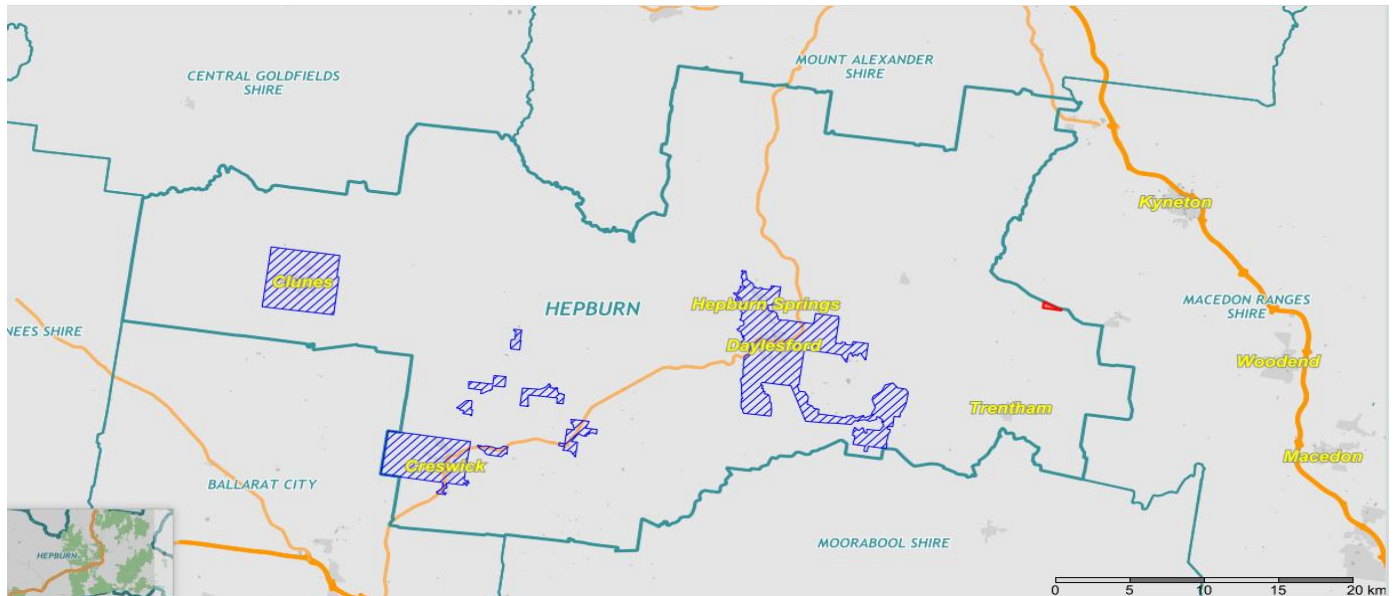
Coliban Water Catchment Boundaries



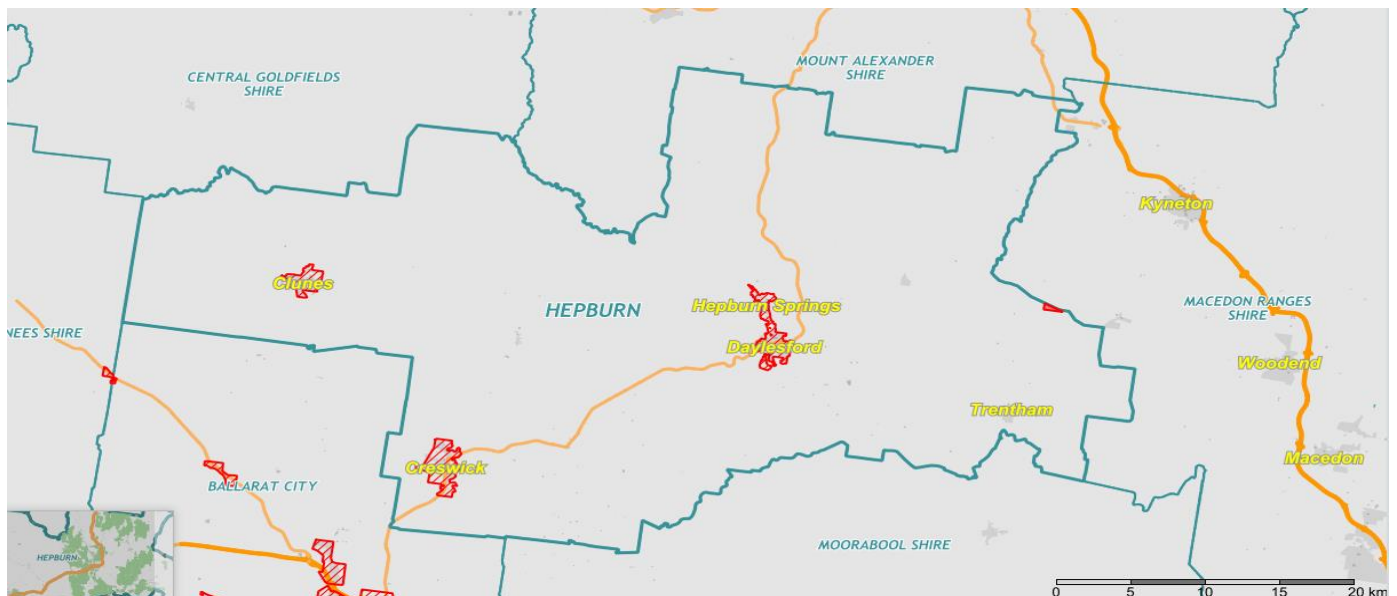
Central Highlands Water Sewer Mains



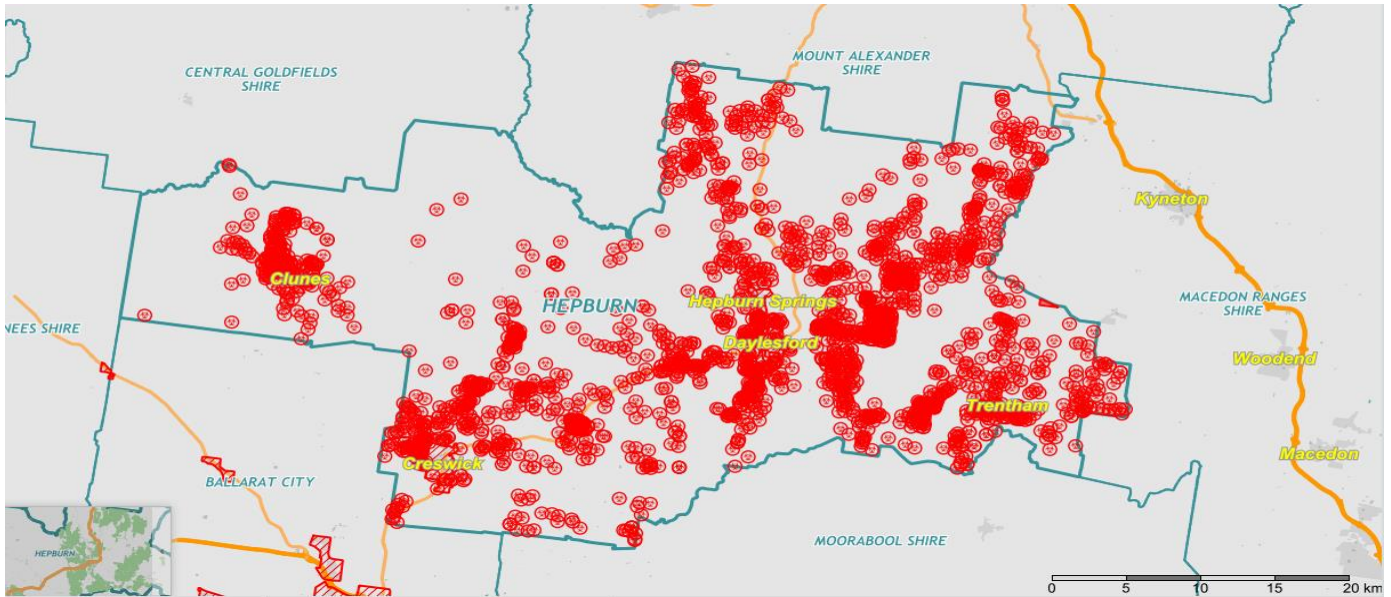
Central Highlands Water, Water District



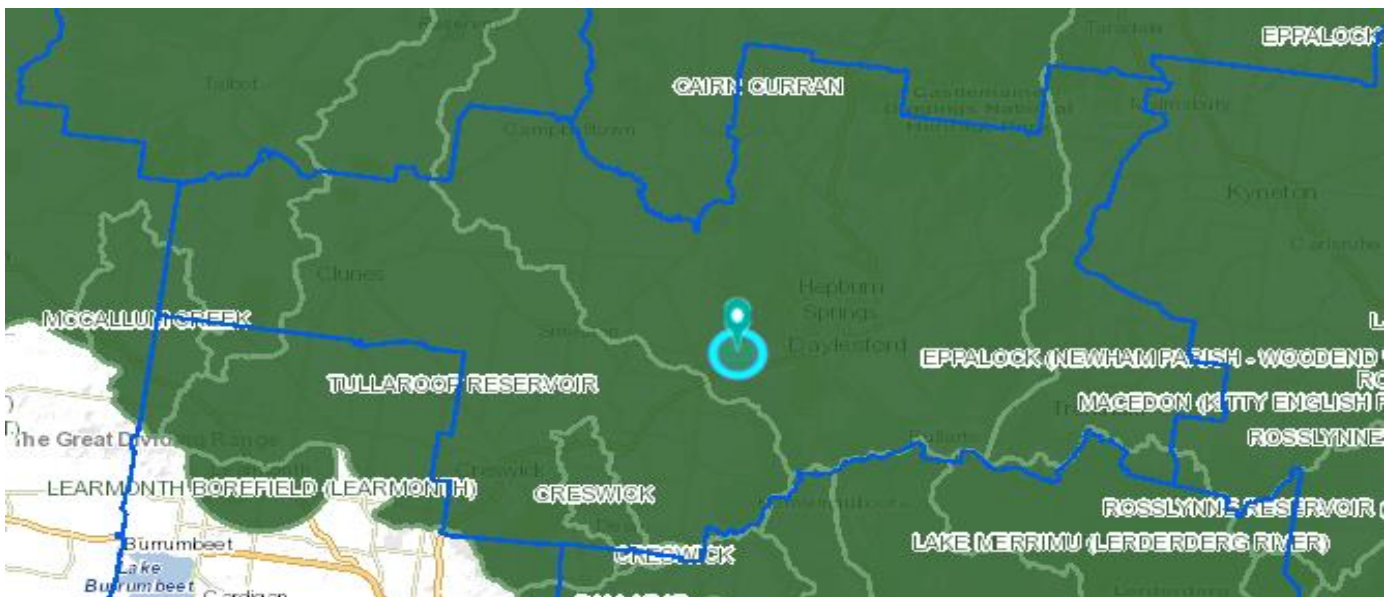
Central Highlands Water Sewer District



OWMS Certificate to Use



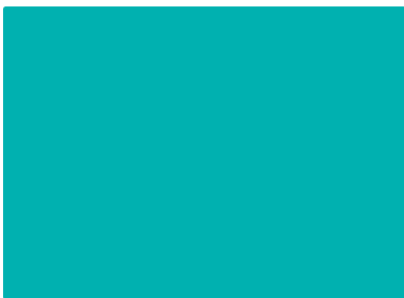
Special Water Supply Catchment Areas







FINANCIAL REPORT
For the nine months ending
31 March 2025



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1. Overview

The March Quarterly Finance Report outlines the financial results for the nine months ended 31 March 2025, along with a comparison to the amended budget including carry-forward projects (as adopted by Council on 16 September 2024). This report includes the following:

- Income Statement;
- Statement of Capital Works;
- Balance Sheet;
- Statement of Cash Flows;
- Cash, investments and financial reserve schedules;
- Key performance indicators;
- Rates and other debtors; and
- Councillor expenditure.

The current financial position needs to be read in the context of Council's financial plan contained within the 2024/2025 Budget, and the adopted Financial Vision (10 September 2024).

The ongoing impacts of current cost inflations on operational costs and support for the community will be monitored throughout the 2024/2025 financial year, as well as high CPI and contractor availability. The Australian Bureau of Statistics noted that the monthly CPI indicator rose 2.4% in the 12 months to February, following a 2.5% rise in the 12 months to January.

This report represents nine months of business in the 2024/2025 financial year.

The main items to note at the end of the third quarter are:

- The operating surplus for the nine months ended 31 March 2025 was \$10.36 million, which is \$4.52 million (or 43%) favourable to the amended budgeted surplus of \$5.84 million. This is primarily driven by two areas:
 - Materials and Services expenditure budget being favourable by \$2.8 million. This reflects deliberate efforts by departments to yield savings with \$2 million of this being attributable to savings on contractor and consultant payments, and \$0.7 million in general materials and consumables.
 - Operating grants are favourable by \$0.9 million primarily due to the provision of 3 grants received that were not budgeted for.
- Year-to-date Capital works expenditure for the nine months ended 31 March 2025 was \$5.30 million which is 30% of the \$17.79 million amended budget. Based on the year-to-date and anticipated 2024/2025 expenditure, indicatively 68% of the capital program expenditure will be realised this financial year and 32% of funds will be proposed as carried forward into 2025/2026.
- Cash holdings as at 31 March 2025 are \$9.5 million which is \$1.2 million higher than the same time last year, primarily due to the higher costs in the previous financial year associated with expenditure on capital works, special projects and storm recovery.

2. Financial Statements

The adjusted underlying result calculated in the Income Statement is the net surplus/(deficit) for the year adjusted for non-recurrent capital grants, monetary contributions (open space contributions) and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by non-recurrent capital income items, which can often mask the operating result.

2.1. Income Statement for nine months ending 31 March 2025

Hepburn Shire Council Comprehensive Income Statement For the Period Ended 31 March 2025

	Note	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance		FY Budget 2024/25
		\$'000	\$'000	\$'000	%	\$'000
Income						
Rates and charges		26,936	27,044	107	0%	26,936
Statutory fees and fines		650	682	32	5%	894
User fees		559	550	(8)	-2%	741
Grants - operating	1	7,976	8,869	893	11%	8,478
Grants - capital		1,188	1,274	86	7%	7,796
Contributions - monetary		280	279	(1)	0%	280
Net gain/(loss) on disposal of assets		-	36	36	100%	24
Other income	2	1,121	1,235	114	10%	1,492
Total Income		38,710	39,969	1,260	3%	46,641
Expenses						
Employee costs		12,799	12,512	286	2%	17,269
Materials and services	3	12,269	9,475	2,794	23%	16,306
Bad and doubtful debts		-	27	(27)	100%	15
Depreciation and amortisation		6,791	6,791	(0)	0%	9,092
Borrowing costs		304	216	89	29%	401
Other expenses	4	706	584	121	17%	1,177
Total Expenses		32,868	29,604	3,264	10%	44,260
Surplus/(Deficit) for the year		5,841	10,365	4,523		2,380
Underlying result adjustment						
Contributions Monetary		(280)	(279)	(1)	0%	(280)
Grants - Capital		(1,188)	(1,274)	86	-7%	(7,796)
Total underlying adjustment		(1,468)	(1,553)	85		(8,076)
Adjusted underlying surplus/deficit		4,374	8,811	(4,438)		(5,695)

Commentary is provided for variances greater than \$100,000 and 10%.

Note 1 – Operating Grants

Operating grants are favourable \$893k due in the main to the advanced funding of grants, in particular for the 2024 Bushfires (\$250k); and the Daylesford Childcare Expansion Planning (\$150k) together with the reimbursement of income relating to the 2022 October storms (\$376k).

Note 2 – Other Income

Other income is favourable to budget with much of the movement due to additional interest being received on money invested \$114k due to a targeted investment program undertaken throughout the year, and higher cash balances to invest due to the carry-forward of projects from 2023/2024.

Note 3 – Materials and Service

Materials and services expenditure is favourable to YTD budget by \$2.79 million. This is primarily due to lower than anticipated expenditure against the phased budget period on consultants for business transformation project (\$300k); contract payments (\$777k); waste services (\$532k); consultants other relating in the main to special operating projects (\$437k); and general materials and services (\$477k). These costs are expected to align to the budget in the final quarter of the financial year.

Note 4 – Other Expenses

Other expenses are favourable \$121k resulting from the timing of the awarding of the community grants program, which was a result of Councillor elections in October 2024 and the subsequent delay to the grant program timing.

Statement of Capital Works for the nine months ending 31 March 2025

Hepburn Shire Council Statement of Capital Works as at 31 March 2025

<i>Capital Works Category</i>	<i>Original Budget</i>	<i>Original inc C/F Budget</i>	<i>YTD Actual</i>	<i>% Spent YTD on C/F Budget</i>
Property				
Buildings	1,873,000	3,781,287	886,447	23%
Total Property	1,873,000	3,781,287	886,447	23%
Plant and Equipment				
Plant, machinery and equipment	1,287,000	1,287,000	624,159	48%
Computers and telecommunications	230,000	264,900	197,507	75%
Library books	50,000	50,000	47,705	95%
Total Plant & Equipment	1,567,000	1,601,900	869,371	54%
Infrastructure				
Roads	2,828,000	3,617,100	1,554,896	43%
Bridges	125,000	3,265,900	219,034	7%
Footpaths and cycleways	195,000	195,000	42,819	22%
Drainage	98,000	98,000	-	0%
Recreational, leisure and community facilities	1,592,370	2,019,770	507,113	25%
Parks, open space and streetscapes	-	3,099,655	1,196,826	39%
Other infrastructure	110,000	110,000	27,770	25%
Total Infrastructure	4,948,370	12,405,425	3,548,458	29%
Total Capital Works	8,388,370	17,788,612	5,304,276	30%
Represented by:				
New asset expenditure	64,970	2,510,570	1,022,081	41%
Asset renewal expenditure	6,765,400	12,202,642	3,636,948	30%
Asset upgrade/expansion expenditure	1,558,000	3,075,400	645,247	21%
Total Capital Works Expenditure	8,388,370	17,788,612	5,304,276	30%
% Spent YTD Original Budget				63%
% Spent YTD Amended Budget				30%

Capital Works Expenditure

Capital works expenditure for the nine months ended 31 March 2025 was \$5.3M. In addition to the original adopted budget, a carry forward and budget adjustments of \$9.4M has been approved for the capital works program in 2024/25 with the percentage spend against the total amended program of \$17.79M being 30%.

Actual expenditure as at 31 March 2025, as a percentage of the amended budget, has decreased compared to the previous two years and is reflective of the 2021/2022 and 2020/2021 results as at the end of the third quarter.

Year	Original Budget (inc. Carry Forwards)	YTD Actual at 31 March	Percentage delivery to third quarter
2024/25	\$17,788,612	\$5,304,276	29.8%
2023/24	\$25,824,725	\$11,129,325	43.1%
2022/23	\$22,155,778	\$11,290,733	51.0%
2021/22	\$23,313,092	\$6,929,421	29.7%
2020/21	\$23,265,773	\$6,582,324	28.3%

In addition to the actual expenditure of \$5.30M, Council has committed capital expenditure of \$4.91M as at 31 March 2025. These commitments are expected to increase as works for capital projects commence.

Spending in the nine months to the end of March has been driven by larger infrastructure projects, including the following, in addition to a range of smaller scale works.

- Djuwang Baring construction (\$988K)
- Road reseals (\$884K) and resheets (\$468K)
- Fleet and plant replacement (\$624K)
- Daylesford Town Hall renovations (\$317K)
- Office building upgrades (\$275K)
- Victoria Park oval and netball lighting (\$236K)
- Pool building renewal (\$207K)
- ICT projects (\$197K)

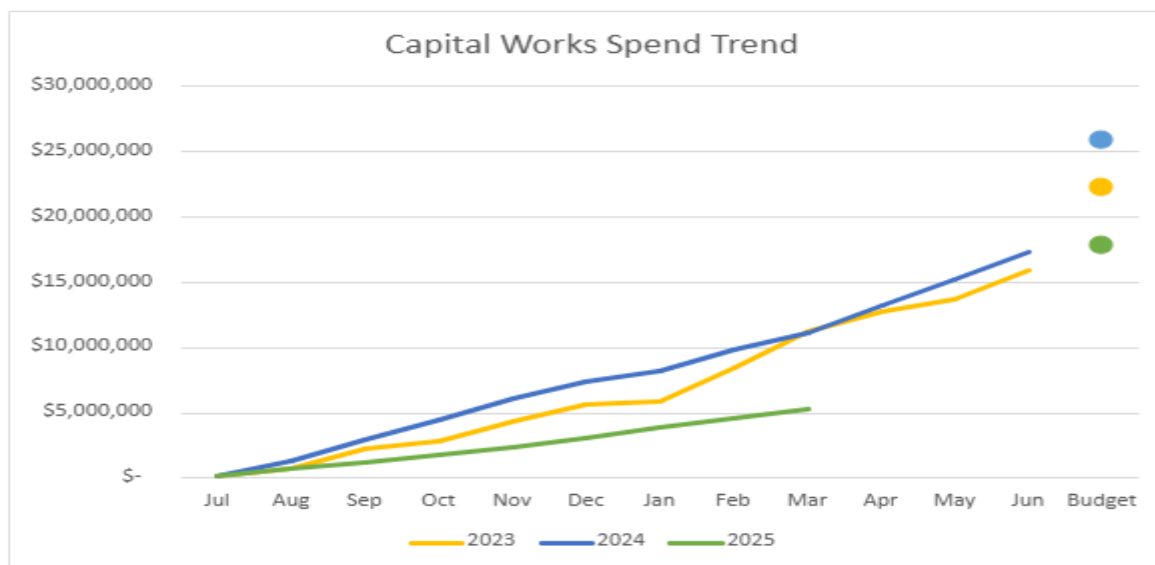
The 2024/2025 Capital Works Program comprises 48 core projects and a breakdown of the program by delivery status is provided below based on the 2024/2025 amended allocations.

	Number	Total Value	% per \$ value	% per number	Proposed Carry Forwards
Complete	9	\$1,929,400	11%	19%	\$0
In progress (2024/25 completion)	26	\$6,580,000	37%	54%	\$337,400
In progress (2025/26 completion)	9	\$8,529,500	48%	19%	\$4,901,200
Not yet started (2024/25 completion)	0	\$0	0%	0%	\$0
Not yet started (2025/26 completion)	2	\$489,700	3%	4%	\$393,000
On hold	0	\$0	0%	0%	\$0
Deferred	2	\$260,000	1%	4%	\$60,000
Total	48	\$17,788,600	100%	100%	\$5,691,600

35 projects (48% of the projects by value, or 73% of the projects by number) are complete, or in progress and anticipated to be complete by the end of the financial year. The two projects not yet started are Hepburn Kindergarten Refurbishment and Victoria Park Daylesford Masterplan. The two projects deferred are Newlyn Pavilion Kitchen Floor Replacement (remaining funding allocated in 2025/26 program) and Mineral Springs Pavilion Floor Replacement (grant funding unsuccessful)

Early indications show that there will be a few capital projects that need to be a budget carry forward to 2025/2026 at an estimate of \$5.69M, however overall, we expect a high percentage of total projects to be delivered in the current financial year.

The graph below shows the current and previous financial year's capital expenditure showing the gap between amended budget and the trend in spend across these years.



Based on the year-to-date and anticipated 2024/2025 expenditure, indicatively 68% of the capital program expenditure will be realised this financial year and 32% of funds will be proposed as a carry forward into 2025/2026. This is based on current information and may be subject to change over the coming months. All capital projects will continue to be regularly reviewed to ensure that they remain within budget and as per the scope of the agreed project.

2.2. Balance Sheet as at 31 March 2025

Commentary is provided for variances greater than \$100,000 and 10%.

Hepburn Shire Council Balance Sheet As at 31 March 2025

	Note	Current Year Actual \$'000	Prior Year Actual \$'000	Variance Year on Year \$'000 %	
Assets					
Current Assets					
Cash and cash equivalents	5	9,538	8,329	1,208	13%
Trade and other receivables	6	13,865	12,335	1,530	11%
Other financial assets		190	187	3	2%
Inventories		92	32	60	66%
Other assets		30	11	18	62%
Total Current Assets		23,714	20,894	2,820	12%
Non-Current assets					
Property, infrastructure, plant and equipment	7	483,172	369,077	114,094	24%
Total Non-Current Assets		483,172	369,077	114,094	24%
TOTAL ASSETS		506,886	389,971	116,915	23%
Liabilities					
Current liabilities					
Trade and other payables	8	1,013	1,918	905	89%
Trust funds and deposits	9	3,323	2,383	(940)	-28%
Provisions		2,583	2,744	161	6%
Interest-bearing loans and borrowings	10	883	408	(475)	-54%
Other Liabilities		9	18	9	100%
Total Current Liabilities		7,811	7,471	(338)	-4%
Non-Current Liabilities					
Provisions	11	431	540	109	25%
Interest-bearing loans and borrowings	10	8,030	3,260	(4,769)	-59%
Other Liabilities		10	42	32	306%
Total Non-Current Liabilities		8,471	3,843	(4,629)	-55%
TOTAL LIABILITIES		16,281	11,314	(4,967)	-31%
NET ASSETS		490,604	378,657	111,946	23%
Equity					
Accumulated surplus		150,560	153,141	(2,581)	-2%
Reserves	12	340,044	225,516	114,529	34%
TOTAL EQUITY		490,604	378,657	111,947	23%

Note 5 – Cash and cash equivalents

Cash and cash equivalents are higher than at the same time last year. This is primarily due to a higher value of grant income being received and a short delay in the capital program in the current financial year as compared to the prior year. Section 3 of the report provides additional information in relation to the cash holding and position of Council.

Note 6 – Trade and other receivables

Trade and other receivables are higher than at the same time last year. This is primarily due to increased receivables for ratepayer and fire services property level debtors as compared to the same time last year. This is combined with good progress on the collection of outstanding rate debts, as detailed further in section 7.

Note 7 – Property, Infrastructure, plant and equipment

Full revaluations for land and buildings, and infrastructure occurred as at 30 June 2024 resulting in an upward movement to the opening balances of these asset categories in 2024/2025.

Note 8 – Trade and other payables

Trade payables are lower than the previous year due to a reduced volume of accrued expenses outstanding that were processed at year end. All suppliers and commitments are being met on time (or earlier) by Council.

Note 9 – Trust funds and deposits

Trust funds and deposits are higher than the previous year due to an increased fire services levy balance (\$940k) which is transferred to State Government as ratepayers pay the fire services levy. There has been a corresponding increase in trade and other receivables from prior year.

Note 10 – Interest-bearing liabilities

Current and non-current interest-bearing loans have increased in comparison to last year as a result of Council drawing down the loan for \$5.887 million in May 2024 per the 2023/24 adopted budget.

Note 11 – Provisions

Long-term provisions have reduced from the prior year. This is a result of long service leave provision being drawn down by a higher amount in the current financial year compared to the prior year, due to long term staff retirements or resignations.

Note 12 – Reserves

Reserves are \$114.5M higher than at the same time last year. This movement is the result of a \$114.9M revaluation of assets last year, along with a transfer of \$0.4M from other reserves. The majority of reserve accounting occurs as part of the year-end processing.

2.3. Statement of Cash Flows as at 31 March 2025

Commentary is provided for variances greater than \$100,000 and 10%.

Hepburn Shire Council Statement of Cash Flows For the Period Ended 31 March 2025

		Current Year Actual	Prior Year Actual	Variance Year on Year	
		Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	%
Cash flows from operating activities					
Rates and charges		20,473	19,193	(1,279)	-6%
Statutory fees and fines		629	645	16	2%
User fees	13	973	1,447	475	49%
Grants - operating	14	7,987	2,616	(5,371)	-67%
Grants - capital	15	945	1,737	792	84%
Contributions - monetary	16	279	575	296	106%
Interest received		553	541	(12)	-2%
Rent received		840	801	(39)	-5%
Trust funds and deposits taken	17	686	279	(407)	-59%
Other receipts		92	160	69	75%
Net GST refund/payment		265	310	45	17%
Employee costs		(12,704)	(12,982)	(278)	2%
Materials and services		(12,651)	(13,323)	(672)	5%
Other payments		(584)	(650)	(65)	11%
Net cash provided by/(used in) operating activities		7,780	1,350	(6,430)	-83%
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	18	(5,237)	(11,144)	(5,907)	113%
Proceeds from sale of property, infrastructure, plant and equipment		36	142	107	299%
Payments for investments	19	5,997	4,015	(1,982)	-33%
Net cash provided by/(used in) investing activities		796	(6,986)	(7,782)	-977%
Cash flows from financing activities					
Finance costs	20	(216)	(75)	141	-65%
Repayment of borrowings	21	(469)	(234)	235	-50%
Net cash provided by/(used in) financing activities		(684)	(309)	375	-55%
Net increase (decrease) in cash and cash equivalents		7,894	(5,945)	(13,839)	-175%
Cash and cash equivalents at the beginning of the financial year		1,645	14,274	12,629	768%
Cash and cash equivalents at the end of the period		9,538	8,329	(1,209)	-13%

Note 13 – User Fees

User fees are lower than the prior year due to an increase in the receipt of general debtors in the prior year comparison period.

Note 14 – Grants Operating

Operating grants are higher than prior year due to the financial assistance grants being realigned for receipt in the year applicable, so no advanced payment was received in 2023/2024.

Note 15 – Grants Capital

Capital grants are lower than prior year due to government grants still to be received for infrastructure and recreation capital projects.

Note 16 – Contributions - monetary

Monetary contributions are lower due to additional community contributions received for capital projects being completed in the prior financial year.

Note 17 – Trust funds and deposits taken

Trust funds and deposit receipts vary year-on-year, and items such as contractor retentions often vary in their timing throughout the year based on completion of capital works projects.

Note 18 – Payments for property, infrastructure, plant and equipment

Payments for property, infrastructure, plant and equipment relate to payments made to suppliers and contractors in relation to capital works. Section 2.1 above and its associated attachment provides detailed commentary on capital works projects.

Note 19 – Payments for investments

Council has redeemed \$5.997M of short-term investment back to cash, during this current financial year. During the same period last year, Council had redeemed \$4.02M of short-term investment to cash.

Note 20 – Finance costs

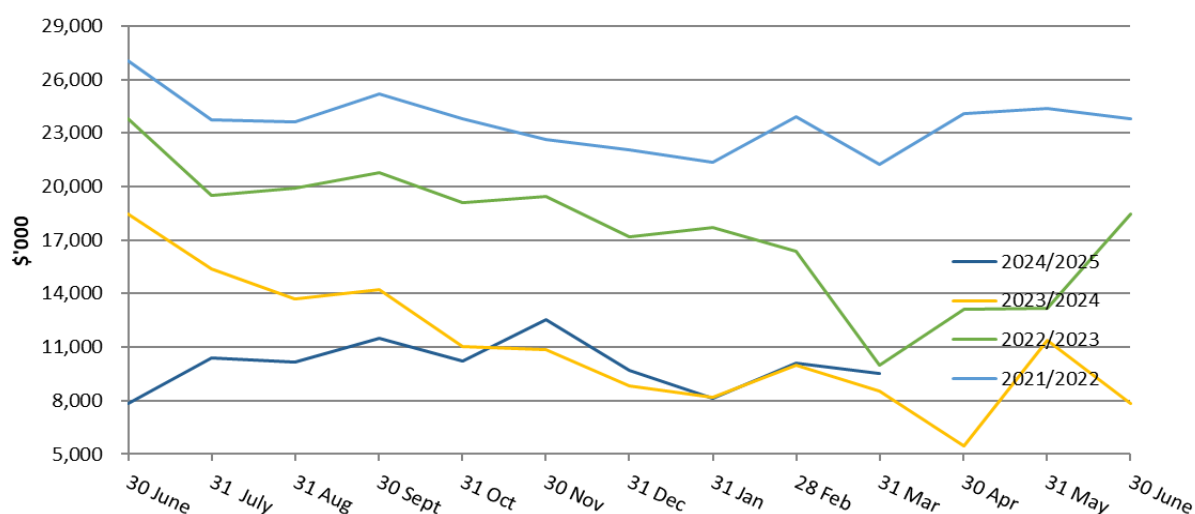
Council has more borrowings in the current financial year compared to prior resulting in increased finance costs for the period.

Note 21 – Repayment of borrowings

Repayment of borrowings is higher as Council drew down a new loan in May 2024 (\$5.887M) with repayments from Quarter 1 of 2024/2025 onwards.

3. Cash Holdings

The following graph shows the monthly balances of cash and investments combined over time. Cash and term deposits held at 31 March 2025 were \$9.5m. Cash holdings in the 2021/2022 financial year were above normal levels due to COVID and challenges completing projects, cash holdings have decreased primarily due to increased capital project expenditure and additional costs from increased inflation.



The table below shows the balances of cash and investments as at 31 March 2025.

Cash and investments	Amount \$'000	%
Cash and cash equivalents		
Cash on hand	4	0.0%
Cash at Bank	448	4.7%
At call funds	2,882	30.2%
Community Asset Committee Cash at Bank ¹	14	0.1%
Total Cash and cash equivalents	3,348	35.1%
Other financial assets		
Investments	6,077	63.7%
Community Asset Committee Term Deposits ¹	113	1.2%
Total Other financial assets	6,190	64.9%
Total Cash and investments	9,538	100.0%

1. Council incorporates investments held on behalf of Community Asset Committees into our financial position.

3.1. Restrictions on Cash and Investments

Council's working capital (current assets / current liabilities) and unrestricted cash to current liabilities are measures of Council's liquidity. Restrictions on cash and investments do not account for cash liabilities.

The table below should be considered in the context of Council's 2023/2024 financial results and financial plan contained within the 2024/2025 Budget.

The unrestricted cash will be continually monitored and is expected to improve towards the end of the financial year. We are budgeted to have \$295k unrestricted cash at 30 June 2025 as per the adopted budget. Current forecasts show that this will increase to unrestricted cash of \$777k by the end of the financial year.

A change in the allocation of certain reserves has taken place for the current reporting period, with the reserves for Mineral Springs and Waste Services realigned to the statutory reserves section. This has been realigned for prior years for comparison purposes on the report. It does not affect the out-turn position.

	Actuals 31-Mar-24 \$'000	Actuals 30-Jun-24 \$'000	Actuals 31-Mar-25 \$'000
Cash and Investments			
Cash and cash equivalents	5,329	1,645	3,348
Other financial assets	3,187	6,187	6,190
Total Cash and Investments	8,516	7,832	9,538
Restrictions on Cash and Investments¹			
Trust Funds and Deposits	1,261	1,736	1,182
Statutory Reserves	4,128	3,766	3,310
Other Restrictions ²	3,619	7,168	4,901
Total Restricted Cash and Investments	9,008	12,670	9,393
Total Unrestricted Cash and Investments	(492)	(4,838)	145

1. A statutory requirement for Council to hold in trust. This includes bond payments, development contributions toward Public Open Space and grant income received in advance for future year projects.

2. Other restrictions.

Other Restrictions	\$'000	\$'000	\$'000
Cash held to fund carry forward projects	1,040	4,930	3,054
Grants and other income received in advance	341	-	-
Discretionary Reserves	2,238	2,238	1,847
Total other restricted amounts	3,619	7,168	4,901

3.2. Unrestricted cash (VAGO ratio)

Measure:

unrestricted cash / current liabilities

2024/25 Budget Calculation:

\$2,142K / \$8,540K = 25.1%

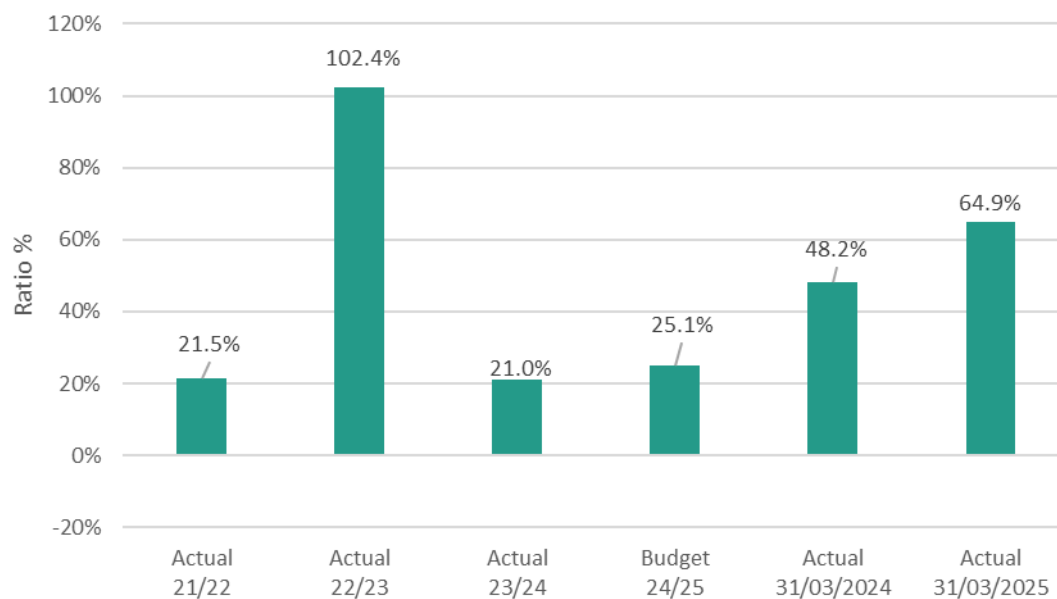
31 March 2025 Actual Calculation:

\$5,073K / \$7,811K = 64.9%

Purpose of ratio:

To assess if Council has enough cash, that is not tied to a reserve or trust account, to meet its obligations for the financial year.

The current forecast KPI of 64.9% sits within the target of between 50-100%. This will be a consideration in the setting of the 2025/26 budget and will also be a factor in the Long-Term Financial Plan (Financial Plan).



4. Financial Reserves

The below table shows reserve balances expected as at 30 June 2025.

Reserve Balances	Actual 30 June 2024 \$'000	Forecast 30 June 2025 \$'000
Statutory Reserves		
Open Space Recreation Reserve *	1,967	1,753
Mineral Springs Financial Reserve	983	974
Waste Management Reserve	816	583
Total Statutory Reserves	3,766	3,310
Discretionary Reserves		
Clunes Caravan Park	7	-
Heritage Advisory Fund Reserve	20	-
Mt Beckworth Pit Reserve	28	28
Smeaton Hill Pit Reserve	74	74
Staff Accommodation & Community Facilities	2,109	1,745
Total Discretionary Reserves	2,238	1,847
Total Reserves	6,004	5,157

Public Open Space Reserve

The Public Open Space Reserve is used to hold developer contributions towards public open space infrastructure arising from property developers undertaking property subdivisions. These funds are then used to expand and upgrade Council's public open space facilities. Use of the funds in the Public Open Space Reserve are restricted by legislation.*

Mineral Springs Financial Reserve

The purpose of this reserve is to fund future works associated with mineral springs across the municipality and the refurbishment of the spa complex. The annual operating surplus of the Hepburn Mineral Springs Reserve is transferred to this reserve each year. Reserve funds are then used for capital projects at the Hepburn Mineral Springs Reserve. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council. It should be noted this figure is representative of the funds available prior to Council decision regarding the repair work at the Bathhouse, and this will be reviewed in line with works undertaken at that site.

Waste Management Reserve

The annual operating surplus of Council's waste management function is transferred to the Waste Management Reserve each year. Reserve funds are then used for waste management capital projects. Council is continuing with the Waste Strategy during 2024/2025 which will inform future waste management capital projects

required by the shire. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Clunes Caravan Park Reserve

The Clunes Caravan Park Reserve contains funds reserved for future capital works projects at the Clunes Caravan Park. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Heritage Advisory Reserve

The purpose of this reserve is to provide low interest loans for heritage renovations. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Smeaton Hill Pit Reserve

The Smeaton Hill Pit Reserve contains funds reserved for future gravel pit restoration works at the Smeaton Hill gravel pit. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Mt Beckworth Pit Reserve

The Mt Beckworth Pit Reserve contains funds reserved for future gravel pit restoration works at the Mt Beckworth gravel pit. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Staff Accommodation and Community Facilities Reserve

This reserve is the surplus from the sale of The Rex and the repayment of the loan drawn down to purchase The Rex. This reserve is to be allocated to projects associated with accommodation for Hepburn Shire Staff and Community Facilities within the Birch Ward.

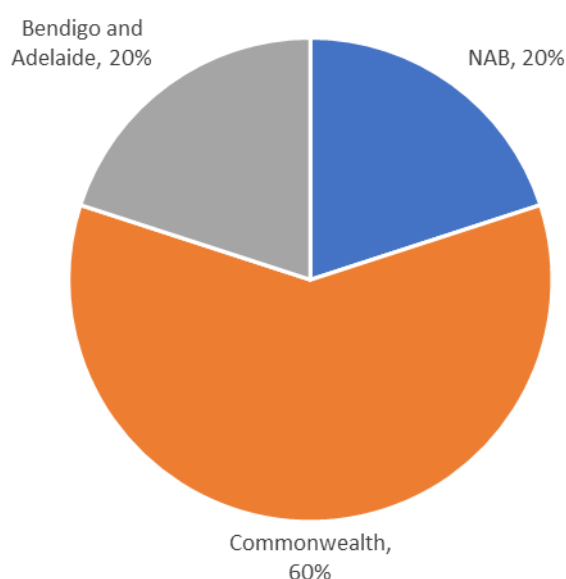
5. Investment Mix

Council invests funds held in Trust and Reserves in short to medium term investments such as term deposits. All investments are made in accordance with the *Local Government Act 2020* and are made with APRA (Australian Prudential Regulation Authority) approved financial institutions.

The table below shows a comparable interest rate per investment for the majority. Interest rates have historically been lower, however due to the higher rates being available these have been captured and utilised for the maximum allowable investments with financial institutions as per Council's policy. It is expected that Council will continue to invest at higher interest rates as we move through the new calendar year.

As at 31 March 2025 investments consisted of the following term deposits and are compliant based on the below short-term investments:

Institution	Maturity Date	Interest Rate	Term (months)	Amount \$'000
Commonwealth	14-Apr-25	4.30%	1	2,000
Commonwealth	22-Apr-25	4.30%	1	1,000
NAB	22-Apr-25	4.04%	1	1,000
Bendigo and Adelaide	28-Apr-25	4.09%	1	1,000
Total Investments				5,000



6. Financial Performance Indicators

6.1. Adjusted underlying result

Measure:

adjusted underlying surplus (deficit) / adjusted underlying revenue

2024/25 Budget Calculation:

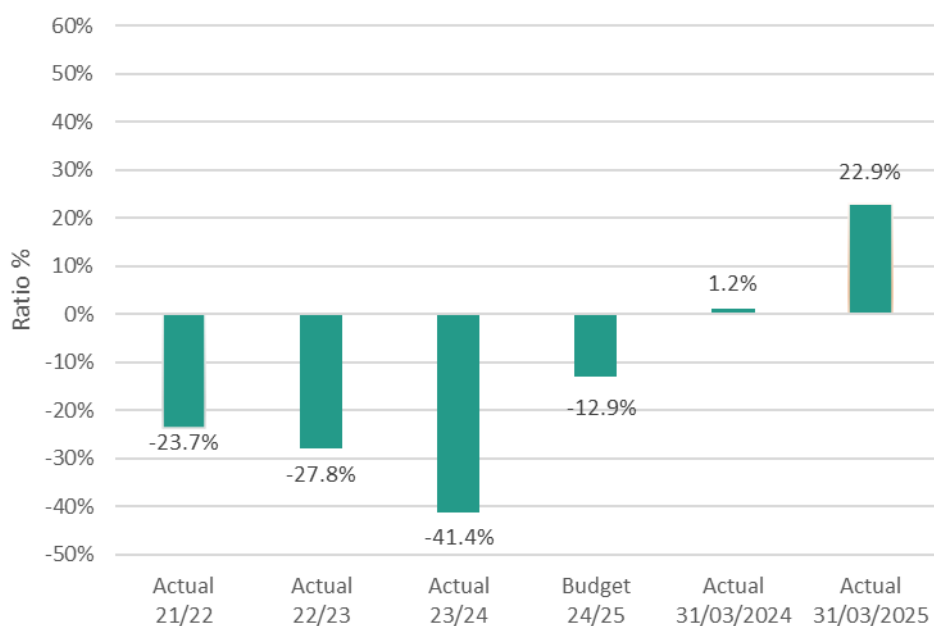
$\$-4,894\text{K} / \$37,871\text{K} = -12.9\%$

31 March 2025 Actual Calculation:

$\$8,811\text{K} / \$38,416\text{K} = 22.9\%$

Purpose of ratio:

This ratio measures Council's ability to meet operating expenditure with operating revenue. The current budget of -12.9% sits below the State Government target of between 0-10%.



Actual calculation is within the State Government target, this is due to recognition of rates revenue in the first quarter of the 2024/25 financial year. As expenditure increases throughout the year this percentage is expected to decrease.

6.2. Obligations

Borrowing Ratio

Measure:

interest bearing loans and borrowings / rate revenue

2024/2025 Budget Calculation:

$\$14,022\text{K} / \$26,936\text{K} = 52.1\%$

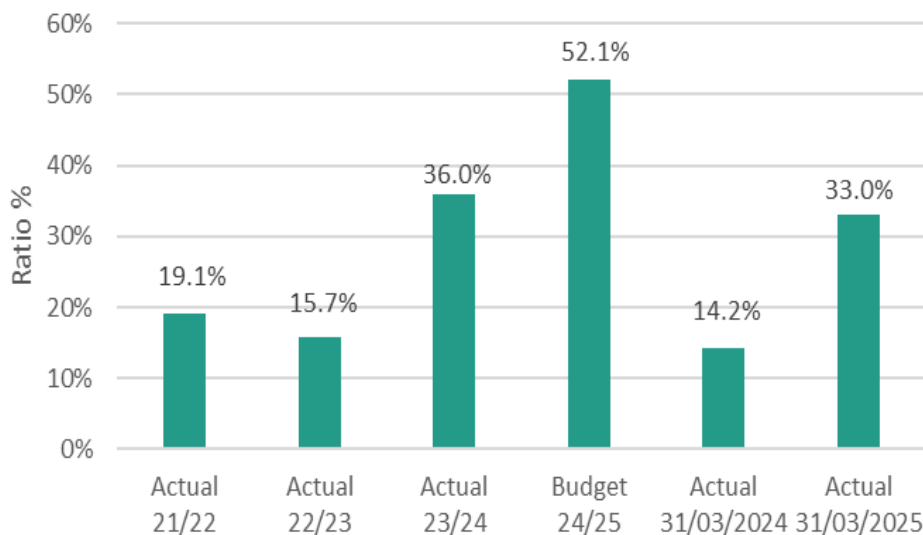
31 March 2025 Actual Calculation:

$\$8,913\text{K} / \$27,044\text{K} = 33.0\%$

Purpose of ratio:

To assess the utilisation of debt to fund Council's intergenerational works projects, relative to rates and charges revenue.

The budget ratio of 52.1% and the actual ratio as at 31 March 2025 of 33.0% sits within the State Government target of between 0-60%.



Debt Commitment

Measure:

interest and principal repayments on interest bearing loans and borrowings / rate revenue

2024/2025 Budget Calculation:

$\$1,163\text{K} / \$26,936\text{K} = 4.3\%$

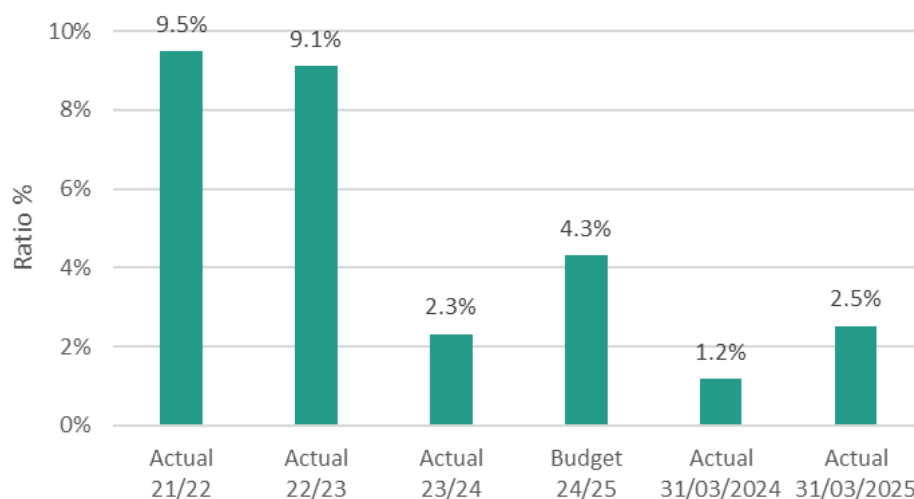
31 March 2025 Actual Calculation:

$\$684\text{K} / \$27,044\text{K} = 2.5\%$

Purpose of ratio:

To assess how reliant Council is on rates and charges revenue to meet interest and principal loan repayments.

The budget ratio of 4.3% and the actual ratio as at 31 March 2025 of 2.5% sits within the State Government target of between 0-5%.



Indebtedness

Measure:

non-current liabilities / own source revenue

2024/2025 Budget Calculation:

\$12,603K / \$30,063K = 41.9%

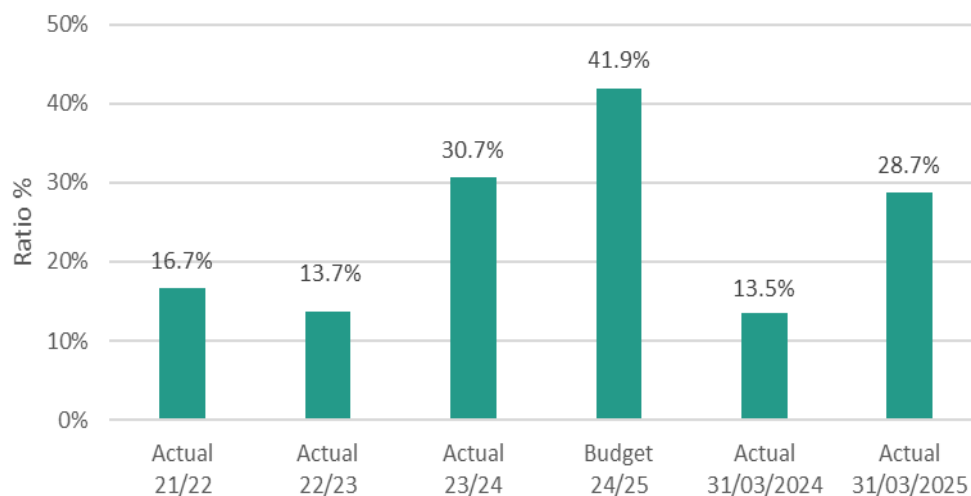
31 March 2025 Actual Calculation:

\$8,471K / \$29,511K = 28.7%

Purpose of ratio:

To assess Council's ability to cover its medium to long-term liabilities with revenue not sourced by grants, monetary contributions, or non-monetary contributions.

This measure is relatively static over time and remains just out-with the State Government target of between 0-40% based on the budgeted calculation.



6.3. Rates and charges

Rates concentration

Measure:

rates and charges / adjusted underlying revenue

2024/2025 Budget Calculation:

\$26,936K / \$37,871K = 71.1%

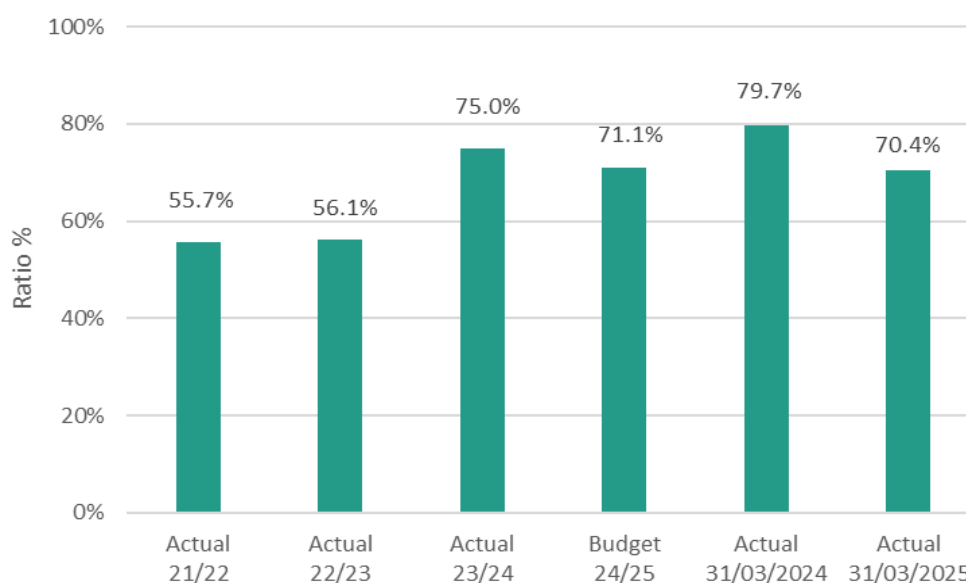
31 March 2025 Actual Calculation:

\$27,044K / \$38,416K = 70.4%

Purpose of ratio:

This ratio measures Council's reliance on rates and charges to fund operating services.

Sitting within the KPI range (30-80%) means that Council is less reliant on operating grants and user fees to fund operating expenditure. This measure is generally higher early in the financial year as rates revenue has already been recognised, as other user fees and charges are received during the year the actual result is expected to decrease and be within the State Government target by year end, which is consistent with prior years.



7. Rates and Other Debtors

As at 31 March 2025, Council's debtors are summarised below:

Debtor	March 2024 \$'000	March 2025 \$'000	Current \$'000	> 30 Days \$'000
Rates (including FSL debtors) ¹	11,349	12,435	9,365	3,070
Sundry	495	524	387	137
Other Debtors	264	365		
-GST	209	144		
-Pension Concession	106	217		
Less: provision for doubtful debts	(16)	(124)		
TOTAL	12,407	13,561	9,752	3,207

1. Any payments made on rates and charges are applied to prior year outstanding balances first. Rates are classified as overdue when payment is not received by instalment date.

Overdue rates debtors were \$3.07M (including Fire Services Levy collected on behalf of the State Government) at 31 March 2025. At the same time last year overdue rates were \$2.6M, and the increase of \$470K in overdue rates debtors represents an 18% increase. This is due to a combination of the annual rate cap rate rise, the impacts of increased inflationary pressures and offering a support package of payment extensions on instalments.

It should be noted that there has been a significant reduction (\$460k) in the overdue rates from the 2nd quarter reporting to 31 March 2025 primarily due to the engagement campaign with our ratepayers.

An engagement campaign has been underway since November 2023 to improve the collection rates for overdue rates with 1,504 records totalling \$5.2M having been transferred to a third-party agency. From commencement of this campaign, returns show arrears of \$4.62M having been receipted to 31 March 2025, being the equivalent of 88% collected on the overdue amounts that were referred.

Outstanding sundry debtors of \$524k comprise the following:

Debtor Details	March 2024 \$'000	March 2025 \$'000
Government Grants	206	209
Leases	6	173
Planning	5	1
Environmental Health	-	1
Building	2	3
Fire Hazards	13	9
Local Laws	177	3
Other	86	125
Total	495	524

8. Councillor Expenses

Councillor Expenses for the nine months ended 31 March 2025.

Councillor	Councillor Allowance	Mobile and Data	Conferences and Training	Travel and Accom	Mayoral Car Allowance	Childcare	Total
Cr Clark	10,422	252	-	207	-	-	10,881
Cr Cornish	10,422	252	20	-	-	-	10,694
Cr Drylie	19,416	252	490	-	-	-	20,159
Cr Henderson	40,220	252	-	170	4,000	-	44,642
Cr Hewitt	25,966	252	77	-	-	-	26,296
Cr Hockey	10,422	252	-	691	-	-	11,365
Cr Hood	38,334	252	442	1,065	4,452	-	44,545
<i>Non Returning:</i>							
Cr Bray	8,994	252	-	-	-	-	9,246
Cr Halliday	8,994	252	-	2,277	-	966	12,488
Cr Simpson	3,321	252	-	-	-	-	3,573
Total	176,510	2,520	1,029	4,410	8,452	966	193,887

Councillor Allowances and Expenditure

The Victorian Government sets upper and lower limits for all allowances paid to Councillors and Mayors. Hepburn Shire Council is classified as a category one Council and allowances are paid in accordance with section 39 of the *Local Government Act 2020*. These allowances increased on 1 July 2024 (3.5%) with a further increase from 18 December 2024 (3.5%).

Mobile and Data

The provision of telecommunications services, including phones and laptop/tablet, are paid for by Council.

Travel and Accommodation

This category covers expenses associated with attendance by Councillors at approved short-term training, conferences and/or functions. The travel costs associated with the Mayor from the prior term (Cr Hood) are associated with the provision of a council vehicle for the period July to October.

Hepburn Shire Council
Capital Projects Portfolio as at 31 March 2025

ATTACHMENT 8.2.2

Project Number	Project Name	Current Approved Budget FY25	Actual Expenses FY25 YTD	FY25 Full Year Forecast	FY25 Current Income Budget	FY25 YTD Actual Income	FY25 Full Year Income Forecast	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (SLT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
PERFORMANCE AND TRANSFORMATION											
000557	IT Hardware / Technology Renewal Program	264,900	197,507	267,507	-	-	-	In Progress and On Track	30 June 2025	C Whyte	The project is currently progressing as planned and remains on target. We are making efforts to limit expenditures in the last quarter to compensate for unbudgeted costs associated with the Office Relocation projects. However, additional funding may be required due to expenses not accounted for within the site construction budgets. We propose an expenditure of \$70,000 for the remainder of the year, assuming no further unbudgeted requirements arise for the department.
Total Information Technology & Transformation		264,900	197,507	267,507	-	-	-				
Total Finance Services		-	-	-	-	-	-				
TOTAL PERFORMANCE AND TRANSFORMATION PROJECT		264,900	197,507	267,507	-	-	-				
DEVELOPMENT AND COMMUNITY SAFETY											
000423	Library Collection and Technology Renewal Program	50,000	47,705	60,705	-	-	-			J Horwood	Central Highlands Libraries agreement remaining commitments to occur in June, CHL agreement commits us to ~\$60K. Don't know why budget was reduced to \$50K this year.
Total Communications and Customers		50,000	47,705	60,705	-	-	-				
TOTAL DEVELOPMENT AND COMMUNITY PROJECTS		50,000	47,705	60,705	-	-	-				
INFRASTRUCTURE AND OPERATIONS											
000497	Mechanics at Trentham	45,800	20,566	27,566	316,000	193,539	193,539	Close Out tasks Completed	30 April 2025	B Lucas	Works planned to address water under sliding doors are scheduled for early April.
001190	Creswick Trails - Construction	2,355,700	988,745	1,438,745	-	-	200,000	In Progress and On Track	30 June 2025	B Lucas	Melbourne Road Crossing (estimated \$250,000) and the cycling/pedestrian bridge (estimated \$100,000) are not anticipated to be delivered this financial year and associated funds will be carried forward. Remaining 2024/25 expenditure incorporates traffic management planning and signage implementation. A number of treatments to the residential area around Hammon Park are likely to be recommended as a result of the traffic management plan and funding for these items has not been included in the project costs. Further, some recommendations have been made in the trails audit report to increase accessibility and usability which have also not been included in the project costs.
Total Director Infrastructure and Delivery		2,401,500	1,009,311	1,466,311	316,000	193,539	393,539				
Parks, Open Space and Streetscapes											
001144	Dog Parks Master Planning	10,700	1,670	10,700	-	-	-	In Progress and Delayed	30 June 2025	B Grounds	This project has been assigned to Alison Breach. Works are delayed due to workload.
Total Manager Projects		10,700	1,670	10,700	-	-	-				
Buildings								Close Out tasks Completed		B Lucas	Project complete
001082	Creswick Town Hall	-	-	-	-	285	285				
001198	Buildings - 2023-24 Renewal Program - Works	40,000	5,320	5,320	-	-	-	Hand Over Completed		S Ludeke	Renewal fully expensed to the Office project and has been journalled over. Budget to be used for over expenditure in PJ 1233.
001235	Newtyn Pavilion - Kitchen Floor Replacement	60,000	-	-	-	-	-	Project On Hold		S Ludeke	Project to be carried forward with increase budget to be captured in the 25/26 capital program. Project is \$120,000 and to be funded over 2 years.

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Project Number	Project Name	Current Approved Budget FY25	Actual Expenses FY25 YTD	FY25 Full Year Forecast	FY25 Current Income Budget	FY25 YTD Actual Income	FY25 Full Year Income Forecast	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (SLT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
000753	Bridge Renewal - Wheelers Bridge	3,140,900	67,341	77,341	2,560,000	-	-	In Progress and Delayed		B Grounds	Preparing tender
001242	Bridge Renewal - Vaughan Springs Rd	125,000	151,693	181,279	-	-	-	In Progress and On Track	31 March 2025	T Powell	Work are complete on Vaughan Springs Bridge. Also included in the Bridge renewal program is emergency works on Soulders Bridge in Hepburn Springs. Cost overruns to be covered from savings in other capital programs in the department
Buildings											
001227	Mechanics Trentham Landscaping	44,100	-	44,100	-	-	-	Hand Over Completed		B Grounds	Works completed (journal required to correct expense posting).
Drainage											
001243	Drainage Upgrade - East Street, Daylesford	98,000	440	98,000	-	-	-	In Progress and On Track	30 June 2025	T Powell	Works are tendered, closing in early april and should be awarded prior to Easter.
Footpaths and Cycleways											
001244	Footpath Renewal - Main Rd, Hepburn Springs	171,600	-	140,000	-	-	-	In Progress and On Track	30 April 2025	T Powell	Project is awarded and due to be commence in April. It should take 2 weeks to complete. No financial risk as works with budget and will cover overrun of Trentham pathworks PJ1245
001245	Footpath Renewal - High St, Trentham	23,400	42,819	42,819	-	-	-	Close Out tasks Completed	30 September 2024	T Powell	Works complete. Project overspent due to the replacement of three asbestos Telstra pits. Overspend to offset by savings achieved in the Main Road, Hepburn Springs project. PJ1244
Parks, Open Space and Streetscapes											
001073	Wombat Hill Botanic Gardens	765,500	202,300	765,500	300,000	68,494	68,494	In Progress and Delayed	30 June 2025	B Grounds	Design solution has been proposed to HV for approval, expecting to be approved prior to Easter break.
001171	Central Springs Reserves Renewal	-	4,111	9,227	115,000	115,000	115,000	Close Out tasks Completed	30 April 2025	B Grounds	Remaining commitment relates to the installation of Djandak signage. Signage content has now been received and awaiting contractor availability to install. Expect to complete by May.
Roads											
000100	Road Reseals Program	800,000	786,369	746,841	1,259,480	-	1,259,480	Hand Over Completed	31 January 2025	B Grounds	Works complete.
000102	Road Reseal Preparation	200,000	97,693	172,693	-	-	-	In Progress and On Track	30 June 2025	B Grounds	Works continuing across th shire as part of the Asphalt patching program.
000103	Gravel Road Resheet Program	630,000	468,502	468,502	-	-	-			B Grounds	
001202	Road Rehab - Chanters Lane	739,100	-	-	558,842	223,537	-	Project On Hold	TBC	B Grounds	Project deferred to next FY due to delays in planning permits and Cultural heritage management plan. Funding transferred to Dean Newlyn Road with a commitment that Chanters for 25/26 year.
001204	Road Rehab - Road Safety Upgrade	100,000	5,101	45,101	-	-	-	In Progress and On Track	30 May 2025	B Grounds	This project comprises the Daylesford speed zone implementation, anticipated to commence in April 2025.
001205	Kerb and Channel Renewal - Cambridge St Creswick	250,000	5,619	5,619	-	-	-	Not yet Started and Delayed	30 September 2025	B Grounds	Design complete with scope expanded to incorporate TAC elements of Victoria Street crossing. Tender is anticipated to be awarded by End of Financial year.
001241	Road Rehab - Back Glenlyon Rd, Coomoora	-	1,491	1,491	-	-	-	Project On Hold		T Powell	Project deferred
001246	Roads & Bridges - 2025-26 Program - Forward Design	120,000	88,456	133,456	-	-	-	In Progress and On Track	30 June 2025	T Powell	Works are in progress to undertake pre-planning and design work for current and future projects. There is a potential overspend, due to the design phase of the TAC projects however these cost should be recoverable next financial year

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Project Number	Project Name	Current Approved Budget FY25	Actual Expenses FY25 YTD	FY25 Full Year Forecast	FY25 Current Income Budget	FY25 YTD Actual Income	FY25 Full Year Income Forecast	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (SLT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
001263	Road Rehab - Pearson Road	-	-	-	141,158	56,463	-	Project On Hold		B Grounds	Project deferred to next FY due to delays in planning permits and Cultural heritage management plan. Funding transferred to Dean Newlyn Road with a commitment that Chanters for 25/26 year.
001264	Road Rehab - 2024-25 Works	423,100	14,892	914,892	-	-	700,000	In Progress and On Track	30 May 2025	B Grounds	Dean-Newlyn Road contract awarded at February Council meeting for Award. Construction expected to commence in the next 3-4 weeks. Income from LRCI moved to this project.
001265	Road Rehab - 2024-25 Sealed Road Patching	354,900	86,334	354,900	-	-	-	In Progress and On Track	30 June 2025	B Grounds	Patching contract has been awarded and the reseal prep portion of these works has been completed, with residual works anticipated to be complete by May 2025, on time and within budget.
Total Operations		7,985,600	2,023,162	4,201,761	4,934,480	463,494	2,142,974				
Total Emergency Management		-	-	-	-	-	-				
Buildings											
001072	Bullarto Station Project	-	75	75	-	-	-	Close Out tasks Completed	1 December 2023	K Sinclair	Project complete
Building Improvements											
001185	Hepburn Kindergarten Refurbishment	389,682	1,633	46,633	389,682	47,282	47,282	Not yet Started but On Track	31 January 2026	K Sinclair	Procurement of architect expected before end of FY. <\$100k allocated to cover costs of PM and design docs, remaining funds to be carried forward for construction over summer period.
Recreational, Leisure and Community Facilities											
001081	Pool Building Renewal Works Program	318,800	207,656	318,800	-	-	-	In Progress and On Track	30 June 2025	K Sinclair	Priority works resulting from safety and conditions audits undertaken to be assessed and a works plan to be completed. Backwash at Dayleford & Trentham to be completed in April 2025.
001088	Glenlyon Pavilion Redevelopment Project	258,600	56,568	91,568	150,000	-	-	In Progress and Delayed	3/2026 (design of new pav K Sinclair		PAG members endorsed at March OCM. First of four PAG meetings scheduled for 23 April. PAG will work through issues of pavilion location before design can recommence. Federal funding partner aware of delay to project and requirement for a milestone variation
001137	Creswick Bowls Club - Green Redevelopment	-	(72,515)	(72,515)	430,000	168,750	168,750	Close Out tasks Completed	Complete	K Sinclair	Project complete
001159	Aquatics Strategy Implementation	-	-	-	-	-	-	In Progress and Delayed	30 December 2025	K Sinclair	Preparation of the additional information required to inform the consideration of Council's position on the future indoor aquatics provision is in progress. It is anticipated that the final information piece will be reported to ELT and Councillors throughout July and September 2025.
001192	Newlyn Sports Ground Lighting Upgrade	-	-	-	38,550	18,550	18,550	Close Out tasks Completed	30 April 2024	K Sinclair	Project complete
001208	Clunes Master Plan Project Implementation	-	9,575	9,575	-	-	-	Project On Hold		K Sinclair	Transfer of the projects intellectual property to Council from Liquidators has been completed, with the development of a work plan to complete the project commenced. A project update and work plan to complete the project is currently being formalised and will be presented to Council for consideration once finalised
001220	Victoria Park Oval and Netball Lighting	440,000	236,993	356,993	270,000	218,944	270,000	In Progress and On Track	30 April 2025	K Sinclair	Standing of poles and lights complete. Aiming and commissioning to occur 31/03. Handover and close out tasks to occur over the next four weeks. Underspend due to original funding agreement proposing \$169,450 contribution from Council, however only approx \$85,000 required to complete contract. SRV and Club contributions to remain as per funding agreement
001247	Doug Lindsay Oval Irrigation and Drainage Renewal	350,000	19,133	30,000	320,450	-	-	In Progress and Delayed	1 September 2026	K Sinclair	New drainage and irrigation designs have been received and assessed. Due to complexity of drainage works, it is likely that project may stage the delivery of drainage and irrigation, to avoid disruption to sports use of the oval. Drainage works are anticipated to commence in September 2025 and the project is still on track to meet funding milestones with completion by September 2026.
001248	Victoria Park Lighting - Soccer Fields	300,000	2,068	2,068	260,000	-	-	Project On Hold		K Sinclair	A funding submission under Round 2 of Sport and Recreation Victoria's, Regional Community Sports Facility Funding Program was lodged on 17 March 2025. Funding outcome is anticipated to be announced in July 2025. Carry forward to 2025/26 will be required if external funding is successful.
001249	Glenlyon Rec. Reserve - Accessible Horse Ramp	50,000	7,513	50,000	37,500	37,500	37,500	In Progress and On Track	30 June 2025	K Sinclair	Works contract awarded and signed by Contractor. Works to commence in late April. Project is on track to be completed by 30 June 2025 ahead of the March 2026 project completion funding milestone.

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Project Number	Project Name	Current Approved Budget FY25	Actual Expenses FY25 YTD	FY25 Full Year Forecast	FY25 Current Income Budget	FY25 YTD Actual Income	FY25 Full Year Income Forecast	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (SLT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
001250	Victoria Park Daylesford Masterplan	100,000	-	50,000	50,000	25,000	50,000	In Progress and On Track	1 March 2026	K Sinclair	Procurement to engage project consultant is in progress. Project on track to be delivered by 1 March 2026 in line with the Tiny Town funding agreement.
001251	Clunes Medlyn Playspace Renewal	12,000	-	12,000	-	-	-	In Progress and On Track	30 June 2025	K Sinclair	Procurement to undertake playground renewal is in progress. Project is on track to be completed by 30 June 2025.
001252	Lyonville Community Playspace Renewal	20,400	-	20,400	-	-	-	In Progress and On Track	30 June 2025	K Sinclair	Procurement to undertake playground renewal is in progress. Project is on track to be completed by 30 June 2025.
001253	Trentham Outdoor Fitness Equipment Installation	64,970	12,770	94,970	44,970	44,970	44,970	In Progress and On Track	1 March 2026	K Sinclair	RFQ closed with evaluation process ongoing with contract award anticipated prior to Easter. The project remains on track to be completed by 30 March 2026 in line with the RDV funding agreement milestone obligations.
001254	Queens Park Clunes Playspace Shade Structure	60,000	-	60,000	45,000	25,000	45,000	In Progress and On Track	1 March 2026	K Sinclair	Procurement to undertake shade sail installation is in progress. Project is on track to be delivered in line with the Tiny Towns funding agreement.
001255	Newlyn Rec. Reserve Playspace Upgrade	25,000	10,871	25,000	18,750	18,750	18,750	In Progress and On Track	1 March 2026	K Sinclair	RFQ evaluation complete with contract awarded. Project commencement meeting scheduled on 3 April 2025. The project remains on track to be completed in line with the RDV funding agreement milestone obligations.
001256	Recreation Assets - Forward Design 2025-26 Renewal Program	20,000	16,406	20,000	-	-	-	In Progress and On Track	30 June 2025	K Sinclair	Planning and external delivery ready documentation for Clunes Recreation Reserve oval drainage and irrigation and Trentham Sportsground cricket nets renewal is in progress
Total Recreation, Community and Economic Development		2,409,452	508,745	1,115,566	2,054,902	604,746	700,802				
TOTAL INFRASTRUCTURE AND DELIVERY		17,473,712	5,059,064	10,943,603	8,160,632	1,628,858	3,932,306				
TOTAL CAPITAL WORKS PORTOLIO		17,788,612	5,304,276	11,271,815	8,160,632	1,628,858	3,932,306				
Represented by:											
New asset expenditure		2,510,570	1,022,081	1,605,381	365,720	243,259	443,259				
Asset renewal expenditure		12,202,642	3,636,949	7,420,640	6,080,112	694,335	2,701,727				
Asset upgrade/expansion expenditure		3,075,400	645,247	2,245,794	1,714,800	691,264	787,320				
Total capital works expenditure		17,788,612	5,304,276	11,271,815	8,160,632	1,628,858	3,932,306				

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Project Number	Project Name	FY25 Current Budget FY	FY25 Actual Expenses YTD	FY25 Full Year Forecast	FY25 Current Income Budget	Actual Income YTD	Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
2024/25 Expenditure					2024/25 Income						
Special Operating Projects											
EXECUTIVE SERVICES											
001232	Integrated Council Planning 2025	90,000	41,947	41,947	-	-	-			B Thomas	
Total CEO		90,000	41,947	41,947	-	-	-				
TOTAL EXECUTIVE SERVICES PROJECTS					90,000	41,947	41,947	-	-	-	
PERFORMANCE AND TRANSFORMATION											
001230	Local Government Election 2024	190,000	6,008	190,008	-	-	-			R Smith	Awaiting invoice from the VEC to finalise Election expences.
001231	Councillor Inductions 2024	50,000	31,671	49,671	-	-	-			R Smith	Induction program has been completed. Funds remaining for additional sessions for Councillors as required.
Total Governance		240,000	37,678	239,678	-	-	-				
001150	Technology One Development	320,900	80,696	230,696	-	-	-	In Progress and Delayed	30 June 2029	C Whyte	There is a significant underspend on the project. We are reviewing the delivery method and timelines to forecast the spend accurately. Contractors have been engaged to assist with multiple projects, with some being delivered before the end of the financial year and others carrying over into 2025/26. We have enagaged vendor Lanluas to assist us with planning complete program of work along with transformation program timelines, and proposed future costs for budgetting purposes.
001211	Protective Data Security Plan (PDSP) Implementation	13,000	9,125	9,125	-	-	-	Close Out tasks Completed	30 June 2024	C Whyte	The project has been successfully completed and can now be closed out.
001266	Smart Shires Network	-	20,358	49,858	-	-	49,858	In Progress and Delayed	30 June 2025	B Holmes	Project installations are being finalized as per the requirements. Additional purchases have just arrived, and these installations are also being planned. Grant income will cover all expenses related to this project.
Total Information Technology & Transformation		333,900	110,179	289,679	-	-	49,858				
Total Finance Services		-	-	-	-	-	-				
TOTAL PEOPLE & TRANSFORMATION PROJECTS		573,900	147,857	529,357	-	-	49,858				
DEVELOPMENT AND COMMUNITY											
001210	Short Term Rental Regulation	30,000	-	-	-	-	-			R Torres	
Total Director Development & Community		30,000	-	-	-	-	-				

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Project Number	Project Name	FY25 Current Budget FY	FY25 Actual Expenses YTD	FY25 Full Year Forecast	FY25 Current Income Budget	Actual Income YTD	Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
2024/25 Expenditure				2024/25 Income							
000676	Implement biodiversity strategy actions	46,700	38,520	46,700	-	-	-			B Southee	Drafting of Vegetation Management Plans has commenced using Ecological assessments target end April 2025.
001054	Streamlining for Growth	1,478	14,987	14,987	1,478	1,478	1,478			B Southee	Initial Neighbourhood Character Statements, Urban Design Framework and Preferred Character Statements for the five townships now completed.
001147	Western Transmission Line Strategy	48,900	-	5,000	-	-	-			R Torres	Timing of ongoing activities dependent on Environmental Effects Statement expected to be released May 2025 subject to management approval.
001160	Settlement Strategy and Township Structure Plans	199,000	38,888	185,367	-	-	-			B Southee	Additional costs incurred due to extensive engagement and additional contracts, low density land review target completion end June 2025.
001166	Integrated Transport Strategy	30,500	30,624	30,624	-	-	-			B Southee	Planned that draft Strategy to be Strategy to be workshopped with Councillors in May 2025 and Community June/July 2025.
Total Strategic Planning & Environment		326,578	123,019	282,678	1,478	1,478	1,478				
001187	Enhancing Hepburn's Digital Planning and Reporting	-	17,776	17,776	18,855	18,855	18,855			A Boyd	
Total Planning and Building		-	17,776	17,776	18,855	18,855	18,855				
001113	Storm Recovery 2021 BRV	12,480	1,440	1,440	12,480	12,480	12,480	In Progress and On Track		A Wright	Variation approved by ERV. Remaining budget yet to be expended by Trentham and Glen Lyon Resilience groups. Funds committed, awaiting spend.
001115	Storm Recovery - January 2022 - NDFA	-	175	175	-	-	-			A Wright	This can be closed out and expense journalled to 001169
001169	Storm Recovery - Community Led Recovery Projects	-	8,680	8,680	-	-	-			A Wright	This needs to be reallocated to other cost centres as acquittal is completed. Waiting confirmation from ERV.
001170	Storm Recovery - October 22 Storm Cleanup - NDFA	-	-	-	-	376,328	376,328	In Progress and On Track		A Wright	Income from reimbursement of acquittals and advances.
001177	Community Recovery Officer AGRN 1037	128,000	9,829	9,829	128,000	124,527	124,527	In Progress and On Track		A Wright	This entire amount is costed to fixed term FTE.
001180	Council Flood Support Fund	308,392	110,020	110,020	308,393	308,393	308,393	In Progress and On Track		A Wright	Remaining funds to be expended by 30 June. All commitments confirmed to be spent.
001191	Onsite Domestic Wastewater Management Plan	40,000	-	-	20,000	20,000	20,000	In Progress and On Track		A Wright	Funding will be used for content and community engagement.
001199	Community Recovery Hub	179,754	31,819	31,819	179,754	177,316	177,316	In Progress and On Track		A Wright	CRO has commenced and expenditure has commenced. Spend will continue in line with variation to complete the program in June 2026.
001258	Cat Desexing Program	18,000	11,877	11,877	18,000	11,709	11,709	In Progress and On Track		A Wright	Spend on track to be completed by July 2025
001267	Bushfire – December 2024	-	6,877	6,877	-	-	-	In Progress and On Track		A Wright	Claim submitted. DRFA assessor assigned and awaiting outcome. All claims have to be submitted by June 30, which may impact when the claim is assessed prior to close of day of June 30.
001268	2024 Bushfires and Storms (LGSF)	-	-	-	-	250,000	250,000	Not yet Started but On Track	30 June 2026	A Wright	VCFA signed and executed. Delivery plan awaiting approval by LGV. Expenditure to commence no later than June 2025.

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Project Number	Project Name	FY25 Current Budget FY	FY25 Actual Expenses YTD	FY25 Full Year Forecast	FY25 Current Income Budget	Actual Income YTD	Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
		2024/25 Expenditure			2024/25 Income						
Total Health & Community Safety		686,626	180,717	180,717	666,627	1,280,753	1,280,753				
001225	Hepburn Open Access Libraries Program	185,000	-	-	185,000	185,217	185,217	J Horwood			
Total Communications and Customers		185,000	-	-	185,000	185,217	185,217				
TOTAL DEVELOPMENT AND COMMUNITY PROJECTS		1,228,204	321,512	481,171	871,960	1,486,303	1,486,303				
INFRASTRUCTURE AND DELIVERY											
Total Director Infratucture and Delivery		-	-	-	-	-	-				
001217	Council Land Assessment	6,600	2,058	6,600	-	-	-	L Daniel			
Total Major Projects		6,600	2,058	6,600	-	-	-				
000918	Streetlights Towards Zero	-	-	-	-	14,800	14,800	Close Out tasks Completed		S Ludeke	Project has been closed out. Income will continue to come in from Department of Transport as they pay Council back as per the terms of agreement.
001109	Sustainable Hepburn Implementation	24,770	5,620	5,620	-	-	-			S Ludeke	
001128	Office Improvements	-	(0)	(0)	-	-	-			S Ludeke	
001135	Regenerative Agriculture	4,900	-	4,900	-	-	-	In Progress and On Track	30 June 2025	S Ludeke	Project commenced - to be completed end of financial within budget
001215	Kerbside Refrom Support Fund	36,402	-	-	36,402	36,402	36,402			S Ludeke	
001216	Circular Economy Household Education Fund	32,183	19,261	19,261	32,183	13,943	13,943			S Ludeke	
001257	Lyonville Hall Landscaping	50,000	49,952	49,952	50,000	50,000	50,000			S Ludeke	
001261	Circular Organic Composting Initiative	-	42,698	42,698	-	35,000	35,000			S Ludeke	
Total Facilities & Circular Economy		148,255	117,530	122,430	118,585	150,145	150,145				
000370	Tree Risk Mitigation	-	1,246	1,246	-	-	-			L Daniel	
000628	Roadside Weeds and Pests Program	40,235	25,324	25,324	40,235	40,235	40,235			L Daniel	
001118	WHBG Collections Policy and Plant Labels	10,383	-	-	10,383	10,383	10,383			L Daniel	

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Project Number	Project Name	FY25 Current Budget FY	FY25 Actual Expenses YTD	FY25 Full Year Forecast	FY25 Current Income Budget	Actual Income YTD	Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
2024/25 Expenditure				2024/25 Income							
001189	Creswick Flood Mitigation Study	104,000	27,380	27,380	24,000	-	-			L Daniel	
001222	Willow Removal - Creswick Creek Clunes	-	25,009	25,009	-	30,000	30,000			S Ludeke	
001223	Bright-eyed Brown Butterfly Habitat Restoration Program	88,019	46,702	46,702	88,019	65,519	65,519			L Daniel	
Total Operations (not RMP)		242,637	125,661	125,661	162,637	146,137	146,137				
Total Emergency Management		-	-	-	-	-	-				
000570	Innovate RAP	17,400	5,407	5,407	-	-	-	In Progress and Delayed		B Grounds	RAP approved by Council with Reconciliation Australia amendments. Final designed document sent to Reconciliation Australia for approval. Begun planning launch event mid 2025 and invoices for final design changes.
001181	Best Start Best Life refrom	62,070	19,722	19,722	62,070	52,072	52,072	In Progress and Delayed	30 June 2025	B Grounds	KISP document requires further edits and CEO sign off. Project delayed due to staff vacancies.
001194	Mineral Springs Awareness	8,900	-	8,900	8,900	8,900	8,900	In Progress and Delayed		B Grounds	Website to launch in coming weeks (DEECA to release masterplan with website, awaiting for this to occur), brochure almost complete, display in Visitor Information Centre to come
001209	HSC Aquatics Strategy - Business Case Development	60,200	50,438	60,201	-	-	-	In Progress and Delayed	30 December 2025	B Grounds	Preparation of the additional information required to inform the consideration of Council's position on the future indoor aquatics provision is in progress. It is anticipated that the final information piece will be reported to ELT and Councillors throughout July and September 2025.

Hepburn Shire Council
Operating Projects Portfolio Report as at 31 March 2025

ATTACHMENT 8.2.3

Project Number	Project Name	FY25 Current Budget FY	FY25 Actual Expenses YTD	FY25 Full Year Forecast	FY25 Current Income Budget	Actual Income YTD	Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
		2024/25 Expenditure			2024/25 Income						
001224	Creswick Trails Activation	100,000	76,478	76,478	100,000	100,000	100,000	In Progress and On Track		B Grounds	Marketing campaign underway with TMV and DMT. New signage is the last part of the project which is yet to commence
001260	Daylesford Community Child Care Expansion Planning	-	3,660	3,660	-	105,000	105,000	In Progress and Delayed		B Grounds	Currently drafting variation for extention on timeline due Delayed allocation of project management and staff vacancy in Early Years. Proposed extention of project to 30 June 2026.
001262	Hepburn Mineral Springs Reserve Masterplan	100,000	-	-	80,000	36,000	36,000	In Progress and On Track		B Grounds	Following a public RFQ process, a preferred supplier has been identified. Documentaion is underway to approve appointment and raise PO for \$85,000 for consultant work. Challenges wits administration of grant have meant that receipt of funding has been delayed.
Total Community & Economic Development		348,570	155,704	174,367	250,970	301,972	301,972				
TOTAL INFRASTRUCTURE AND DELIVERY		746,062	400,953	429,058	532,192	598,254	598,254				
TOTAL NON-RECURRENT PROJECTS		2,638,166	912,269	1,481,533	1,404,152	2,084,558	2,134,416				
Recurrent Maintenance Programs											
000258	Building Maintenance (3258)	417,000	369,443	369,443	-	3,572	3,572	S Ludeke S Ludeke			
000342	Public Convenience Building Maintenance (3258)	66,000	40,693	40,693	-	-	-				
Total Building Maintenance (RMP-BLD)		483,000	410,136	410,136	-	3,572	3,572				
000259	Large Plant Maintenance (3259)	705,499	392,575	392,575	-	12,452	12,452	L Daniel L Daniel L Daniel			
000260	Fleet Maintenance (3259)	184,800	62,701	62,701	-	-	-				
000369	SmaIt Plant Maintenance (3259)	-	5,955	5,955	-	-	-				
Total Plant and Fleet Maintenance (RMP-PFM)		890,299	461,232	461,232	-	12,452	12,452				
000305	Street Cleaning (Internal Staff) (3244)	89,374	51,513	51,513	-	-	-	L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel			
000359	Signs Maintenance	-	509	509	-	-	-				
000368	Emergency Management Response - Storm Damage (3244)	-	19,902	19,902	-	-	-				
000587	Waste Management Operations (1010)	-	6,193	6,193	-	-	-				
000591	Weed Eradication	134,642	12,005	12,005	-	-	-				
000691	Sealed Road Management	503,469	233,986	233,986	-	-	-				
000692	Unsealed Road Management	991,536	609,106	609,106	-	-	-				
000693	Footpath Management	62,058	39,009	39,009	-	-	-				
000694	Drainage Management (Urban & Rural)	776,743	494,029	494,029	-	-	-				
000695	Road Furniture Management	211,740	106,519	106,519	-	1,211	1,211				
000696	Roadside Management	444,568	270,761	270,761	-	-	-				
000697	Emergency Management (Response)	79,581	35,152	35,152	-	-	-				
000698	Works Coordination	-	122	122	-	-	-				
000699	Works Maintenance Supervision	218,885	143,709	143,709	-	-	-				
000700	Non Chargeable Time - Works Maintenance	90,823	68,427	68,427	-	-	-				
001179	Works - Recoverable Costs	-	8,731	8,731	-	-	-				
Total Works Maintenance (RMP-WKS)		3,603,419	2,099,672	2,099,672	-	1,211	1,211				
000355	DO NOT USE - CLOSED - Jubilee Garden & Reserves	-	388	388	-	-	-	Not Applicable Not Applicable			
000356	DO NOT USE - CLOSED - Trentham Garden & Reserves	-	708	708	-	-	-				
000521	P&OS - Open Spaces	362,989	315,387	362,989	-	174	174	L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel L Daniel			
000522	P&G - Garden Beds	253,479	167,395	253,479	-	-	-				
000523	P&OS - Trees	661,464	596,270	661,464	-	400	400				
000525	P&OS - Paths	112,150	35,259	112,150	-	-	-				
000526	P&OS - Turf	192,807	152,754	192,807	-	-	-				
000527	P&OS - Mineral Springs (incl. BBQ/Furniture)	65,120	43,382	65,120	-	-	-				
000528	P&G - Tree Inspections	-	687	687	-	-	-				
000529	P&OS - BBQ's/Furniture (Excl. Mineral Springs)	89,664	94,125	96,125	-	-	-				
000531	P&OS - Utilities	150,000	96,969	150,000	-	-	-				
000532	Non Chargeable Time - Parks and Open Space	60,531	22,950	60,531	-	-	-				
000533	P&OS - Playground/Outdoor Fitness	22,106	50,247	56,247	-	-	-				
000534	P&OS - Trails Maintenance	222,908	94,755	222,908	-	-	-				
000538	P&OS - Recoverable costs	-	10,903	10,903	-	-	-				
Total Parks and Open Space Maintenance (RMP-POS)		2,193,218	1,682,180	2,245,507	-	574	574				
TOTAL RECURRENT MAINTENANCE PROGRAMS		7,169,936	4,653,220	5,216,547	-	17,809	17,809				
TOTAL SPECIAL PROJECTS		9,808,102	5,565,488	6,698,079	1,404,152	2,102,366	2,152,224				

Revision: <Insert date adopted by Council>

④ 97 (C) COUNCILLOR INTEGRITY POLICY
AND INTERNAL RESOLUTION PROCEDURES

POLICY NUMBER:	97 (C)
NAME OF POLICY:	Councillor Integrity Policy and Internal Resolution Procedures
DATE OF NEXT REVIEW:	XX April 2029
DATE APPROVED:	XX April 2025
RESPONSIBLE OFFICER:	Manager Governance and Risk
REFERENCES:	<i>Local Government Act 2020</i> <i>Local Government (Governance and Integrity Regulations) 2020</i> Model Councillor Code of Conduct

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1. PURPOSE

The Model Councillor Code of Conduct is prescribed under the *Local Government Act 2020* (the Act) and forms part of the [Councillor Conduct Framework](#) and sets the standards of councillor behaviour.

The Councillor Integrity Policy (the Policy) is designed to complement the Model Code, and provide additional guidance to Councillors in the performance of their duties.

The Internal Resolution Procedure within this Policy set out the procedural requirements for an alleged breach of the Model Councillor Code of Conduct.

2. LEGISLATIVE CONTEXT

Division 5 Section 139 of the *Local Government Act 2020* (the Act) requires that Councillors must observe the Model Councillor Code of Conduct.

The Internal Resolution Procedure (**Procedure**) is adopted under and in accordance with s140 of the *Local Government Act 2020* (**Act**) and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*.

The Model Code and this Policy should be read alongside other key Council documents, including the Council Plan, Council Vision, other Council policies, protocols, Council's local laws and rules, as applicable, which all form part of the governance framework of Hepburn Shire Council.

3. SCOPE

The Councillor Model Code of Conduct and this Policy apply to the Councillors of Hepburn Shire Council.

For the purposes of this Code, the term "Councillors" includes the Mayor, Deputy Mayor and all other Councillors.

This Policy does not apply to the members of Council staff, who are governed by the Employee Code of Conduct.

4. RELATED POLICIES AND PROCEDURES

- Model Councillor Code of Conduct
- Council Expenses and Resources Policy
- Councillor Gifts, Benefits and Hospitality Policy

- Councillor Staff Interaction Policy
- Respectful Relationships Policy
- Fraud Prevention Policy
- Child Safe Policy
- Public Interest Disclosure Procedures
- Governance Rules and Election Period Policy
- Public Transparency Policy
- Procurement Policy
- Privacy Policy
- Our Commitment to the Human Rights Charter

5. ROLES AND RESPONSIBILITIES

An understanding and agreement of the different roles within Council helps achieve good governance and respectful relationships.

The primary role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

5.3 ROLE OF A COUNCILLOR

A Councillors role is to represent their community and advocate on their behalf. They are a valuable link between the community and Council are key to facilitating communication with the community and encouraging engagement with the activities of Council.

There is an expectation that Councillors will make decisions that will benefit and be in the best long-term interest of the whole community. Council has a statutory obligation to represent all people who live, participate and invest within the Hepburn Shire municipality.

Councillors determine Council policies and set the strategic direction of the Council, and have a key advocacy and leadership role. Councillors appoint, manage and support the Chief Executive Officer of the organisation to deliver the strategic objectives of the Council. The Chief Executive Officer is responsible for the management and administration.

Councillors collectively as Council, have responsibility for:

- Determining high level strategic directions, policy and service delivery programs;
- Facilitating and encouraging the planning and development of the Shire;
- Advocating on behalf of the local community to various stakeholders and governments

- Representing all citizens and creating a viable and sustainable future and
- Undertaking duties and responsibilities as authorised under the *Local Government Act 2020*.

In accordance with section 28 of the *Local Government Act 2020* the role of a Councillor is to:

(1) *The role of every Councillor is—*

- (a) *to participate in the decision making of the Council; and*
- (b) *to represent the interests of the municipal community in that decision making; and*
- (c) *to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.*

(2) *In performing the role of a Councillor, a Councillor must—*

- (a) *consider the diversity of interests and needs of the municipal community; and*
- (b) *support the role of the Council; and*
- (c) *acknowledge and support the role of the Mayor; and*
- (d) *act lawfully and in accordance with the oath or affirmation of office; and*
- (e) *act in accordance with the Model Councillor Code of Conduct; and*
- (f) *comply with Council procedures required for good governance.*

3) *The role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.*

5.4 ROLE OF THE MAYOR

The Mayor is the elected leader of Council. A key role of the Mayor is to facilitate good relationships between Councillors, Councilors and the Chief Executive Officer and the Executive Leadership Team.

The mayor is elected by Council to represent the views and directions of Council, and councillors, in performing various roles and duties in accordance with section 18 of the *Local Government Act 2020* including:

- chair Council meetings
- be the principal spokesperson for the Council

- lead engagement with the municipal community on the development of the Council Plan
- report to the municipal community, at least once each year, on the implementation of the Council Plan
- promote behaviour amongst Councillors that is consistent with the Model Councillor Code of Conduct
- assist Councillors to understand their role
- take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer
- provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings
- perform civic and ceremonial duties on behalf of the Council

The Mayor should be:

- committed to and involved in the Hepburn Shire community;
- be motivated to succeed;
- be politically astute and possess a keen political awareness,
- be an innovator and creative thinker, enjoy and be able to meet the demands of a public profile;
- be an effective communicator;
- have a positive and professional presentation;
- be committed to personal and professional development;
- be able to work with a wide range of people from diverse backgrounds and groups, be fair, impartial and objective.

The Mayor must have a combination of skills, qualifications and experience, and personal attributes to enable him or her to provide the leadership, motivation and support to ensure the sustained and continuing development of the Hepburn Shire Council, the staff and the Hepburn Shire community.

The Mayor must be able to gain the co-operation, trust and respect of Councillors, staff and the community and have the ability to motivate other people to achieve stated outcomes and results in a team environment.

The Mayor must be able to establish, maintain and present at all times a positive, professional and dynamic image of Council and the community.

5.5 ROLE OF THE DEPUTY MAYOR

The role of the elected Deputy Mayor is to give effective support to the Mayor and the Councillors and the day-to-day function of Council.

In accordance with section 21 of the *Local Government Act* the Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if:

- the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- the office of Mayor is vacant.

5.6 ROLE OF THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO) has a number of statutory responsibilities and is accountable to the Mayor and Councillors for delivering Council's strategies and services.

The CEO is responsible for the operations of Council, to provide professional, relevant and timely information and support to the Council.

In accordance with the *Local Government Act 2020*:

- (1) *A Chief Executive Officer is responsible for—*
 - a) *supporting the Mayor and the Councillors in the performance of their roles; and*
 - b) *ensuring the effective and efficient management of the day to day operations of the Council.*
- (2) *Without limiting the generality of subsection (1)(a), this responsibility includes the following—*
 - a) *ensuring that the decisions of the Council are implemented without undue delay;*
 - b) *ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;*
 - c) *supporting the Mayor in the performance of the Mayor's role as Mayor;*
 - d) *setting the agenda for Council meetings after consulting the Mayor;*
 - e) *when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision;*
 - f) *carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Workplace Injury Rehabilitation and Compensation Act 2013.*

The CEO is a member of Council staff and is required to comply with all the relevant legislation as the senior officer within the Council administration.

6. SPECIFIC COUNCILLOR CONDUCT OBLIGATIONS

The following sections set out specific conduct obligations complimentary to the Model Councillor Code of Conduct. In some instances, a breach of the conduct obligations under this part might also constitute a breach of the conduct standards. As noted in part 5.1 a breach of the conduct standards may result in a finding of misconduct under the *Local Government Act 2020*.

6.3 SOCIAL MEDIA AND COMMUNICATIONS

It is important for Councillors to understand that the standards of conduct set out in the Model Code of Conduct apply equally when using social media.

Where a Councillor describes themselves as a Councillor in a social media post or at the top of their page or in their username or profile it is reasonable for members of the public to assume that Councillor's activities are being carried out in the performance of their role and that the post is covered by the Model Code of Conduct.

In various circumstances, a Councillor's conduct will fall within the scope of the Model Code of Conduct when using social media, even if they have not described themselves as a Councillor. This includes where a Councillor makes social media posts or comments relating to council business.

When using social media, Councillors need to adhere to Policy 92 (O) Communications and Social Media Policy have at the forefront of their minds their obligations under the Model Councillor Code of Conduct. The Model Councillor Code of Conduct applies to online activity in the same way it does to other written or verbal communication. This means five key things:

1. Be respectful
2. Be fair and open minded
3. Be accurate
4. Avoid the perception of apprehended bias
5. Avoid commenting on issues where the Councillor may later declare a conflict of interest.

6.4 CONFIDENTIAL INFORMATION

Councillors have access to council information necessary for them to carry out their roles properly. However, a Councillor must remain impartial and must not use council

information to gain advantage for themselves or any other person. Information is 'confidential' for the purposes of the Act if it is:

- provided for a closed council or delegated committee meeting;
- designated confidential by resolution of a council or delegated committee; and
- designated confidential by the Chief Executive officer

Information discussed at a closed meeting is confidential. Unless the information is already publicly available, Councillors must not talk about anything discussed at the meeting with people who were not present in accordance with section 125 of the *Local Government Act 2020*.

6.5 BINDING CAUCUS VOTES

Councillors must not participate in binding caucus votes in relation to matters to be considered at a Council or committee meeting.

For the purposes of this section, a binding caucus vote is a process whereby a group of Councillors are compelled by a threat of disciplinary action or otherwise adverse action to comply with a predetermined position on a matter before the Council or committee, irrespective of the personal views of individual councillors of the group on the merits of the matter before the Council or the Committee.

This section does not prohibit Councillors from discussing a matter before the Council or a committee prior to considering the matter in question at a Council or a committee meeting, or from voluntarily holding a shared view with other Councillors on the merits of a matter.

6.6 CONFLICTS OF INTEREST

Each Councillor is required to identify, manage and disclose any conflicts of interest that they may have. Councillors therefore recognise the importance of fully observing the requirements of the *Local Government Act 2020* (namely Division 2 sections 126 to 131) and the *Local Government (Governance and Integrity) Regulations 2020* in regard to the disclosure of conflicts of interest and will comply with the requirements of the Act and Regulations in regard to conflicts of interest.

In addition to these requirements of the Act, Councillors will:

- a) Give early consideration and notify the Mayor as well as the Chief Executive Officer on whether a conflict of interest exists on any matter to be considered at

- a Council meeting or Councillor briefing, delegated committee or advisory committee of which the Councillor is a member.
- b) Give consideration on whether a conflict of interest exists
- c) Recognise that the level of onus to determine whether a conflict of interest rests entirely with each individual Councillor and members of Council Staff are not responsible for this determination.
- d) If a Councillor is uncertain as to whether a conflict of interest exists, the Councillor should declare a conflict of interest and comply with the relevant requirements as if they had a conflict of interest.
- e) Notify, as soon possible the mayor or the Committee Chair if they consider that they are unable to vote on a matter because of a conflict of interest depending on whether the matter is to be considered by the Council or the delegated committee.

Councillors are required to notify the Chief Executive Officer or the Mayor of any declaration of conflict of interest in writing at Councillor briefings, Council or Committee meetings or meeting conducted under the auspice of Council, at which a matter is to be discussed.

6.7 LAND USE PLANNING INTERACTIONS

Councillors must ensure that land use planning decisions are properly made, and that all parties are dealt with fairly.

Councillors must avoid any occasions or situations where there may be a suspicion or perception of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

In exercising land use planning, development assessment and other regulatory functions, Councillors must ensure that no action, statement or communication between themselves and others conveys a suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

When proposing to meet with a planning permit applicant, either for the purposes of discussing the application or where the application is likely to become a topic of discussion, Councillors should seek a meeting via the Manager Planning and Building to ensure a Council planning officer is present.

Councillors must disclose all interactions via any and all means with planning applicants (applicant and their representatives), developers and objectors within seven days of the interaction.

These disclosures will be recorded on a register, which will be made public each month via Council's website, and include details of all interactions disclosed within the previous 12 months.

6.8 ELECTIONS / POLITICAL ACTIVITY

Councillors are committed to fair and democratic Council elections and adopts practices and legislative requirements as set out in Council's Election Period Policy – Chapter 7 of Council's Governance Rules and the *Local Government Act 2020*.

6.8.1 STATE AND FEDERAL ELECTIONS

Councillors are required to follow any guidelines issued in relation to Candidature of Councillors in State or Federal Elections. These include the Municipal Association of Victoria's (MAV) Policy position regarding Candidature of Councillors in State or Federal Elections or Local Government Victoria guidelines.

6.9 REPORTING UNETHICAL BEHAVIOUR/FRAUD AND CORRUPTION

Ethical behaviour is an integral part of responsible, effective and accountable government.

Councillors need to acknowledge Council's obligations under the *Public Interest Disclosure Act 2012* to facilitate the making of disclosures of improper conduct by public officers and public bodies, including Council, its employees and Councillors.

Councillors are required to report to the Chief Executive Officer and/or appropriate integrity body, in line with Council's Public Interest Disclosure Procedures, any suspected, potential, or actual fraudulent, criminal, unethical, corrupt, or other unacceptable behaviour that comes to their knowledge.

Councillors are required to participate to the best of their ability in any subsequent investigation whether undertaken internally or externally.

7. INTERNAL RESOLUTION PROCEDURE (PRESCRIBED PROCEDURES)

Councillors are encouraged to attempt to resolve any disputes, including disputes concerning alleged breaches of the Model Code of Conduct, through this procedure in the first instance. Where a complaint has been made or dispute has arisen concerning an alleged breach of the Model Code of Conduct, the Councillors involved in the matter should use their best endeavours to resolve the matter in a courteous and respectful manner with a view to maintaining effective working relationships.

This Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

These processes may also provide an effective avenue to address other types of complaints or disputes that may arise, including interpersonal disputes or complaints about serious misconduct.

An overview of the Procedure is included at Appendix 2.

This Procedure will not be suitable for resolution of all disputes between Councillors.

This Procedure is to apply to those disputes in which one Councillor (**the Complainant**) alleges that another Councillor (**the Respondent**) has breached the Model Councillor Code of Conduct or acted inappropriately.

7.3 STAGE 1 - DISCUSSION

A Complainant is encouraged to raise their issue directly with the Respondent in a respectful and courteous manner, either in person or in writing, where they feel comfortable to do so.

Councillors are encouraged to recognise that:

- a) certain behaviours and communications may be perceived by others to be causing issues or offence that may not have been intended;
- b) it can provide useful insight to reflect on their own behaviour or motivation and possible contribution to the dispute, whether intended or not; and
- c) dealing with the dispute early is more likely to avoid the issue escalating and resolve it before it threatens the effective operation of Council.

It is useful to frame any issue from the Councillor's perspective (e.g. "I felt disrespected when you said / did ..."), rather than accusing another person of holding a particular position or taking a negative action deliberately. A Councillor should let the other

Councillor know how they feel and ask for an explanation, rather than making accusations or assumptions.

7.4 STAGE 2 - CONCILIATION

Where a direct conversation between Councillors has not been successful in resolving the dispute, or a Councillor does not feel comfortable communicating directly with another Councillor, the second stage of this Procedure is conciliation.

7.4.1 INITIATING CONCILIATION

A Complainant initiating conciliation must notify the Mayor and the Respondent of the dispute by completing a **Conciliation Application Form**. That form (see Attachment 1 to this Procedure) must:

- a) specify the names of the Complainant and Respondent;
- b) specify the provision (or provisions) of the Model Councillor Code of Conduct alleged to have been breached;
- c) detail what was said or done by the Respondent to constitute a breach of the Model Councillor Code of Conduct;
- d) attach any supporting information to provide examples of the behaviour complained of (e.g. screenshots or emails); and
- e) be dated and signed by the Complainant.

7.4.2 PARTICIPATING IN CONCILIATION

Councillors are not obliged to engage in conciliation but should only decline to participate if they honestly and reasonably believe that their participation would adversely affect their health or wellbeing or would otherwise be unsafe.

A Respondent declining to participate in the conciliation must advise the Complainant and the Mayor of their unwillingness to participate, and the reasons for it. That advice must be provided no more than one week after receiving the Conciliation Application Form.

7.4.3 CONDUCTING CONCILIATION

Conciliation is to be conducted by the Mayor except when the Mayor is a party to the dispute or otherwise unavailable to conduct conciliation. In that case the Deputy Mayor will assume the role of the Mayor in the conciliation process. If both the Mayor and the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct the conciliation, the role of the Mayor must be performed by a Councillor jointly chosen for the purpose by the parties.

When, in this Procedure, reference is made to the Mayor it includes:

- a) the Deputy Mayor; and
- b) a Councillor jointly chosen for the purpose by the parties,

when the Mayor and/or the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct a conciliation.

7.4.4 ROLES AND RESPONSIBILITIES

The role of the Mayor is to provide guidance to the parties to the dispute about the Standards of Conduct in the Model Councillor Code of Conduct, and actively explore whether the dispute can be resolved by agreement between them.

The role of the Complainant and Respondent is to explain their respective positions and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement.

All Councillors are responsible for conducting themselves in a courteous and respectful manner at all times during the conciliation.

The role of the Councillor Conduct Officer is to provide the Mayor with the administrative support necessary to arrange and conduct the conciliation.

7.4.5 SUPPORT FROM COUNCIL

Council, through the Councillor Conduct Officer, will provide administrative assistance to the Mayor when arranging a time and place for conciliation, including any technical assistance that may be required. Council will make a venue available to the Councillors within Council's offices that is private and suited to the conciliation process.

Council will not provide any substantive guidance or advice about the subject matter of the dispute, or pay the costs of legal advice or representation for any Councillor in connection with this Procedure. Parties to a dispute may seek their own legal or other advice at their own cost, if they choose to do so.

7.4.6 TERMINATION OF CONCILIATION

Conciliation will end or be terminated if any of the following occurs:

- a) the parties cannot jointly choose a Councillor to conduct the conciliation within one week of being asked to do so;
- b) the Respondent notifies the Mayor that they do not wish to participate in conciliation, and the reasons for it, within one week of receiving the Conciliation Application Form;

- c) the Respondent does not respond to the Conciliation Application Form at all within two weeks of receiving it;
- d) conciliation has not occurred within four weeks of the Complainant submitting the Conciliation Application Form;
- e) conciliation has occurred and the parties have been unable to resolve the dispute; or
- f) the dispute has been resolved.

The time for conciliation may be extended by the time for conciliation may be extended by agreement between the parties to the dispute, whether or not the matter has been escalated to one of the formal dispute resolution procedures outlined in the Act.

7.4.7 CONFIDENTIALITY

Parties and other participants are expected to maintain confidentiality concerning the dispute and the operation of this Procedure.

7.4.8 RECORD OF OUTCOME

The Mayor must document any agreement that is reached between the Complainant and Respondent. The agreement must be signed by the Complainant, Respondent and Mayor. Copies must be provided to the Complainant and Respondent, and the original must be retained by the Mayor. Again, parties and the Mayor are expected to maintain the confidentiality of the agreement reached.

7.5 STAGE 3 - EXTERNAL MEDIATION

If reconciliation of the dispute is not possible after discussion and conciliation, the Councillor may request assistance from an external mediator to resolve the dispute.

The request must be submitted in writing to the Councillor Conduct Officer setting out the name of the Councillor and the details of the dispute. The request must:

1. State that it is an application for “external mediation”.
2. Where the application relates to an alleged contravention of the Councillor Code of Conduct, the application must:
 - specify the name of the Councillor alleged to have contravened the Code;
 - specify the provision(s) of the Code that is alleged to have been contravened;
 - include evidence in support of the allegation; and
 - name the Councillor appointed to be their representative where the application is made by a group of Councillors.

3. Copy the other party to the request, or provide evidence that the other party has been notified of the request.

The Councillor Conduct Officer is to ascertain (in writing) whether or not the other party is prepared to participate in external mediation. If the other party declines to participate in an external mediation, they are to provide their reasons for doing so in writing to the Councillor Conduct Officer.

When the other party declines to participate in an external mediation, this does not constitute a contravention of this Councillor Code of Conduct.

If the other party agrees to participate in an external mediation, the Councillor Conduct Officer is to advise the applicant, the Mayor and Chief Executive Officer immediately.

The Councillor Conduct Officer is to engage the services of an external mediator to conduct the mediation at the earliest practicable opportunity.

The mediator is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the applicant may choose to pursue formal dispute resolution procedures.

7.6 WHERE THE INTERNAL RESOLUTION PROCEDURE DOES NOT APPLY

The following disputes are not covered by this Procedure:

- a) differences between Councillors in relation to policy or decision making, which are appropriately resolved through discussion and voting in Council meetings;
- b) complaints made against a Councillor or Councillors by a member or members of Council staff, or by any other external person;
- c) allegations of sexual harassment;
- d) disclosures made about a Councillor under the *Public Interest Disclosures Act 2012*, which can only be made to the Independent Broad-based Anti-corruption Commission; and
- e) allegations of criminal misconduct, which should be immediately referred to Victoria Police or the relevant integrity authority.

7.7 FORMAL DISPUTE RESOLUTION PROCEDURE

This Procedure operates alongside, but does not replace, the formal dispute resolution procedures outlined in the Act.

The formal dispute resolution procedure can apply to misconduct, serious misconduct and gross misconduct.

7.7.1 INTERNAL ARBITRATION

Section 141 of the Act provides for an internal arbitration process concerning a breach of the Standards of Conduct set out in the Model Councillor Code of Conduct. This is subject to change based on the legislative amendments.

Under Internal Arbitration, arbiters are appointed from an established state wide panel. Councillors will only have access to legal representation where the arbiter considers that representation is required for the process to be conducted fairly.

An application for internal arbitration must be made within 3 months of the alleged misconduct.

Findings of serious misconduct are required to be referred to the Chief Municipal Inspector.

Costs associated with internal arbitration are borne by Council.

8. DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Acting Chief Executive Officer	means an Acting Chief Executive Officer in accordance with section 44(4) of the <i>Local Government Act 2020</i> . The terminology of Acting Chief Executive officer is also used interchangeably with interim Chief Executive Officer as determined from time to time by Council resolution.
Chief Executive Officer	means the Chief Executive Officer as appointed by Council in accordance with section 44 of the <i>Local Government Act 2020</i> .
Chief Municipal Inspector	means the Chief Municipal Inspector who is responsible for investigating and prosecuting possible breaches and offences under the <i>Local Government Act 2020</i> , investigating allegations of Councillor misconduct, serious misconduct and gross misconduct, making an application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor and making an application to the Victorian Civil and Administrative Tribunal for a finding of gross misconduct by a Councillor.
Conflict of interest	means a Conflict of Interest as defined by Division 2 of the Act.
Council	means Hepburn Shire Council
Councillor Conduct Panel	means a panel formed by the Principal Councillor Conduct Registrar under section 156 of the <i>Local Government Act 2020</i> .
Councillors	means the elected representatives of Hepburn Shire Council
Governance Rules	means Council's Governance Rules as adopted in accordance with section 60 of the <i>Local Government Act 2020</i> .

Term	Definition
Gross misconduct	means Gross misconduct as defined under s3(1) of the Act
Internal arbitration process	means the internal arbitration process of a Council under section 141 under the <i>Local Government Act 2020</i>
Council staff	means appointed by the Chief Executive Officer in accordance with section 48 of the <i>Local Government Act 2020</i> to enable the functions of Council under the <i>Local Government Act 2020</i> or any other Act to be performed.
Misconduct	means any breach by a Councillor of the prescribed standards of conduct included in the Model Councillor Code of Conduct, or as defined under s3(1) of the Act
Overarching governance principles and supporting principles	means the principles specified in section 9 of the <i>Local Government Act 2020</i> .
Councillor Conduct Officer (CCO)	<p>means the person appointed in writing by the Chief Executive Officer to be the Councillor Conduct Officer (CCO). Council's CCO is the Manager Governance and Risk.</p> <p>The purpose of the CCO is to provide administrative and operational support associated with the council's internal resolution procedure and councillor conduct framework.</p> <p>A CCO cannot assist one party in a way that would give them an advantage over another party. This means that a CCO cannot provide advice to councillors about the merits of making an application, tell them what to include or how to write an application, or how they may respond to an application.</p>
Principal Councillor Conduct Registrar	means the person appointed by the Secretary to be the Principal Councillor Conduct Registrar under section 148 of the <i>Local Government Act 2020</i> .
Public transparency principles	means the principles specified in section 58 of the <i>Local Government Act 2020</i> .

Term	Definition
Serious misconduct	means Serious misconduct as defined under s3(1) of the Act
Standards of Conduct	means the standards of conduct prescribed under section 139(3)(a) of the Act to be included in the Model Councillor Code of Conduct and schedule 1 of the <i>Local Government (Governance and Integrity) Regulations 2020</i>
Strategic planning principles	means the principles specified in section 89(2) of the <i>Local Government Act 2020</i> .
The Act	means The <i>Local Government Act 2020</i>
The Model Code	means the Model Councillor Code of Conduct as in force under s12 of the <i>Local Government (Governance and Integrity) Regulations 2020</i> .

9. REVIEW

The Integrity Policy will be reviewed every four years or sooner if required by legislation.

The officer responsible for the review of this policy is the Manager Governance and Risk.

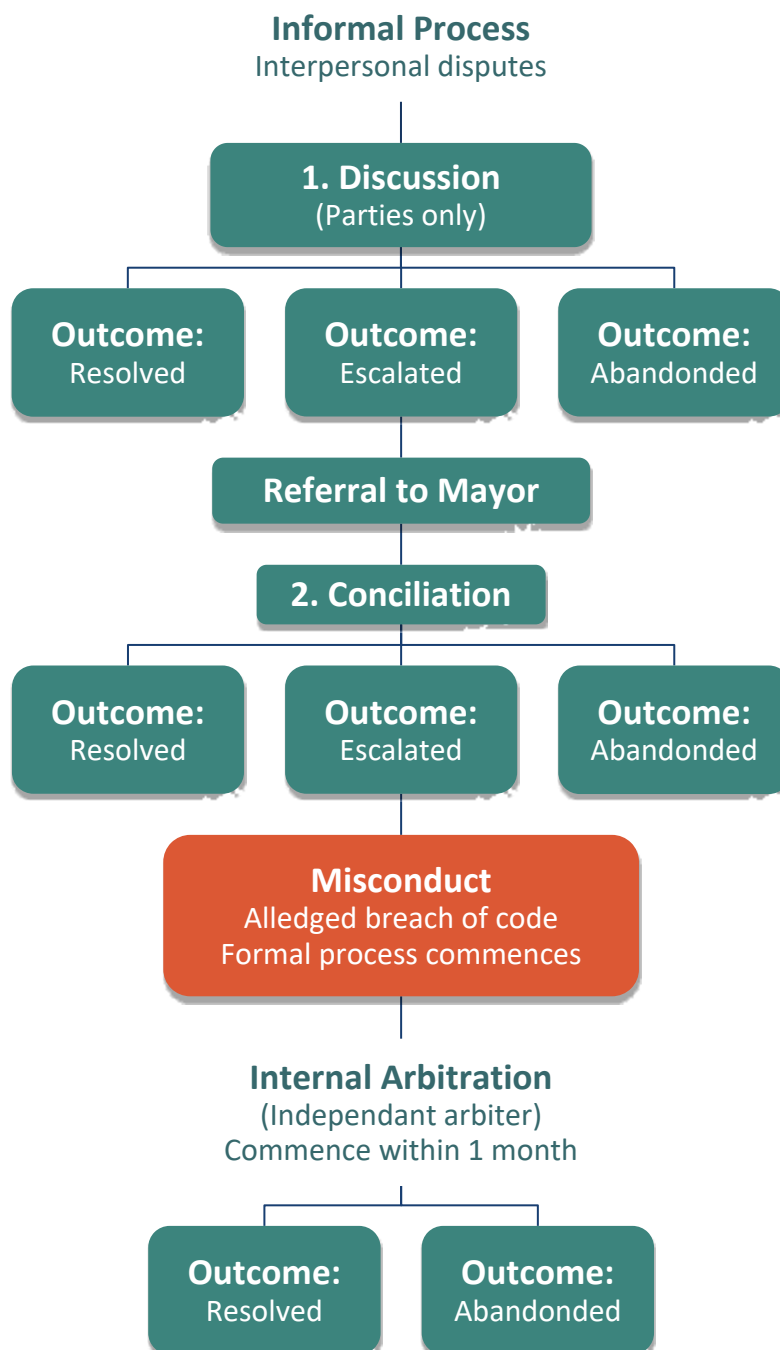
APPENDIX 1 - APPLICATION FOR CONCILIATION

Complainant:	
Respondent:	
Provisions of Model Councillor Code of Conduct breached:	
Action constituting breach:	
(Include dates, times and detailed descriptions of the action complained of. Attach further documents as necessary.)	

Signed by

on

APPENDIX 2 – INTERNAL RESOLUTION FLOW CHART



S5 Instrument of Delegation to Chief Executive Officer

Hepburn Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

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

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on XX April 2025
2. the delegation
 - 2.1 comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

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

)
)

.....
Witness:

Date: XX March 2025

Signed by the Mayor in the presence of:

)
)

.....
Witness:

Date XX April 2025

SCHEDULE

The power to

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

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

Conditions and Limitations

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

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

4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1 policy; or
 - 4.2 strategy
adopted by Council
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

S6 Instrument of Delegation – Members of Staff

Hepburn Shire Council

Instrument of Delegation

to

Members of Council Staff

XX April 2025

Instrument of Delegation

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

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

Not Delegated means not delegated below Chief Executive Officer

CEO means Chief Executive Officer

DIAD means Director Infrastructure and Delivery

DDC means Director Development and Community

DPT means Director Performance and Transformation

All D means All Directors and Executive Managers

All M means All Managers

All C means Coordinators

All S means All Supervisors with reports

All means All Staff

ACC means Accountant

AFPO means Assistant Fire Prevention Officer

AMS means Asset Management Specialist

ASBS means Assistant Building Surveyor

ASBCS means Administration Support Building and Community Safety

BAS means Building Administration Support

BUIN means Building Inspector

CCS means Coordinator Community Safety

CCX means Coordinator Customer Experience and Libraries

CED means Coordinator Economic Development

CEH means Coordinator Environmental Health

CENG means Coordinator Engineering

CF	means Coordinator Facilities
CFR	means Coordinator Financial Revenues
CFS	means Coordinator Financial Services
CFUS	means Coordinator Financial Sustainability
CGE	means Coordinator Governance
CHC	means Coordinator Healthy Communities
CHSW	means Coordinator Health Safety and Wellbeing
CIMO	means Senior Information Management Officer
CMPP	means Coordinator Major Projects and Policy
COMOF	means Communications Officer
CPAC	means Coordinator People and Culture
CPAR	means Coordinator Parks and Open Spaces
CPLAN	means Coordinator Statutory Planning
CPPO	means Corporate Planning and Performance Officer
CRAS	means Coordinator Sport and Active Recreation
CRR	means Coordinator Resource Recovery
CSY	means Community Safety Officer
CSUS	means Coordinator Sustainability and Climate Resilience
CTAI	means Coordinator Transformation and Improvement
CXO	means Customer Experience Officer
CXTL	means Customer Experience Team Leader
CWK	means Coordinator Works
EHO	means Environment Health Officer
EHTO	means Environment Health Technical Officer
ENGO	means Engineering Officer
GAD	means Governance Advisor
GSP	means Grants Specialist
IFO	means Information Management Officer
MBS	means Municipal Building Surveyor

MCAE	means Manager Community and Economy
MCCX	means Manager Communications and Customers
MCS	means Manager Community Safety
MEMO	means Municipal Emergency Management Officer
MFCE	means Manager Facilities and Circular Economy
MFPO	means Municipal Fire Prevention Officer
MFS	means Manager Financial Services
MGR	means Manager Governance and Risk
MOPD	means Manager Operations and Delivery
MPB	means Manager Planning and Building
MPC	means Manager People and Culture
MRM	means Municipal Recovery Manager
MSTRP	means Manager Strategic Planning
MTT	means Manager Technology and Transformation
PAS	means Planning Administration Support
PCO	means Planning Compliance Officer
PRS	means Procurement Officer
PSP	means Principal Strategic Planner
RFO	means Revenue and Finance Officer
SAP	means Statutory Planner
SARO	means Sport and Active Recreation Officer
SARPO	means Sport and Active Recreation Project Officer
SRO	means Senior Rates Officer
SRP	means Strategic Planner

3. declares that:

3.1 this Instrument of Delegation is authorised by resolutions of Council passed on XX April 2025 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 Cr Don Henderson

.....
Chief Executive Officer Bradley Thomas

SCHEDULE

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

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

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

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

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Not delegated	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Not delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	All D. MGR	
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, MGR	
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, MGR	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	All D, MGR	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	All D, MGR	
s 60(2)	Power to charge fees for providing information	All D, MGR	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	All D	

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

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	All D, MGR	
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, MGR	
s 80(2)	Function of recording transfer of right of interment	All D, MGR	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	All D, MGR	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	All D, MGR	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	All D, MGR	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	All D, MGR	

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

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

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

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 100(1)	Power to require a person to remove memorials or places of interment	All D, MGR	
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, MGR	

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

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary	All D, MGR	
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, MGR	
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, MGR	
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, MGR	
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, MGR	
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, MGR	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	All D, MGR	

CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	All D, MGR	
s 119	Power to set terms and conditions for interment authorisations	All D, MGR	
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, MGR	
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, MGR	
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, MGR	

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

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

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEO, DDC, MCS, 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, MCS, , 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, MCS, 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, MCS, 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, MCS, 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, MCS, CEH,EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEO, DDC, MCS, CEH, EHO	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 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, MCS, 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, MCS, CEH, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEO, DDC, MCS, CEH, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEO, DDC, MCS, CEH, EHO, EHTO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, DDC, MCS, 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, MCS, CEH, EHO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, DDC, MCS, 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))

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, MCS, 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, MCS, 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, MCS, 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, MCS, 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, MCS, 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, MCS, CEH, EHO, EHTO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, DDC, MCS, CEH, EHO, EHTO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, DDC, MCS, CEH, EHO, EHTO	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEO, DDC, MCS, CEH, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, DDC, MCS, 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, MCS, 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, MCS, 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, MCS, CEH, EHO, EHTO	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	CEO, DDC, MCS, 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, MCS, CEH, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, DDC, MCS, CEH, EHO	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEO, DDC, MCS, 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, MCS, 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, MCS, 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, MCS, CEH, EHO, EHTO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEO, DDC, MCS, 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, MCS, 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, MCS, 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, MCS, CEH, EHO, EHTO	Where Council is the registration authority

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

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39A	Power to register or renew the registration of a food premises despite minor defects	CEO, DDC, MCS, 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, MCS, CEH, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CEO, DDC, MCS, 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, MCS, CEH, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, DDC, MCS, CEH, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CEO, DDC, MCS, CEH, EHO	
s 40F	Power to cancel registration of food premises	CEO, DDC, MCS, CEH, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, DDC, MCS, 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, MCS, CEH, EHO	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 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, MCS, 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, MCS, 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, MCS, CEH, EHO	Where Council is the registration authority

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SRP, PSP, SAP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 12B(1)	Duty to review planning scheme	CEO, DDC, MSTRP, MPB, SRP, PSP	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, DDC, MSTRP, MPB. SRP, PSP	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO, DDC, MSTRP, MPB. SRP, PSP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP, PAS	
s 17(2)	Duty of giving copy s 173 agreement	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP, PAS	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP, PAS	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP, PAS	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, MSTRP, MPB, SRP, PSP, CPLAN	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, DDC, MSTRP, MPB, SRP, 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, MSTRP, MPB, CPLAN, SRP, PSP,	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP, PAS	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP, PAS	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
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, MSTRP, MPB, CPLAN, SRP, PSP, SAP, PAS	
s 26(2)	Duty to keep report of panel available for inspection in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP, PAS	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	CEO, DDC, MSTRP, MPB, SRP, PSP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 28(1)	Duty to notify the Minister if abandoning an amendment	CEO, DDC, MSTRP, MPB, SRP, PSP	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, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
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, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP,	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP,	
s 32(2)	Duty to give more notice if required	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP,	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP,	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36(2)	Duty to give notice of approval of amendment	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP,	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, DDC, MSTRP, MPB, CPLAN, SRP, 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, MSTRP, MPB, CPLAN, SRP, PSP,	
s 40(1)	Function of lodging copy of approved amendment	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 42(2)	Duty to make copy of planning scheme available in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	

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

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

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

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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
s 46GZA(1)	Duty to keep proper and separate accounts and records	Not delegated	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Not delegated	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Not delegated	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Not delegated	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Not delegated	Where Council is the development agency under an approved infrastructure contributions plan

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Not delegated	Where Council is the development agency under an approved infrastructure contributions plan
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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Not delegated	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, DDC, MSTRP, MPB, 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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, DDC, MSTRP, MPB, 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, MSTRP, MPB, CPLAN, PSP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, DPT, DDC, MFS, MSTRP, MPB	
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, MFS, MSTRP, MPB	
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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, All D, MFS, MSTRP, MPB	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, MFS, MSTRP, MPB	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, MSTRP, MPB	Must be done in accordance with Part 3

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, All D, MFS, MSTRP, MPB	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, MSTRP, MPB	
s 46QD	Duty to prepare report and give a report to the Minister	CEO	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not delegated	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	CEO, All D, MSTRP, MPB	
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, MSTRP, MPB	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, All D, MSTRP, MPB	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(2)	Duty to make register available for inspection in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, , SAP, PAS	
s 50(4)	Duty to amend application	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 50(5)	Power to refuse to amend application	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 50(6)	Duty to make note of amendment to application in register	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 50A(1)	Power to make amendment to application	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(4)	Duty to note amendment to application in register	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 51	Duty to make copy of application available for inspection in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP ,	
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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	

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

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

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	<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</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"> Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy. The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries. The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy. The planning permit application raises significant issues of public interest. The planning permit application will result in a use or development which is contrary to the adopted Future Hepburn Strategies or a proposed planning scheme amendment which is supported by Council. <p>All planning applications involving Council owned or managed land must be referred to Council.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, MSTRP, MPB, CPLAN, PSP, SAP	
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, MSTRP, MPB, CPLAN, PSP, SAP	
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, MSTRP, MPB, CPLAN, PSP, SAP	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(2)	Power to include other conditions	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
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, MSTRP, MPB, CPLAN, PSP, SAP	
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, MSTRP, MPB	
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, MSTRP, MPB	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	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, MSTRP, MPB, CPLAN, PSP, SAP	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, MSTRP, MPB, CPLAN, PSP, SAP	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, MSTRP, MPB, CPLAN, PSP, SAP	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, MSTRP, MPB, CPLAN, PSP, SAP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 69(2)	Power to extend time	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 70	Duty to make copy permit available in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 71(1)	Power to correct certain mistakes	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 71(2)	Duty to note corrections in register	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73	Power to decide to grant amendment subject to conditions	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	<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"> Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy. The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries. The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy. The planning permit application raises significant issues of public interest. The planning permit application will result in a use or development which is contrary to the adopted Future Hepburn Strategies or a proposed planning scheme amendment which is supported by Council. <p>All planning applications involving Council owned or managed land must be referred to Council.</p>

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 74	Duty to issue amended permit to applicant if no objectors	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	<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"> Raises issues of genuine municipality wide significance that would have a substantial impact on the achievement of Local Planning Policy. The planning permit application will have a significant impact beyond the immediate locality, including an impact across municipal boundaries. The planning permit application raises an issue that is not adequately provided for under existing Local Planning Policy. The planning permit application raises significant issues of public interest. The planning permit application will result in a use or development which is contrary to the adopted Future Hepburn Strategies or a proposed planning scheme amendment which is supported by Council. <p>All planning applications involving Council owned or managed land must be referred to Council.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83	Function of being respondent to an appeal	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 83B	Duty to give or publish notice of application for review	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP	
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, MSTRP, MPB	
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, MSTRP, MPB	
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, MSTRP, MPB, CPLAN, PSP, SAP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, DDC, MSTRP, MPB,	

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, DDC, MSTRP, MPB, CPLAN, PSP, SAP, PCO	
s 95(3)	Function of referring certain applications to the Minister	CEO, DDC, MSTRP, MPB, CPLAN, PSP, PCO	
s 95(4)	Duty to comply with an order or direction	CEO, DDC, MSTRP, MPB	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, DDC, MSTRP, MPB, CPLAN, SRP, 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, MSTRP, MPB, CPLAN, SRP, PSP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DDC, MSTRP, MPB, CPLAN, SAP, SRP, PSP	
s 96F	Duty to consider the panel's report under s 96E	CEO, DDC, MSTRP, MPB, CPLAN, , SAP, SRP, 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, MSTRP, MPB, CPLAN, S, SAP, SRP, PSP	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, DDC, MSTRP, MPB, CPLAN, SAP, SRP, PSP	
s 96J	Duty to issue permit as directed by the Minister	CEO, DDC, MSTRP, MPB, CPLAN, SAP, SRP, PSP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, DDC, MSTRP, MPB, CPLAN, SAP, SRP, PSP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CEO, DDC, MSTRP, MPB, CPLAN, SAP, SRP, PSP	
s 97C	Power to request Minister to decide the application	CEO, DDC, MSTRP, MPB	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
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, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP, PAS	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP, PAS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DDC, MSTRP, MPB	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, DDC, MSTRP, MPB	
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, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
s 97Q(4)	Duty to comply with directions of VCAT	CEO, DDC, MSTRP, MPB, CPLAN, , SRP, PSP, SAP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, DDC, MSTRP, MPB, CPLAN, SRP, PSP, SAP	

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, DDC, MSTRP, MPB, CPLAN, PSP, PCO, SAP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DDC, MSTRP, MPB, CPLAN, PSP, PCO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DDC, MSTRP, MPB	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DDC, MSTRP, MPB	Except Crown Land
s 129	Function of recovering penalties	CEO, DDC, MSTRP, MPB	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DDC, MSTRP, MPB, CPLAN, PSP, PCO	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DDC, MSTRP, MPB, CPLAN, PSP, PCO, SAP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, MSTRP, MPB, CPLAN, PSP, PCO	
S 149B	Power to apply to the Tribunal for a declaration	CEO, DDC, MSTRP, MPB, CPLAN, 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, MSTRP, MPB	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DDC, MSTRP, MPB, CPLAN, PSP, SAP	
s 171(2)(g)	Power to grant and reserve easements	CEO, DDC, MSTRP, MPB, MOPD, CPLAN, 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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, MSTRP, MPB, CPLAN, PSP	
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, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, PSP	Where Council is the relevant responsible authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, MSTRP, MPB, CPLAN, PSP	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DDC, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, PSP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DDC, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, PSP	

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DDC, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, PSP	
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, MSTRP, MPB, CPLAN, PSP	
s 179(2)	Duty to make a copy of each agreement in accordance with public availability requirements	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, DDC, MSTRP, MPB, CPLAN, PSP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 182	Power to enforce an agreement	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, DDC, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, PSP	
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, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, 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	

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
	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, MSTRP, MPB, CPLAN, PSP	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, DDC, MSTRP, MPB, CPLAN, PSP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CEO, DDC, MSTRP, MPB, CPLAN, PSP	

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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO, All D, MGR, MOPD	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, MOPD	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, All D, MOPD	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, MOPD	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, MOPD	
s 12(10)	Duty to notify of decision made	CEO, All D, MOPD	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, MOPD	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, All D	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, All D	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, All D	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, All D	
s 15(2)	Duty to include details of arrangement in public roads register	CEO, DIAD, MOPD	
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, MOPD	
s 17(2)	Duty to register public road in public roads register	CEO, DIAD, MOPD	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, MOPD	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, MOPD	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, DDC, MOPD	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CEO, DIAD, MOPD	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, MOPD, 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, MOPD, CENG, AMS	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, DIAD, MOPD, CENG, AMS	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, DIAD, MOPD, CENG, AMS	
s 21	Function of replying to request for information or advice	CEO, DIAD, MOPD	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, DIAD, MOPD	
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, MOPD	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(5)	Duty to give effect to a direction under s 22	CEO, All D, MOPD	
s 40(1)	Duty to inspect, maintain and repair a public road.	CEO, All D, MOPD	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CEO, All D, MOPD	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO, All D, MOPD	
s 42(1)	Power to declare a public road as a controlled access road	CEO, All D, MOPD	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, MOPD	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, MOPD	Where Council is the responsible road authority, infrastructure manager or works manager

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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, All D, MOPD	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, MOPD	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, DIAD, DDC, MOPD, MCS, CCS	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, DIAD, DDC, MOPD, MCS, 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, MCS, CCS, MOPD	
s 86	Duty to keep register re s 85 matters	CEO, DIAD, DDC, MCS, CCS MOPD	

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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 121(1)	Power to enter into an agreement in respect of works	CEO, DIAD, MOPD	
s 122(1)	Power to charge and recover fees	CEO DIAD, MOPD	
s 123(1)	Power to charge for any service	CEO DIAD, MOPD	
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, MOPD	
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, MOPD, CWK, CENG	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CEO, DIAD, MOPD, 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, MOPD, 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, MOPD, 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, MOPD, 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, MOPD	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CEO, DIAD, MOPD, CWK, CENG	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CEO, DIAD, MOPD, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CEO, DIAD, MOPD	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, MOPD, CWK, CENG	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, DIAD, MOPD	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, MOPD	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, DIAD, MOPD, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CEO, DIAD, MOPD, 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, MOPD, CWK, CENG	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, DIAD, MOPD, CWK, CENG	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, DIAD, MOPD, 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, MOPD, CKW, CENG	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	CEO, DIAD, MOPD,	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, DIAD, MOPD, 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, MOPD	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, MOPD	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, DIAD, MOPD, CENG, ENGO	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, MOPD, 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, MOPD, 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, MOPD, CENG, ENGO	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

CEMETERIES AND CREMATORIA REGULATIONS 2015

These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	CEO, All D, MGR	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO, DIAD, MOPD	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO, All D, MGR	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Not applicable	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Not applicable	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	Not applicable	
r 30(2)	Power to release cremated human remains to certain persons	Not applicable	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Not applicable	

CEMETERIES AND CREMATORIA REGULATIONS 2015

These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Not applicable	
r 31(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 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Not applicable	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Not applicable	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Not applicable	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Not applicable	
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Not applicable	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	CEO All D, MGR	
r 40	Power to approve a person to play sport within a public cemetery	CEO, All D	

CEMETERIES AND CREMATORIA REGULATIONS 2015

These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 41(1)	Power to approve fishing and bathing within a public cemetery	Not applicable	
r 42(1)	Power to approve hunting within a public cemetery	CEO, All D	
r 43	power to approve camping within a public cemetery	CEO, All D	
r 45(1)	Power to approve the removal of plants within a public cemetery	CEO, DIAD, MOPD, CPAR	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CEO, All D	
r 47(3)	Power to approve the use of fire in a public cemetery	CEO, All D	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CEO, All D	
Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	CEO All D, MGR	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	CEO, All D, MGR,	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015

These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	CEO, All D, MGR,	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	CEO, All D, MGR,	See note above regarding model rules
sch 2 cl 7(1)	power to give directions regarding the dressing of places of interment and memorials	CEO, All D, MGR,	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	CEO, All D, MGR,	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	CEO, All D, MGR,	See note above regarding model rules
sch 2 cl 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CEO, All D, MGR,	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CEO, All D, MGR,	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	CEO, All D, MGR	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	CEO, All D, MGR	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015

These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CEO, All D, MGR	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	CEO, All D, MGR	See note above regarding model rules

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO DDC, MSTRP, MPB, CPLAN, 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, MSTRP, MPB, CPLAN, PSP, SAP	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	CEO DDC, MSTRP, MPB, CPLAN, PSP, SAP, PAS	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, MSTRP, MPB, CPLAN, PSP, SAP, PAS	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, MSTRP, MPB, CPLAN, 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.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Not delegated	
r20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Not delegated	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	CEO DDC, MSTRP, MPB, CPLAN, PSP	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	CEO, DDC, MCS, CCS, CEH, EHO	
r 10	Function of receiving application for registration	CEO, DDC, MCS, CCS, CEH, EHO	
r 11	Function of receiving application for renewal of registration	CEO, DDC, MCS, CCS, CEH, EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, DDC, MCS, 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, MCS, CCS, CEH, EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, DDC, MCS, 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, MCS, 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, MCS, CCS, CEH EHO	

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

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

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

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	CEO, DIAD, MOPD	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, DIAD, MOPD	
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, MOPD	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, MOPD	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, DIAD, MOPD	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, MOPD	
r 16(3)	Power to issue permit	CEO, DIAD, MOPD, CENG, ENGO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, DIAD, MOPD, CENG, ENGO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CEO, DIAD, DDC, MOPD, MCS, CCS	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, 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, MOPD, MCS, 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, MCS, 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, MCS, CCS	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	CEO, 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, MOPD, CENG	Where Council is the coordinating road authority

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

Hepburn Shire Council

Instrument of Sub-Delegation

to

Members of Council staff

XX April 2025

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

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

CEH means **Coordinator Environmental Health**

EHO means **Environmental Health Officer**

3. this Instrument of Sub-Delegation is authorised by a **resolution of Council** passed on XX April 2025 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately when the Chief Executive Officer executes the Instrument of Sub-Delegation;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
 - 6.1.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 6.1.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;

- 6.1.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 6.1.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Signed by:

.....

Chief Executive Officer

Date: XX April 2025

SCHEDULE

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

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Hepburn Shire Council

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987* only)

In this Instrument 'officer' means –

Ron Torres – Director Development and Community
Amy Boyd–Manager Planning and Building
Bronwyn Southee – Manager Strategic Planning
Matt Rogers – Principal Strategic Planner
Braden Crutchfield – Strategic Planner
Alexandra Jefferies – Coordinator Statutory Planning
Andrew Littlejohn - Administration Officer - Strategic Planning
Natalie Faulkhead - Administration Support Statutory Planning
Adam Browett – Planning Compliance Officer
Andrew Page – Senior Statutory Planner
Adrianne Kellock – Senior Statutory Planner

By this instrument of appointment and authorisation Hepburn Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Hepburn Shire Council on XX April 2025

This Instrument is made by the Chief Executive Officer of Hepburn Shire Council in the exercise of his authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on XX April 2025

Bradley Thomas
Chief Executive Officer
Date: XX April 2025

*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Hepburn Shire Council

Instrument of Appointment and Authorisation

(Environment Protection Act 2017 only)

In this instrument "**officer**" means -

Ron Torres
Adam Khalid Wright
Amy Boyd
Mark Jennings
Serena Horg
Maddison Attard
Richard Scouse

By this instrument of appointment and authorisation, Hepburn Shire Council -

under s 242(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officers to be authorised officers for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Hepburn Shire Council on XX April 2025.

This Instrument is made by the Chief Executive Officer of Hepburn Shire Council in the exercise of his authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on XX April 2025.

Bradley Thomas

Chief Executive Officer

Date: XX April 2025