

MURRINDINDI PLANNING SCHEME

**21.06 TRANSPORT AND INFRASTRUCTURE**

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**21.06-1 Transport**

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**Context:**

Murrindindi Shire is well served by a variety of highways and major roads linking the municipality with metropolitan Melbourne to the southwest and other locations. The Melba, Maroondah and Goulburn Valley Highways and the Whittlesea-Yea Road all provide excellent access to and from the municipality. This existing road network provides ready access to metropolitan Melbourne, the Hume Freeway and Melbourne International Airport.

Existing major road networks provide significant social and economic benefits for settlement, business and tourism in Murrindindi Shire. Major highway corridors and linkages provide connectivity to metropolitan Melbourne, enhancing potential economic benefits for the municipality. There are further opportunities to enhance existing road networks and public transport, both within the municipality and externally with metropolitan Melbourne and other areas.

**Issues:**

- Connectivity to metropolitan Melbourne and other areas through highways and major road systems is vital, with further opportunity to enhance these linkages.
- Need for ongoing improvements to the municipal road network for a range of purposes, including a role as a tourism route.
- Further opportunities to improve public transport within Murrindindi Shire and to connect the municipality with metropolitan Melbourne and Seymour.
- With the majority of Council maintained roads being unsealed, Council faces a challenge to maintain and improve the standard of its roads.
- The design and provision of roads and associated works is guided in rural towns and areas through the *Infrastructure Design Manual*.
- Damage to local road networks through trucks transporting timber.
- The constraint of the Goulburn Valley Highway in the north providing the only sealed east – west link across the municipality, with a long term option for an east /west link between the Maroondah and Melba Highways across the Black Range in the southern or central section of the municipality.

**Objective 1: Roads:**

- Facilitate quality main road, local road and public transport networks in Murrindindi Shire.

**Strategies:**

- Foster quality highway and road connections between Murrindindi Shire and metropolitan Melbourne and the Hume Freeway.
- Advocate for quality road connections between Murrindindi Shire and external areas.
- Promote improved public transport linkages between settlements within Murrindindi Shire and to link the municipality with external areas such as metropolitan Melbourne and Seymour.
- Improve transportation, connectivity and way-finding within the Kinglake Ranges and beyond.
- Maintain an adequate local road system.
- Advocate for the provision of an east /west link between the Maroondah and Melba Highways in the southern or central section of the municipality.

**Implementation:**

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- Facilitate future road provision in accordance with any adopted relevant urban design framework / structure plan and development plan.
- Design and provide future roads and associated works in accordance with the *Infrastructure Design Manual*, in conjunction with VicRoads on main roads.

**Reference documents:**

- *Eildon Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.
- *Infrastructure Design Manual*, ~~Infrastructure Design Manual Group~~ (as ~~revised~~amended) [Local Government Infrastructure Design Association](#).
- *Marysville and Triangle Urban Design Framework Report*, Roberts Day, 2009.
- *Yea Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.
- *Yea Structure Plan*, PLANIT Urban Design and Planning, 2014.

**21.06-2 Infrastructure**

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**Context:**

New development in rural towns and rural areas requires an appropriate provision of infrastructure to service and support future development.

Infrastructure provision should be coordinated and integrated to meet the requirements of proposed development and may be staged in accordance with development needs.

[The efficient delivery of infrastructure is a fundamental element in providing affordable and diverse housing, generating economic growth and managing the municipality in a sustainable manner.](#)

[Standardised infrastructure design guidelines provide the opportunity to improve the efficient assessment and development of infrastructure. The \*Infrastructure Design Manual\* prepared by the Local Government Infrastructure Design Association \(IDM\) has been adopted by Council to assist in this assessment and is included as a Reference Document in this planning scheme.](#)

[The IDM includes guidelines for the design and construction of infrastructure within the municipality, including \(among other things\) roads, drainage, stormwater, car parking, landscaping, access, earthworks, public lighting and intersection infrastructure.](#)

[The IDM complements the objectives and standards of Clause 56 for residential subdivision applications. The IDM will also be used to assess subdivision and development applications in all other zones and in the development and assessment of Precinct Structure Plans and development plans.](#)

**Issues:**

- [The design, management and delivery of infrastructure are key issues for Council](#)
- Required improvements to infrastructure to support business activities and growth.
- Provision of an adequate level of infrastructure for new subdivision or development in both rural towns and rural areas.
- The need for adequate car parking to be provided for uses and developments in rural towns.
- The cost of maintaining and in future, renewing, infrastructure.
- The design and provision of car parking, services and associated works is guided in rural towns and rural areas through the *Infrastructure Design Manual*.

**Objective 1: Infrastructure:**

- Provide adequate infrastructure to support new subdivision or development in both rural towns and rural areas.

**Strategies:**

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- Ensure that any new subdivision or development in urban or rural areas is provided with an adequate level and standard of infrastructure, to the standards of the relevant service authority.
- Address telecommunications infrastructure gaps to underpin stronger social and economic outcomes and community safety.
- Advocate for improved fast, reliable and affordable telecommunications and broadband networks to assist existing businesses, encourage new and diverse business opportunities and facilitate connectivity within and outside the municipality.
- Advocate for improved infrastructure and services to support existing business and continued business growth.
- Support development of infrastructure and facilities that will enhance liveability within the municipality.
- Provide adequate water storage for rural dwellings to generally meet:
  - Being in close proximity to the dwelling requiring the water storage;
  - Have a minimum storage capacity of 55,000 litres of water of which a minimum reserve of 10,000 litres is to be held at all times for fire fighting purposes;
  - Be fitted with a gate valve and a 64mm, 3 thread round male coupling to CFA specifications to enable quick connection and full utilisation of all water;
  - Be environmentally unobtrusive or screened.

**Objective 2: Infrastructure Planning, Design and Construction**

To provide clear and consistent guidelines for the planning, design and construction of infrastructure.

**Strategies:**

- Encourage a consistent approach to the design and construction of infrastructure across the municipality.
- Encourage an integrated approach to the planning and engineering assessment of new subdivision and development.
- Encourage new subdivision and development that has regard to the objectives and requirements of the IDM or an approved Precinct Structure Plan.
- Encourage the provision of infrastructure that is responsive to township and local character.

**Implementation:**

- Implement recommended infrastructure, servicing and works in any adopted relevant urban design framework / structure plan.
- Design and provide future infrastructure, servicing and works in accordance with the *Infrastructure Design Manual*, in conjunction with relevant service authorities.

**Reference documents:**

- *Eildon Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.
- *Infrastructure Design Manual (as revised)*, [Local Government Infrastructure Design Association Manual Group \(as amended\)](#).
- *Marysville and Triangle Urban Design Framework Report*, Roberts Day, 2009.
- *Yea Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.
- *Yea Structure Plan*, PLANIT Urban Design and Planning, 2014.

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**Open Space:**

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**Context:**

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Open space and recreation opportunities are important for the health and well-being of the community. Outstanding scenic beauty and abundant natural attractions presently support a diverse range of recreational pursuits.

Some significant recreation trails exist in the municipality, including the Great Victorian Rail Trail and trails at Flowerdale, Pheasant Creek to Kinglake and Toolangi, all providing options for walking, cycling and equestrian usage.

Open spaces exist in most townships, creating quality recreation options for residents and visitors. Settlement and recreation planning may outline the future layout and provision of recreation and open space reserves and linkages.

**Issues:**

- Need to assess the potential for open space through the residential subdivision of land.
- Linked recreation corridors may be considered and provided through open space contributions when practical and feasible.
- Open space provision may be used to protect remnant native vegetation.
- Future recreation and open space needs and required open space contributions may be further clarified through the preparation of a recreation and open space strategy.
- The need to encourage participation in physical activities and active pursuits to create a healthy population.
- Recreation contributions may be taken under the Subdivision Act for certain types of subdivision. Contributions may be in the form of land or monetary contribution, as deemed appropriate.

**Objective 1: Open space and recreation:**

- Facilitate the provision of passive and active recreation land, facilities and activities.

**Strategies:**

- Provide opportunities for social connectedness through improved and safe walking and cycling connections, signage and public spaces.
- Provide a range of diverse leisure and recreational opportunities for all ages and interest groups that can be accessed by residents and visitors.
- Encourage accessibility through the expansion of multi-use recreation trails and networks.
- Encourage physical activity through use of active and passive recreation spaces, facilities and activities.
- Support the provision of linked recreation reserves and open spaces, including corridors along waterways and river networks.
- Encourage the development of under-utilised open spaces and promote pedestrian movements within open spaces.
- Encourage areas of remnant vegetation to be incorporated into public open space.
- Incorporate principles of universal access in the design of parks, reserves and facilities.

**Implementation:**

- Consider the need for recreation contributions through the subdivision of land, either through the provision of open space land or cash-in-lieu contributions, as appropriate.
- Implement recommended recreation and open space facilities, spaces and linkages in any adopted relevant urban design framework / structure plan.

**Further strategic work:**

- Prepare and implement a recreation and open space strategy, including needs for recreational facilities and the provision of open space contributions and requirements through the subdivision of land.

**Reference documents:**

- *Eildon Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.

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- *Infrastructure Design Manual (as revised)*, [Local Government Infrastructure Design Association Manual Group \(as-amended\)](#).
- *Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework*, February 2014
- *Marysville and Triangle Urban Design Framework Report*, Roberts Day, 2009.
- *Yea Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.
- *Yea Structure Plan*, PLANIT Urban Design and Planning, 2014.

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**Community Development:**

**Context:**

The planning and integration of social, economic and built environments will actively promote healthy lifestyle choices part of everyday life in Murrindindi Shire. Community development planning must strive to enhance the liveability, wellbeing, amenity and quality of life within the municipality.

Community infrastructure and services and a strong public health program are required for all age demographics. As the population of Murrindindi Shire is spread thinly over a large, diverse area, the development and delivery of community facilities and services has challenges for access and connectivity.

A cluster of education providers in the municipality offer outdoor and environmental education, leadership programs, corporate training and adventure based activities. This established outdoor education industry in the area is recognised nationally and has further potential for growth.

**Issues:**

- Facilitation of sustainable economic growth to enhance general community well-being.
- The education industry, particularly outdoor education, is an important and expanding employment and service sector in the municipality.
- Limited public transport, creating issues for accessibility, connectivity and access.
- The need for a range of housing options to cater for disadvantaged and low income persons.
- Consideration of capital renewal and provision of community assets, including their ongoing maintenance and renewal.
- Provision of a safe and secure environment for families and the community.
- The effective delivery of community and health services to all demographic groups, complicated by the dispersed settlement pattern of the municipality.
- Aging population and loss of young people to the area.
- Increasing participation in community living and activities.
- The need to rebuild and revitalise settlements and communities affected by the 2009 bushfires.

**Objective 1: Community services and public health:**

- Facilitate the provision of community services and public health program for the whole of the community.

**Strategies:**

- Enhance the liveability, amenity and quality of life in the municipality.
- Support each township as the focus of a residential, commercial, community and service hub for its surrounding area.
- Support the ongoing development of community infrastructure and services to cater for the current and potential future needs of all age demographics.
- Foster a strong sense of community health, wellbeing, liveability, sense of place and participation.

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- Facilitate access to community, health and education services that sustain the health and wellbeing of residents in every stage of their lives.
- Facilitate improved accessibility for the general population and those with special needs.
- Enhance local access to post-secondary education and training opportunities, including industry based and on-the-job training for municipal residents.
- Encourage the further development of the education industry in the municipality, particularly the outdoor and environmental education sector.
- Provide housing choice in established townships for a wide range of user groups, including affordable housing, public housing and elderly persons housing.
- Encourage a public health program and focus to improve community amenity, based on an approach of prevention, promotion and protection.
- Support a connected community through the provision of public transport, road networks between towns and other settlement areas and upgraded telecommunications and broadband networks.
- Support and encourage local 'place-based' initiatives that will provide community benefit to individual towns and communities.
- Facilitate social, economic and built environments that encourage healthy lifestyle choices as part of everyday life in the municipality.
- Facilitate the rebuilding and revitalisation of towns and communities affected by natural disasters, including the 2009 bushfires.

**Implementation:**

- Implement the *Municipal Public Health and Wellbeing Plan, Murrindindi Shire, 2013-2017* to provide community services and public health program.

**Reference documents:**

- *Eildon Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.
- *Infrastructure Design Manual (as revised)*, [Local Government Infrastructure Design Association Design Manual Group \(as amended\)](#).
- *Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework*, February 2014
- *Marysville and Triangle Urban Design Framework Report*, Roberts Day, 2009.
- *Municipal Public Health and Wellbeing Plan, Murrindindi Shire, 2013-2017*, as amended.
- *Yea Urban Design Framework*, Urban Enterprise Pty Ltd, August 2003.
- *Yea Structure Plan*, PLANIT Urban Design and Planning, 2014.

# **Murrindindi Municipal Public Health and Wellbeing Plan 2017-2021**

## **Annual Implementation Plan 2017-2018**

### **External Actions - Progress Report**

The development of the Health and Wellbeing Plan 2017 – 2021 has focused on aligning health and wellbeing priorities to the Council Plan 2017-2021. This integration drives a focus on health and wellbeing across the Shire and strengthens the mandate for health and wellbeing action. The Health and Wellbeing Plan is developed collaboratively with all Council departments, community advisory groups, organisations, individuals and service providers.

The following report details progress made against actions of the Health and Wellbeing Plan including where there are external reporting partners.

**Partners to this plan include:**

- Alexandra District Health
- Yea and District Memorial Hospital
- Nexus Primary Health
- Lower Hume Primary Care Partnership
- Dame Pattie Menzies Centre Inc.
- Family Care
- Berry Street
- Rural Housing Network
- CEACA
- Yea Community House
- Flowerdale Community House
- Kinglake Ranges Neighbourhood House
- Toolangi Castella Community House
- Ellimatta Youth
- Kellock Lodge
- Darlingford Nursing Home
- Pre-schools, Primary and Secondary Schools
- Taungurung Clans Aboriginal Corporation
- Valley Sport
- Victoria Police

# OUR PROMISE

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Our Promise comprises of a set of guiding values that will direct the work of partner agencies as we work collectively to support the health and wellbeing of the communities and residents in Murrindindi Shire.

As partners to the Health and Wellbeing plan we commit to:

1. Collaborate: Work together and coordinate our efforts to improve health and wellbeing with the community.
2. Innovate: Develop and trial new ideas and create innovative solutions to health and wellbeing priorities.
3. Communicate: Ensure our communities are aware of and involved in creating and supporting programs that meet their needs.
4. Participate: Commit to delivering and monitoring the actions in the Health and Wellbeing Plan 2017-2021.

# OUR PEOPLE

## STRATEGIC OBJECTIVE 1:

## TOGETHER WE WILL CELEBRATE AND ENCOURAGE DIVERSE, CARING AND CONNECTED COMMUNITIES.

### Strategy 1.1 – Encourage activities and events that celebrate our vibrant, diverse and creative people and communities

**Indicator:** DHHS Victorian Population Health Survey – COMMUNITY & CIVIC ENGAGEMENT - Proportion of adults who attended a local community event

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.1.1 Promote more community celebrations</b>  <b>Progress measure:</b> Number of events delivered  Number of community grant applications funded  Number of events delivered in partnership	Support and deliver events that celebrate our diverse communities	A large range of events have been initiated and supported by partners of the Murrindindi Shire Health and Wellbeing Plan including: <ul style="list-style-type: none"> <li>- International Day of People with a Disability at Buxton Primary School (Nexus and Murrindindi Shire Council)</li> <li>- All Abilities Day at Alexandra Secondary School (Nexus)</li> <li>- Events associated with Aboriginal Health and Wellbeing Project (LHPCP)</li> <li>- ELF Reading Day (Murrindindi Shire Council and Primary Schools and early years' services)</li> <li>- Get Fit and Active Days at Alexandra Secondary College (Valley Sport)</li> <li>- Seniors Week events and the 90 Up Civic Reception (Murrindindi Shire Council)</li> </ul>	<b>MSC Community Services</b>  All Services	Achieved	1-4

		<ul style="list-style-type: none"> <li>- Movie Days out (Darlingford Nursing Home)</li> <li>- Youth Art Show (Ellimatta)</li> <li>- Community celebration for 100 birthday celebrations for 2 local Yea residents (Yea and District Memorial Hospital)</li> </ul>			
	Promote the Community Grants Program as a means to encourage more events	<p>Murrindindi Shire Council has supported 6 organisations through the Community Grants Program to run cultural projects and events and community gatherings.</p> <ul style="list-style-type: none"> <li>- Yea Bowls Club Skins Open Tournament</li> <li>-Firefoxes Women's Forum</li> <li>-Bakers Lane Beasties</li> <li>-Cafe Culture Series (4 events)</li> <li>-Fat Tyre Flyers Mountain Bike event</li> <li>-Y Water Centre Aboriginal Arts Project</li> </ul>	<b>MSC Community Services</b>	Achieved	1-4
	Develop key community partnerships to support planning of celebrations	<p>There have been a number of celebrations that have strengthened partnership between organisations and community groups to support planning and delivery of celebrations including:</p> <ul style="list-style-type: none"> <li>- 90 Up Civic Reception</li> <li>- International Day of People with a Disability</li> <li>- FReeZA events throughout the year.</li> <li>- ELF Reading Day</li> <li>- Planning for commemoration of the 10 Year Anniversary of the 2009 Bushfires</li> </ul>	<p><b>MSC Community Services</b></p> <p>All Services</p>	Achieved	1
<b>1.1.2 Lead and support creative and cultural activities</b>	Explore the potential for a Murrindindi arts network to connect and showcase our artistic and creative people	There has been no action to date on this key focus area.	<b>MSC Community Services</b>	Not achieved	1
<p><b>Progress measure:</b> Undertake performing arts project in Yea – number of participants.</p> <p>Number of arts and</p>	Actively link young people to performing arts	<p>Performing Arts was a big focus of a number of activities for young people on offer in the last 12 months including:</p> <ul style="list-style-type: none"> <li>- Workshops conducted at Yea High School in collaboration with theatre group Yappers” engaging 25 young people each week for five weeks.</li> <li>- Weekly Youth Drama group established in March from Pioneer Reserve Hall, engaging</li> </ul>	<b>MSC Community Services</b>	Achieved	1

<p>cultural activities delivered.</p> <p>Number of people attending arts and cultural events</p> <p>Number of events promoted through Council communication channels</p> <p>Increase in number of events listed on Council's event portal</p>		<p>6-15 young people each week.</p> <ul style="list-style-type: none"> <li>- A Regional Arts Victoria Grants Writing Workshop was conducted by Ellimatta Youth.</li> <li>- Two school holiday activities focusing on performing arts with the Polyglot theatre group were delivered to 20 young people.</li> </ul>			
	Promote and enhance opportunities for community involvement in arts and cultural activities	<p>Murrindindi Shire Council Youth program officers used art therapy to support young people with personal development and anxiety related issues.</p> <p>Murrindindi Shire Council has worked collaboratively with the Marysville and Triangle communities to project manage the development of the Marysville Information and Regional Artspace.</p> <p>Kinglake Ranges Neighbourhood House has expanded the makerspace program and installed a kiln. The space is operating three days per week.</p> <p>Ellimatta and Council worked with young people to deliver the annual art showcase event in Kinglake involving 25 young people displaying their art. 60 people attended to enjoy the exhibition and musical performances.</p> <p>Ellimatta and Council worked with young people to deliver open mic monthly events in Kinglake. 75 young people have been involved through attending, performing and/or supporting the program.</p>	<p><b>MSC Community Services</b> Community and Neighbourhood Houses MSC Library Services</p>	Achieved	1-4
	Support the promotion of arts and cultural events, programs and activities.	Murrindindi Shire Council has maintained the Murrindindi Shire events calendar showcasing arts and cultural activities and continues to promote events via social and print media and on local radio.	<p><b>MSC Community Services</b> MSC Communication Department</p>	Achieved	1-4
	Promote existing events portal and community directory on	5 website drop-in sessions were held during May and June in Alexandra, Eildon, Kinglake, Marysville	<p><b>MSC Communication</b></p>	Achieved	1

	Council website and provide training to encourage greater participation.	and Yea. The sessions stepped community groups and event organisers through the process of listing on Council's online event calendar and community directory. A total of 17 people attended.	<b>Department</b> MSC Community Services		
<b>1.1.3 Strengthen our relationship with local Aboriginal communities</b>  <b>Progress measure:</b> Number of activities and events where Indigenous culture was a focus.  Number of joint initiatives undertaken with Aboriginal communities	Recognise and include Aboriginal culture as part of Council initiated events (Children's Week, ELF reading day)	Taungurung Clan Elder, Aunty Lee Healy attended ELF Reading Day and children's week story time activities to share local Taungurung Stories.	<b>MSC Community Services</b>	Achieved	1
	Celebrate Aboriginal stories and history through Council communication channels	Murrindindi Shire Council promoted Reconciliation Week and NAIDOC Week events through Council Facebook pages and media releases were distributed encouraging awareness and participation in these events.	<b>MSC Communications Department</b>	Achieved	1
	Strengthen our relationship through joint initiatives with the Aboriginal Community	<p>Murrindindi Shire Council worked with the Taungurung Clans Aboriginal Corporation to develop and launch the Taungurung Early Years Language Cards in July. The cards and associated education packs were distributed to all libraries, primary schools and early years' services across Murrindindi Shire.</p> <p>FamilyCare worked in partnership with Rumbalara Co-operative to provide Aboriginal Family services within the Lower Hume region.</p> <p>Ellimatta Youth engaged two placement students who are Aboriginal to run Indigenous art session for young people.</p> <p>Lower Hume Primary Care Partnership through the Aboriginal Health &amp; Wellbeing Project promoted the:</p> <ul style="list-style-type: none"> <li>- Availability of the Taungurung Clans Acknowledgement to Country plaques to all networks.</li> <li>- Taungurung Clans newsletter.</li> <li>- New Rumbalara Aboriginal Outreach Service model for Lower Hume.</li> </ul>	<b>MSC Community Services</b> LHPCP Alexandra District Health Family Care	Achieved	1-4

	Support and promote Koolin Balit Aboriginal Health and Wellbeing Project and other health initiatives including 'Road to Good Health' and 'My Health Goals'	<p>The Aboriginal Health &amp; Wellbeing Project:</p> <ul style="list-style-type: none"> <li>- Co planned and coordinated with ADH an Aboriginal Health Expo; health screening; Aboriginal service provider reps attended to link in with community and local workers.</li> <li>- Promoted Rumbalara Mobile Dental visit for Aboriginal community to all my networks.</li> <li>- Promoted Optometrist visit for Aboriginal community to all my networks.</li> </ul> <p>The Taungurung Language App and health information and events have been widely promoted by Murrindindi Shire Council via Facebook and through community and professional networks.</p>	<b>LHPCP</b> MSC Community Services Alexandra District Health Yea Memorial Hospital Nexus Primary Health	Achieved	1-4
	Raise community awareness of significant cultural dates (NAIDOC week, Reconciliation week)	<p>A number of NAIDOC week activities were supported and attended by partner agencies including:</p> <ul style="list-style-type: none"> <li>- NAIDOC week morning tea – Alexandra District Health</li> <li>- Children's activities and stories – Family Day Care, Murrindindi Shire Council</li> <li>- Y Water Centre and Taungurung Clans Aboriginal Corporation NAIDOC event supported by the Murrindindi Shire Council Business and Tourism Grant Program.</li> <li>- NAIDOC week events at Goranwarrabul House – FamilyCare</li> </ul> <p>All partners reported supporting and promoting NAIDOC week and Reconciliation week through a range of media and network channels.</p>	<b>MSC Community Services</b>  All partners	Achieved	1-4
<b>1.1.4 Use our library facilities and programs to connect and celebrate communities</b>	Collaborate with schools and community to encourage greater participation in library programs and activities	The library continues to work closely with school including regular visits from a number of schools, Buxton, Alexandra, St Marys, Yea and Toolangi. Staff work at connecting with the students through programs or showcasing library material. Schools that are too far from the library are offered a book drop off service.	<b>MSC Library Services</b>	Achieved	1

<b>Progress measure:</b> Number of events and initiatives engaging schools  Number of library memberships  Number of people using the mobile library service	Explore interest in establishing new 'Friends of the Library' groups in the Shire	A new group in Kinglake has been formed with a small number of members. There is a relationship with the Book Nook in Marysville to work together to present programs in Marysville.	<b>MSC Library Services</b>	Achieved	1
	Re-establish and extend outreach programs and other Council services delivered by the Mobile Library, including to three new Mobile Library stops	The new mobile customer service and library service was delivered, enhancing the opportunities from smaller communities to participate in library services and access key Council services in their townships.  There are regular outreach services to housebound patrons in Yea, Alexandra and Eildon. On the Couch also known as Page Turners is an outreach program run by staff to enhance access and engagement with the library collection. The evenings are held at all library branches and mobile library stops.	<b>MSC Library Services</b>	Achieved	1

**Strategy 1.2 - Work with community and groups to connect, collaborate and plan for our future.**

**Indicator:** DHHS Victorian Population Health Survey

- SOCIAL & CIVIC TRUST - Do not feel there are opportunities to have a real say on important matters
- COMMUNITY & CIVIC ENGAGEMENT - Proportion of Victorian adults who did not volunteer

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.2.1 Help local communities plan for their future</b>  <b>Progress Measure:</b> Community planning framework developed	Design a Community Planning Framework in partnership with the community	The Towards 2030 - Planning our Future initiative has progressed well over the past 12 months. An expression of interest process was completed to establish Community Working Groups across Murrindindi Shire to co-produce a community planning framework. 8 Workshops were held and a draft framework has been developed in preparation for a community planning trial in several locations across the Shire.	<b>MSC Community Services</b>	Achieved	1
	Support communities to plan for	Murrindindi Shire Council has worked with	<b>MSC</b>	Achieved	1-2

	the 10-year anniversary of the 2009 bushfires	Community and Neighbourhood Houses, the Community Foundations, community groups and health services to support the planning for events commemorating the 10-year Anniversary of the 2009 Bushfires. Council is also working with government and community organisations to advocate for the ongoing recovery needs (including mental health support) of bushfire affected communities.			
<b>1.2.2 Strengthen community, sport and recreation groups</b>  <b>Progress Measure:</b> Number of workshops delivered to sporting clubs and groups  Use of social media to promote clubs and recreation opportunities	Collaborate with government, sporting assemblies and peak bodies to improve sporting and recreation opportunities and facilities	Murrindindi Shire Council officers have provided infrastructure and operational support to 6 clubs. Valley Sport via funded programs have been supportive partners in this work.	<b>MSC Community Services</b>	Achieved	1-4
	Improve coordination and collaboration of Council support to all community groups	Initial planning has begun to streamline and coordinate support provided to community groups and sporting clubs particularly in relation to support better management of capital and maintenance work to assets.	<b>MSC Community Services</b> MSC Business Services MSC Infrastructure Assets	Achieved in part	1
	Work with community sport and recreation groups to improve their capacity and sustainability through programs and training	Murrindindi Shire Council officers have supported 3 clubs in preparation for infrastructure related grant submissions to Sport and Recreation Victoria grant programs.  Valley Sport has: <ul style="list-style-type: none"> <li>- directly supported 15 different sporting clubs with their operations, capacity &amp; sustainability since September 2017.</li> <li>- provided letters of Support &amp; Grant Assistance provided to clubs as requested for projects &amp; programs</li> <li>- supported 1 club to become accredited for Good Sports, a further 4 clubs are awaiting accreditation approvals for the 18 – 19 financial year</li> </ul>	<b>Valley Sport</b> Nexus Vic Pol MSC Community Services	Achieved	1-4
	Promote local clubs and recreation opportunities	The Ellimatta Kinglake Fun Run, supported by Murrindindi Shire Council attracted 150 participants, including 50 extra attendees from	<b>MSC Community Services</b> Community and	Achieved	1-4

		<p>the previous year's event.</p> <p>Murrindindi Shire Council's Community Grant program provided grants to 4 sporting clubs and recreation groups to support improved infrastructure, increased participation and sustainability.</p> <p>Local exercise groups and recreation opportunities are regularly promoted through community and neighbourhood houses, residential aged care facilities and community health services.</p>	Neighbourhood Houses		
<p><b>1.2.3 Promote and encourage volunteering</b></p> <p><b>Progress measure:</b> Number of new volunteers engaged by Council</p>	Investigate collaborative approaches to volunteer recruitment, engagement and training	<p>Murrindindi Shire Council has worked with Kinglake Ranges Neighbourhood House to explore the broader application of the Volunteer Murrindindi website.</p> <p>Kinglake Ranges Neighbourhood House received a grant to support volunteer training in mental health support and family violence.</p>	<p><b>MSC Community Services</b> Kinglake Ranges Neighbourhood House</p>	Achieved	1
<p>Number of people accessing Volunteer Murrindindi</p> <p>Celebration / events jointly held</p>	Coordinate volunteer celebration and acknowledgement events	Organisations held a number of events held to celebrate the contribution of volunteers across the Shire including International volunteer day celebrations, volunteer lunches and acknowledgement certificates and badges.	<p><b>MSC Community Services</b> Kellock Lodge Alexandra District Health Community and Neighbourhood Houses</p>	Achieved in part	1
	Introduce new volunteer opportunities to support delivery of Council's Community Services	Five new community volunteers were engaged to support community friendly visiting program and transport to local medical appointments.	<b>MSC Community Services</b>	Achieved	1-2
	Promote volunteering and support groups to recruit and support volunteers	Valley Sport have directly supported 15 different sporting clubs with their operations, capacity & sustainability since September 2017 including supporting and maintaining strong volunteer bases.	<p><b>MSC Community Services</b> Valley Sport Kinglake Ranges Neighbourhood House</p>	Achieved	1-2

		Kinglake Ranges Neighbourhood House continued to promote and support the Volunteer Murrindindi website to community groups and the broader community.			
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**Strategy 1.3 - Work with Partner agencies to ensure people of all ages can access the health and community services they need.**

**Indicator:** DHHS Victorian Population Health Survey – HEALTH & WELLBEING - Self-reported health status - Fair/poor  
 – FRUIT & VEG CONSUMPTION - Did not meet dietary guidelines for either fruit or vegetable consumption  
 – PHYSICAL ACTIVITY - Insufficient time and sessions  
 – BODY WEIGHT STATUS - People reporting pre-obese (overweight) or obese  
 VicHealth Indicators Survey – GENERAL WELLBEING – Subjective wellbeing  
 Australian Early Development Census (AEDC) data

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.3.1 Encourage provision of services that meet community needs.</b>	Coordinate professional development and community information sessions on priority issues	The Murrindindi Children's Network held their Annual Conference held 3 May 2018 with over 70 delegates from across the Shire attending.	<b>MSC Community Services</b>	Achieved	1
<b>Progress Measure:</b> Number of professional development / community information sessions conducted.  Number of advocacy activities undertaken.  Number of community engagement activities undertaken.	Advocate for flexible and equitable delivery of services, including medical and specialist services across Murrindindi Shire	A range of activities have been undertaken to improve access and flexibility of services to meet the needs of communities. Examples include: <ul style="list-style-type: none"> <li>- Murrindindi Shire Council submitted to the "Accessibility and quality of mental health services in rural and remote Australia" to the Senate Standing Committee on Community Affairs. The Standing Committee has accepted the submission and is still compiling its report.</li> <li>- A roundtable meeting was held in Kinglake including services, community groups and representatives to collect information to advocate on mental health needs to support the ongoing recovery of</li> </ul>	<b>All services</b>	Achieved	1-4

		<p>the community.</p> <ul style="list-style-type: none"> <li>- Nexus have increased access to podiatry services in Kinglake and Alexandra including the purchase of new equipment to better meet client needs.</li> <li>- The Nexus supported LGBTI+ Support group commenced rotating locations including Kinglake.</li> <li>- FamilyCare provided transport for clients to access specialist services outside of the Shire and continue to advocate for individuals as part of their support.</li> </ul>			
	<p>Ensure services are welcoming, inclusive and accessible to all people in Murrindindi Shire</p>	<p>All services reported a key focus on accessibility and inclusivity for all including adopting a no wrong door approach to supporting people to get to the services they needed. Many funded services undertake 3 yearly accreditation including assessment against accessibility and flexibility of service provision.</p> <p>Particular examples of the work undertaken in the past 12 months includes:</p> <ul style="list-style-type: none"> <li>- Development and implementation of the Lower Hume Diversity plan, coordinated by Lower Hume Primary Care Partnership and partner agencies. partner agencies have conducted self-audits and developed individual action plans to address accessibility gaps.</li> <li>- Community and Neighbourhood Houses have undertaken accessibility audits to support diverse, inclusive and accessible services.</li> <li>- Nexus Primary Health Kinglake site has been assessed for disability access and is inclusive of LGBTI, First Nations Peoples, CALD and other diverse communities.</li> <li>- Murrindindi Shire Council coordinates the Access and Inclusion Committee and</li> </ul>	<b>All services</b>	Achieved	1-4

		supports activities that promote access and inclusion for all. Initial connection with the Ethnic Council of Victoria has been made with further planning taking place to expand work on engaging people from a range of CALD communities.			
	Engage with the community to understand their needs and priorities.	<p>A range of community engagement activities were reported by all services. some key examples include:</p> <ul style="list-style-type: none"> <li>- Murrindindi Shire Council conducted 4 sporting and recreation based consultations; 6 youth consultations; and a number of place based consultations to support planning and project design to better meet the needs of the community.</li> <li>- The Kinglake Early Years Services network undertook a number of community conversations in the Kinglake Ranges area to identify community needs and support future planning.</li> <li>- Alexandra District Health and Yea Memorial Hospital undertook extensive community consultations to develop their respective Clinical Services Plans.</li> <li>- Darlingford Nursing Home sought feedback from residents, relatives and volunteers via surveys and consultations.</li> <li>- A number of surveys have been conducted within bushfire affected communities to support planning for the 10-year anniversary of the 2009 bushfires including in Marysville and Triangle communities and in Toolangi.</li> </ul>	<b>MSC Community Services</b> All services	Achieved	1
	Work together to promote services available.	All partners reported working collaboratively to promote and cross promote services and programs available in Murrindindi Shire. Key examples of initiatives that have supported available information and promotion of services	<b>MSC Community Services</b> All services	Achieved	1-2

		<p>include:</p> <ul style="list-style-type: none"> <li>- Murrindindi Shire Council developed of the Age Friendly Communities service map for Murrindindi for use by Community and Neighbourhood Houses to inform and refer community members.</li> <li>- Murrindindi Children's Network Facebook page regularly promotes and cross promotes information for parents and children.</li> <li>- Yea Hospital works within the 'Interconnect program' with GV Health which aims at linking services to people across service boundaries.</li> </ul>			
<p><b>1.3.2 Strengthen local aged and disability services.</b></p> <p><b>Progress measure:</b> Number of collaborative projects to support Aged Service delivery</p> <p>Complete scoping study of industry training needs</p>	Coordinate the Murrindindi Aged and Disability Service Providers Network	The Aged and Disability Service Providers Network has continued to meet and work collaboratively to identify and address key challenges and opportunities resulting from Federal Government Aged Care and Disability reform. An initial scoping project has been completed on workforce requirements. This has assisted the Network to develop a full application for funding through the Workforce Training and Innovation Fund for the development and trial of a new collaborative workforce model.	<b>MSC Community Services</b>	Achieved	1-2
	Begin planning review of Council's Aged and Disability Services	The review of Murrindindi Shire Council's Aged and Disability Services has begun. Staff and Community consultations are being planned as a major focus for the review.	<b>MSC Community services</b>	Achieved	1
	Identify opportunities to strengthen and sustain local service delivery	<p>A number of projects and initiatives have been undertaken to strengthen and sustain local service delivery including:</p> <ul style="list-style-type: none"> <li>- Nexus collaborating with Community and Neighborhood Houses to undertake accessibility audits and identify and deliver access improvements including</li> </ul>	<p><b>MSC Community Services</b> Dame Pattie Menzies Centre Inc. Alexandra District Health Yea and District Memorial Hospital</p>	Achieved	1-2

		<p>training and facility improvements.</p> <ul style="list-style-type: none"> <li>- Toolangi Castella Community House utilized Age Friendly Communities funding to bring visiting medical service providers to Toolangi including bone density testing and ear and eye testing.</li> <li>- The Murrindindi Aged and Disability Service Providers Network worked on a joint Workforce Development Project funded through the Workforce Innovation and Training Fund. The initial scoping of the project has been completed including staff workshops and model development. The project has been led by Menzies Support Services and supported by Murrindindi Shire Council, Uniting, Alexandra District Health, Yea and District Memorial Hospital, Kellock Lodge, Darlingford Nursing Home and Goulburn Valley Health.</li> <li>- Yea and District Hospital worked in partnership with Podiatry services to create a shoe safety display to create awareness and promote local service availability.</li> </ul>	<p>Kellock Lodge Darlingford Nursing Home Community and Neighbourhood Houses Valley Sport</p>		
	<p>Build capacity of staff and the community to prepare for the Aged Care and Disability Services reforms</p>	<p>A number of service providers began planning for community information sessions to support planning for NDIS and ongoing Aged Care reform including Menzies Support Services, Murrindindi Shire Council, Nexus Primary Health in partnership with VALID and Amaze.</p> <p>Valley Sport have worked with disability providers to ensure physical activity opportunities maintain accessible throughout the roll out of new reforms.</p> <p>Darlingford Nursing Home have engaged an Occupational Therapist (NDIS trained) to undertake home assessments.</p>	<p><b>Murrindindi Shire Council</b> Menzies Support Centre Nexus Valley Sport Darlingford Nursing Home</p>	Achieved	1-2

	Work to sustain relevant roles and programs	<p>Kinglake Ranges Neighbourhood House, Toolangi Castella Community House, Flowerdale Community House, Yea Community House and CEACA have signed an MOU with Nexus to operate under best practice access and equity guidelines.</p> <p>Nexus received funding to improve support to and sustainability of Speak Up Alexandra. the development of a steering committee is in progress. Speak Up Alexandra members have attended Victorian Self Advocacy Network, spoken to a local member and have attended many self-advocacy events.</p> <p>Toolangi Community House is working more closely with Murrindindi Shire Council and Nexus on programs to enhance the wellbeing of residents. Working in partnership with the Toolangi Forest Discovery Centre to deliver training programs (Barista and Food Handling) and whole of community events, such as the community dinner and film nights.</p>	<p><b>Nexus</b> MSC Community Services CEACA Yea Community House Flowerdale Community House\ Toolangi Castella District Community House Kinglake Ranges Neighbourhood House</p>	Achieved	1
<p><b>1.3.3 Promote programs that encourage active lifestyle and access to healthy food</b></p> <p><b>Progress measure:</b> Number of events, initiatives delivered.</p>	Support and deliver events, education and initiatives focusing on active living, healthy eating accessibility and affordability	<p>A range of programs and events were delivered that focused on active living and accessible, affordable and healthy eating. Some key initiatives included:</p> <ul style="list-style-type: none"> <li>- Ellimatta &amp; Murrindindi Shire Council delivered 6 events with an active living focus that engaged 45 young people and 125 adults including the Kinglake Fun Run, healthy eating and cooking and School Holiday programs.</li> <li>- Lower Hume Primary Care Partnership in collaboration with Deakin University, Vic Health, DHHS, Alexandra District Health, Yea and District Memorial Health and Nexus Primary Health have secured funding to deliver the RESPOND program. RESPOND will a conduct</li> </ul>	<p><b>LHPCP</b> Community and Neighbourhood Houses Valley Sport Alexandra District Health Yea and District Memorial Hospital Nexus</p>	Achieved	1-4

		<p>systems thinking approach to support healthy eating and physical activity in children. Murrindindi Shire has been selected to be one of the first LGA's to roll out the community workshops.</p> <ul style="list-style-type: none"> <li>- The Lower Hume Primary Care Partnership Prevention Collaborative hosted a presentation on Dad's impact on Kid's health by Deakin PHD researcher, along with Engaging Vulnerable Families workshop. There were 15 attendees, from 11 organisations.</li> <li>- Murrindindi Shire Council delivered the Walk to school program, 6 schools participated in the program delivering events that promoted physical activity and healthy eating.</li> <li>- Toolangi Castella Community House had a food swap at Toolangi Castella Community Garden on the last Sunday of each month. Programs promoting use of fresh produce and physical activity were also delivered including workshops on growing your own food and cookery, personal training, Pilates, Yoga, Badminton, strength and stretch classes.</li> <li>- Kinglake Neighbourhood House provided the Winter Warmers program and food share program.</li> <li>- Valley Sport delivered and promoted Get Fit Get Active Days (in partnership with Nexus and Menzies Support Services), the Good Sports Program and Healthy Fridges Initiatives</li> </ul>			
	Create health supporting environments where people live, work and plan via evidence based, community led initiatives	<p>Community and Neighbourhood Houses have implemented a range of programs to support participation in the community for older people.</p> <p>Ellimatta has worked closely with local schools</p>	<p><b>LHPCP</b> Alexandra District Health Yea and District Memorial Hospital</p>	Achieved	1-4

		to support positive mental health and resilience.	Nexus		
	Increase community capacity and participation in the implementation of the systems process in Lower Hume, including forums and development of community action plan	LHPCP and active partners Nexus Primary Health, Yea and District Memorial Health, Alexandra District Health are working collaboratively on the RESPOND program to address issues and promote healthy eating and physical activity in children. RESPOND funding has been approved in partnership with Deakin to conduct systems thinking for healthy eating and physical activity. stakeholder engagement has commenced and training is being planned for the 2018-19 year.	<b>LHPCP</b> Alexandra District Health Yea and District Memorial Hospital <b>Nexus</b>	Achieved	1
	Promote initiatives and programs funded to deliver healthy eating and physical activity services to Murrindindi Shire	All services played a role in promoting and cross promoting healthy eating and physical activity initiatives through print and social media, websites and newsletters.	<b>All services</b>	Achieved	1-4
<b>1.3.4 Support healthy and happy children and families</b>  <b>Progress measure:</b> Number of children receiving HBCC	Progress the Children's Physical Health and Wellbeing initiative through the Murrindindi Children's Network	The Murrindindi Children's Network is continuing to review the Children's Physical Health and Wellbeing Initiative however further progress is on hold awaiting updated AEDC data. the Murrindindi Children's Network and Murrindindi Shire Council will be supporting the RESPOND program.	<b>MSC Community Services</b>	Achieved in part	1-2
Number of school holiday programs and people attending  Benchmarks are achieved in the Victorian Healthy Achievement Program – Mental Health category	Support the delivery of high quality, flexible child care and children's services across Murrindindi	Murrindindi Shire Council has been successful in receiving a grant to develop a specific program to attract and recruit Family Day Care educators to meet unmet child care demand in the area.  Council has implemented the Facilitated Playgroup program and delivered a program in Kinglake, based at the Kinglake Ranges Neighbourhood House. Planning for a Bush Playgroup program in Buxton has begun.	<b>MSC Community Services</b> Elimatta Flowerdale Community House	Achieved	1-4
	Support and promote the delivery of family support	A range of family support services have been delivered in Murrindindi Shire including:	<b>Familycare</b> Nexus	Achieved	1-4

	services across Murrindindi	<ul style="list-style-type: none"> <li>- Individual case management and parenting support and Child FIRST programs through FamilyCare</li> <li>- Mens Behavioural Change programs through Nexus Primary Health.</li> <li>- Child FIRST and Nexus have developed a close working relationship to provide early response to police reports of family violence.</li> </ul> <p>The Murrindindi Children's Network supports and encourages service collaboration across all Early Years and Family Support services.</p> <p>Links across Early Years and Family Support services and the Aboriginal Health and Wellbeing Project Local Area Network are maintained through cross representation on each network.</p> <p>The Kinglake Early Years Network worked collaboratively with and promoted family support services within the community as part of community conversations and surveys.</p>	MSC Community Services		
	Provision of education programs to support children and families	<p>FamilyCare and Murrindindi Shire Council have worked collaboratively with the Kinglake Ranges Children's Centre to deliver the PEEP program, focusing on Parent education and support.</p> <p>Murrindindi Shire Council delivered the Facilitated Playgroup program in Kinglake.</p> <p>The Victorian Aboriginal Education Assoc. Inc. (VAEAI) delivered a professional development session on 'How to make your Kindergarten Koori Inclusive' for early years' practitioners.</p> <p>Murrindindi Shire Council Family Day Care educators are all registered Smiles for Miles program providers.</p>	<b>MSC Community Services</b> Murrindindi Children's Network	Achieved	1-2

	Support Home Based Child Care educators to achieve the Healthy Achievement Program's Mental Health benchmarks .	Family Day Care Educators have worked through the Kids Matter program as part of their progress towards the Health Achievement Program Mental Health benchmarks.	<b>MSC Community Services</b>	Achieved	1-2
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**Strategy 1.4 - Create a positive environment that supports our young people to grow, participate and be happy.**

**Indicator:** DHHS Victorian Population Health Survey – PSYCHOLOGICAL DISTRESS - High/very high levels of psychological distress  
VicHealth Indicators Survey – MENTAL WELLBEING – Resilience

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.4.1 Encourage young people to participate and lead</b>  <b>Progress measure:</b>  Number of programs delivered  Number of young people engaged	Collaborate with young people to design and deliver local initiatives and programs	Young people have been involved in the development of the following programs and initiatives: <ul style="list-style-type: none"> <li>- Structured weekly after school activities focussing on cooking, art and games at Ellimatta.</li> <li>- The Steer leadership program through Ellimatta and Murrindindi Shire Council.</li> <li>- FReeZA programs in Alexandra, Yea and Kinglake including delivery of pool parties, open mic nights and battle of the bands.</li> <li>- Four school holiday programs have been delivered with 75 young people participating.</li> <li>- Youth participation in the RESPOND program to identify enablers, barriers and solutions as part of implementation planning.</li> </ul>	<b>MSC Community Services</b> Elimatta Yea Community House CEACA Berry Street Valley Sport	Achieved	1-4
	Explore the potential to build youth resilience through leadership development groups	Murrindindi Shire Council has delivered 5 youth development and training activities that have supported leadership development for 95 young	<b>MSC Community Services</b> Valley Sport	Achieved	1-2

		people.  Valley Sport have commenced planning for an Alexandra Youth Girls Group.			
<b>1.4.2 Improve access to the support young people need</b>  <b>Progress measure:</b> Number of initiatives delivered  Number of sports clubs engaged in education initiatives  Increase in service referrals from schools.	Plan local community initiatives to address existing and emerging issues e.g. Alcohol and other drugs/mental health forums, youth engagement and participation	Ellimatta and Kinglake Ranges Neighbourhood House have run 3 community forums on Drug use, Mental Health, Family Violence.  Murrindindi Shire Council has supported 21 Year 11 students to complete the Fit2Drive program at Yea and Alexandra High Schools focusing on positive road behaviours to support safety outcomes.  Murrindindi Shire Council held four consultations with young people, service providers and community conducted to support data collection on key issues within sector.  Nexus in partnership with Headspace and Local Schools have implemented Mental Health First Aid training in Whittlesea and Diamond Creek Secondary Colleges.	<b>MSC Community Services</b> Ellimatta	Achieved	1-4
	Advocate for the delivery of flexible youth services	Murrindindi Shire Council and Ellimatta successfully pitched for State Government “Engage” program funding to support youth services for 2019-2021.  Nexus continues to provide a suite of services accessible for young people in Kinglake.	<b>MSC Community Services</b> Ellimatta Nexus Family Care Berry Street Secondary Schools	Achieved	1-4
	Explore the potential to expand Melbourne / Regional based services into towns (mobile facilities, pop up centres)	Ellimatta was successful in obtaining a grant for employment and outreach assistance for people of all ages.	<b>MSC Community Services</b> Ellimatta	Achieved	1-3
	Promote community education initiatives through sporting environments to target young	Valley Sport have supported clubs to manage the introduction of Child Safe Standards, encouraged youth participation and focus for	<b>Valley Sport</b> Nexus	Achieved	1-4

	people	clubs lacking in this area.			
	Increase partnership and awareness of services in schools	<b>FamilyCare</b> continue to work in partnership via the Child FIRST Alliance to work with The Bridge Youth Service and Rumbalara Co-Operative to meet the needs of the community.  Ellimatta delivered resilience training.	<b>Family Care</b> Berry Street Secondary Schools Ellimatta	Achieved	1-2

### 1.5 - Promote opportunities for people of all ages to connect with and be involved in their community.

**Indicator:** DHHS Victorian Population Health Survey – COMMUNITY & CIVIC ENGAGEMENT - Proportion of Victorian adults who did not volunteer

VicHealth Indicators Survey – MENTAL WELLBEING – Perceptions of neighbourhood – this is a close knit neighbourhood  
– Low gender equality score

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.5.1 Inspire people to be engaged and active</b>  <b>Progress Measure:</b>  Number of initiatives delivered	Deliver Library programs and events, which engage, inform, inspire and help connect communities	Progressed the replacement and fit out for the new mobile customer service and library mobile.  We provided 'Tech Talk' sessions for seniors to enable better use of technology and connection with friends, family and community.	<b>MSC Library Services</b>		1-4
Number of people attending Library programs  Number of people engaged in Community and Neighbourhood programs and activities	Support Community and Neighbourhood Houses in relevant ongoing delivery of services to the Community	The Age Friendly Communities project, coordinated by Murrindindi Shire Council has included working closely with Community and Neighbourhood Houses to support a number of new activities for older people in Murrindindi Shire.  Community and Neighbourhood Houses presented to Councillors on the work they do and the role they play in community health and	<b>MSC Community Services</b> Community and Neighbourhood Houses	Achieved	1-2

		wellbeing.			
	Engage Community stakeholders in the systems thinking process in Lower Hume	Lower Hume Primary Care Partnership and partners have been involved in the 4-year Strategic planning and monthly Collaborative meetings as we build our understanding of systems thinking and planning implementation. Due to delayed grant approval, community stakeholders have not yet been engaged.	<b>LHPCP</b>	Achieved in part	1
	Deliver programs and initiatives that address specific barriers to participation	CEACA in partnership with Council delivers the VicRoads funded L2P program, supporting young people to access mandatory driving experience.  Menzies Support Services delivered the biggest morning tea at Dame Pattie Menzies, an event attended by a number of partners.  A get fit get active event was delivered with Menzies Support Services, Nexus Primary Health and Valley Sport to support people with disabilities to be physically active.	<b>MSC Community Services</b> Murrindindi Access and Inclusion Committee Nexus Vic Police Valley Sport CEACA	Achieved	1-4
<b>1.5.2 Remove barriers that restrict people's participation in the community</b>  <b>Progress measure:</b> Number of disability access addressed  Number of age friendly initiatives delivered  Transport forums delivered	Deliver initiatives that will make our communities more age friendly.	The Age Friendly Communities Initiative delivered large number of new programs for older people delivered through Community and Neighbourhood houses across the Shire including: <ul style="list-style-type: none"> <li>- Outings</li> <li>- Visiting health services</li> <li>- Technology training</li> <li>- CPR training</li> <li>- Community dinners</li> <li>- Sporting equipment and recreation programs</li> <li>- Dance classes</li> <li>- Local history classes</li> <li>- Basket weaving classes</li> </ul>	<b>MSC Community Services</b> Community and Neighbourhood Houses Vic Police	Achieved	1-2

	Identify and address disability access issues in conjunction with the Access and Inclusion Committee.	<p>The Murrindindi Shire Council Access and Inclusion Committee has raised several key access issues in Murrindindi townships that have been addressed through Council's Capital Works program. Other access projects highlighted through the Access and Inclusion Committee are being developed into project briefs to support Capital Works planning into the future.</p> <p>Speak Up Alexandra has continued to advocate on a range of local access issues and participated in a number of forums to advocate on a broader level.</p>	<b>MSC Community Services</b> Murrindindi Access and Inclusion Committee Nexus	Achieved	1-4
	Promote the inclusion of all people regardless of age, disability, gender identity, sexuality, cultural and/or religious background.	<p>Murrindindi Shire Council Access and Inclusion Committee has expanded its scope to include cultural, sexuality and gender diversity.</p> <p>Nexus has been identified as a preferred provider for LGBTI+ in My Aged Care (MAC) and is working toward the Rainbow Tick standards.</p>	<b>MSC Community Services</b> Murrindindi Access and Inclusion Committee Nexus	Achieved	1-4
	Explore solutions to transport barriers with the community	<p>The Aged Friendly Communities project delivered:</p> <ul style="list-style-type: none"> <li>- A service map of available services within Murrindindi Shire has been produced to support Community and Neighbourhood houses to provide information and referral to the community.</li> <li>- A Transport forum to identify and plan for transport issues impacting on residents of Murrindindi Shire.</li> </ul>	<b>MSC Community Services</b>	Achieved	1-2

# OUR PLACE

## STRATEGIC OBJECTIVE 2:

## WE WILL MAINTAIN AND ENHANCE PLACES TO BE ATTRACTIVE AND LIVEABLE, IN BALANCE WITH OUR NATURAL ENVIRONMENT.

### Strategy 2.1 - Support recreation opportunities for our residents and visitors that encourage participation and community connections

**Indicator:** DHHS Victorian Population Health Survey – SOCIAL ISOLATION - High/very high levels of social isolation  
– COMMUNITY & CIVIC ENGAGEMENT - Proportion of Victorian adults who did not volunteer  
VicHealth Indicators Survey – PHYSICAL ACTIVITY – Participation in any organised physical activity  
– Participation in any non-organised physical activity

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>2.1.1 Plan for an appropriate mix of sport and recreation assets to meet community needs</b>	Review recreation and open space assets to identify community requirements.	A service review of recreation and open space assets has been conducted by Murrindindi Shire Council with community sport and recreation groups. Outcomes are being prioritised with Council to determine future service levels.	<b>MSC Community Services</b>	Achieved	1
<b>Progress measure:</b> Number of clubs engaged	Facilitate localised community conversations to support maintenance, service planning and collaboration.	Murrindindi Shire Council has worked with local sporting clubs and groups to: - Improve female friendly change room facilities by completing projects at Thornton, Alexandra, Yea and Flowerdale recreation reserves.	<b>MSC Community Services</b>	Achieved	1-2

		<ul style="list-style-type: none"> <li>- Improve playing surfaces at the Alexandra Tennis Club courts</li> <li>- Redevelop the Yea Railway Reserve Play Space.</li> </ul>			
	Investigate club financial contribution partnerships to support project delivery.	The service review of recreation and open space assets has provided a framework that will support further exploration of financial partnerships in the future.	<b>MSC Community Services</b>	Achieved	1
	Engage the community and Sport and Recreation partners to ensure local facility needs can be met and implemented.	<p>Valley Sport have conducted facility inspections and provided advice and information on grant opportunities to sporting groups and clubs.</p> <p>Council regularly collaborates with community on projects including a project planning, scoping and grant support.</p>	<b>Valley Sport</b> MSC Community Services Vic Police	Achieved	1-4
	Groups are supported to undertake strategic planning for facilities.	Valley Sport has supported the Alexandra Football Netball Club, Yea Football Netball Club, Thornton Football Netball Club, Yea Swimming Club, Alexandra Basketball Association & Flowerdale Sports Club with facility planning and access to government and philanthropic grant opportunities. A further 2 groups were supported with strategic planning.	<b>Valley Sport</b> MSC Community Services	Achieved	1-3
<b>2.1.2 Explore innovative approaches to promote tracks, trails, sport and recreational opportunities</b>  <b>Progress measure:</b> Number of promotion activities undertaken	Support the marketing and promotion of local sport and recreation opportunities including social media and innovative approaches.	A number of recreation opportunities have been promoted on Council's social media throughout the year. Further work is required to connect with sporting and recreation groups to support direct marketing and promotion.	<b>MSC Community Services</b>	Not achieved	1-4
	Explore partnerships with key stakeholders to identify opportunities for increasing the profile of our natural attractions e.g. DELWP, Parks Victoria, GBMCA	The Discover Dindi Instagram and facebook pages serve to increase the profile of Murrindindi Shire's natural attractions. The reach and influence of the posts has grown over the past 12 months. Council work with DELWP and Parks Victoria to share and cross promote. Further work is planned to explore and formalise partnerships in this space.	<b>MSC</b>	Achieved in part	1



# **Murrindindi Municipal Public Health and Wellbeing Plan 2017-2021**

## **Annual Implementation Plan 2018-2019**

# OUR PROMISE

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Our Promise comprises of a set of guiding values that will direct the work of partner agencies as we work collectively to support the health and wellbeing of the communities and residents in Murrindindi Shire.

As partners to the Health and Wellbeing plan we commit to:

1. Collaborate: Work together and coordinate our efforts to improve health and wellbeing with the community.
2. Innovate: Develop and trial new ideas and create innovative solutions to health and wellbeing priorities.
3. Communicate: Ensure our communities are aware of and involved in creating and supporting programs that meet their needs.
4. Participate: Commit to delivering and monitoring the actions in the Health and Wellbeing Plan 2017-2021.

# OUR PEOPLE

## STRATEGIC OBJECTIVE 1:

## TOGETHER WE WILL CELEBRATE AND ENCOURAGE DIVERSE, CARING AND CONNECTED COMMUNITIES.

### Strategy 1.1 – Encourage activities and events that celebrate our vibrant, diverse and creative people and communities

**Indicator:** DHHS Victorian Population Health Survey – COMMUNITY & CIVIC ENGAGEMENT - Proportion of adults who attended a local community event

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.1.1 Promote more community celebrations</b>	Support and deliver events that celebrate our diverse communities		<b>MSC Community Services</b>  ALL Services		1-4
<b>Progress measure:</b> Number of events delivered  Number of community grant applications funded  Number of events delivered in partnership	Implement the revised Community Grants Program enhance focus on supporting events.		<b>MSC Community Services</b>		1-4

<b>1.1.2 Support creative and cultural activities</b>  <b>Progress measure:</b> Undertake performing arts project in Yea – number of participants.  Number of arts and cultural activities delivered.  Number of people attending arts and cultural events  Number of events promoted through Council communication channels  Increase in number of events listed on Council's event portal	Actively link young people to community through performing arts, music, performance, recreation and leadership.		<b>MSC Community Services</b> Ellimatta		1-4
	Promote, market and enhance opportunities for community involvement in arts and cultural activities.		<b>MSC Community Services</b> MSC Communication Department Community and Neighbourhood Houses MSC Library Services		1-4
<b>1.1.3 Strengthen our relationship with local Aboriginal communities</b>  <b>Progress measure:</b> Number of activities and events where Indigenous culture was a focus.	Recognise and include Aboriginal culture wherever possible, as part of Council initiated, funded or supported events.		<b>MSC Community Services</b>		1-4
	Strengthen our relationship through communication and joint initiatives.		<b>MSC Community Services</b> LHPCP Alexandra District Health Family Care		1-4

Number of joint initiatives undertaken with Aboriginal communities	Support and promote Koolin Balit Aboriginal Health and Wellbeing Project and other health initiatives.		<b>LHPCP</b> MSC Community Services Alexandra District Health Yea Memorial Hospital Nexus Primary Health		1-4
	Raise community awareness of significant cultural dates (NAIDOC week, Reconciliation week)		<b>MSC Community Services</b>  All partners		1-4
<b>1.1.4 Use our library facilities and programs to connect and celebrate communities</b>	Collaborate with schools and community to encourage greater participation in library programs and activities		<b>MSC Library Services</b>		2
	Explore interest in establishing new 'Friends of the Library' groups in the Shire		<b>MSC Library Services</b>		2
	Re-establish and extend outreach programs and other Council services delivered by the Mobile Customer and Library Service, including to three new locations.		<b>MSC Library Services</b>		2
<b>Progress measure:</b> Number of events and initiatives engaging schools  Number of library memberships  Number of people using the mobile library service					

**Strategy 1.2 - Work with community and groups to connect, collaborate and plan for our future.**

**Indicator:** DHHS Victorian Population Health Survey

- SOCIAL & CIVIC TRUST - Do not feel there are opportunities to have a real say on important matters
- COMMUNITY & CIVIC ENGAGEMENT - Proportion of Victorian adults who did not volunteer

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.2.1 Help local communities plan for their future</b>  <b>Progress Measure:</b> Community planning framework developed	Trial the Community Planning Framework in partnership with the community		<b>MSC Community Services</b>		2
	Support communities to plan for the 10-year anniversary of the 2009 bushfires		<b>MSC</b>		1-2
<b>1.2.2 Strengthen community, sport and recreation groups</b>  <b>Progress Measure:</b> Number of workshops delivered to sporting clubs and groups  Use of social media to promote clubs and recreation opportunities	Collaborate with government, sporting assemblies and peak bodies to improve sporting and recreation opportunities and facilities		<b>MSC Community Services</b>		1-4
	Improve support to, and collaboration amongst, community groups		<b>MSC Community Services</b> <b>Valley Sport</b> Nexus Vic Pol MSC Community Services		1
<b>1.2.3 Promote and encourage volunteering</b>  <b>Progress measure:</b> Number of new volunteers engaged by Council	Investigate collaborative approaches to volunteer recruitment, engagement and training		<b>MSC Community Services</b> Kinglake Ranges Neighbourhood House		2
	Coordinate volunteer celebration and acknowledgement events		<b>MSC Community Services</b> Kellock Lodge		2

Number of people accessing Volunteer Murrindindi			Alexandra District Health Community and Neighbourhood Houses		
Celebration / events jointly held	Introduce new volunteer opportunities to support delivery of Council's Community Services		<b>MSC Community Services</b>		1-2
	Promote volunteering and support groups to recruit and support volunteers		<b>MSC Community Services</b> Valley Sport Kinglake Ranges Neighbourhood House		1-2

**Strategy 1.3 - Work with Partner agencies to ensure people of all ages can access the health and community services they need.**

**Indicator:** DHHS Victorian Population Health Survey – HEALTH & WELLBEING - Self-reported health status - Fair/poor  
 – FRUIT & VEG CONSUMPTION - Did not meet dietary guidelines for either fruit or vegetable consumption  
 – PHYSICAL ACTIVITY - Insufficient time and sessions  
 – BODY WEIGHT STATUS - People reporting pre-obese (overweight) or obese

VicHealth Indicators Survey – GENERAL WELLBEING – Subjective wellbeing  
 Australian Early Development Census (AEDC) data

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.3.1 Encourage provision of services that meet community needs.</b>	Coordinate professional development and community information sessions on priority issues		<b>MSC Community Services</b>		2
<b>Progress Measure:</b> Number of professional development / community information sessions conducted.  Number of advocacy activities undertaken.  Number of community engagement activities undertaken.	Advocate for flexible and equitable delivery of services, including medical and specialist services across Murrindindi Shire		<b>All services</b>		1-4
	Ensure services are welcoming, inclusive and accessible to all people in Murrindindi Shire		<b>All services</b>		1-4
	Educate the community and organisations around creating a culturally safe spaces and promote cultural responsiveness		<b>All services</b>		2
	Engage with the community to understand their needs and priorities.		<b>MSC Community Services</b> All services		1-4
	Work together to promote services available.		<b>MSC Community Services</b> All services		1-2
	Advocate for Mental Health support services for better referral and access pathways to		<b>MSC Community Services</b> All services		2-4

	services, both locally and regionally.				
<b>1.3.2 Strengthen local aged and disability services.</b>	Coordinate the Murrindindi Aged and Disability Service Providers Network		<b>MSC Community Services</b>		1-2
<b>Progress measure:</b> Number of collaborative projects to support Aged Service delivery  Complete scoping study of industry training needs	Determine Council's future role in the delivery of aged and disability services beyond 2030		<b>MSC Community services</b>		2
	Progress opportunities to strengthen and sustain local service delivery	-	<b>MSC Community Services</b> Dame Pattie Menzies Centre Inc. Alexandra District Health Yea and District Memorial Hospital Kellock Lodge Darlingford Nursing Home Community and Neighbourhood Houses Valley Sport		1-2
	Build capacity of staff and the community to prepare for the Aged Care and Disability Services reforms		<b>Murrindindi Shire Council</b> Menzies Support Centre Nexus Valley Sport Darlingford Nursing Home		1-4

	Work to sustain relevant roles and programs		<b>Nexus</b> MSC Community Services CEACA Yea Community House Flowerdale Community House\ Toolangi Castella District Community House Kinglake Ranges Neighbourhood House		1-4
<b>1.3.3 Promote programs that encourage active lifestyle and access to healthy food</b>  <b>Progress measure:</b> Number of events, initiatives delivered. Number of community members engaged	Collaborate with partner agencies, community and young people to promote active living and healthy eating		<b>MSC Community Services</b> LHPCP Alexandra District Health Yea and District Memorial Hospital Nexus Community and Neighbourhood Houses Valley Sport		1-4
	Ensure diverse and sustained community participation in the RESPOND forums and in development of a community action plan to support an increase in healthy eating and physical activity of children in Murrindindi Shire.		<b>LHPCP</b> Alexandra District Health Yea and District Memorial Hospital Nexus		2-4

	Promote initiatives and programs funded to deliver healthy eating and physical activity services to Murrindindi Shire		<b>All services</b>		1-4
	Engage community to explore lead and develop a transport and access plan (possible outcome of the RESPOND project or the community planning framework with local communities)		<b>LHPCP</b> MSC Community Services Nexus Yea and District Memorial Hospital Alexandra District Health		
<b>1.3.4 Support healthy and happy children and families</b>	Progress the Children's Physical Health and Wellbeing initiative through the Murrindindi Children's Network		<b>MSC Community Services</b>		1-2
<b>Progress measure:</b> Number of children receiving HBCC  Number of school holiday programs and people attending  Benchmarks are achieved in the Victorian Healthy Achievement Program – Mental Health category	Support the delivery of high quality, flexible child care and children's services across Murrindindi		<b>MSC Community Services</b> Ellimatta Flowerdale Community House		1-4
	Support and promote the delivery of family support services across Murrindindi		<b>Familycare</b> Nexus MSC Community Services		1-4
	Provision of education programs to support children and families		<b>MSC Community Services</b> Murrindindi Children's Network		1-2
	Support Home Based Child Care educators to achieve the Healthy Achievement Program's		<b>MSC Community Services</b>		1-2

	Mental Health benchmarks and Smiles 4 Miles award.				
	Work with key partners to prevent family violence		<b>Nexus</b> MSC Community Services Familycare		2-4

**Strategy 1.4 - Create a positive environment that supports our young people to grow, participate and be happy.**

**Indicator:** DHHS Victorian Population Health Survey – PSYCHOLOGICAL DISTRESS - High/very high levels of psychological distress  
VicHealth Indicators Survey – MENTAL WELLBEING – Resilience

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.4.1 Encourage young people to participate and lead</b>  <b>Progress measure:</b>  Number of programs delivered  Number of young people engaged	Collaborate with young people to design and deliver local initiatives and programs		<b>MSC Community Services</b> Elimatta Yea Community House CEACA Berry Street Valley Sport		1-4
	Explore the potential to build youth resilience through leadership development groups		<b>MSC Community Services</b> Valley Sport		1-2
<b>1.4.2 Improve access to the support young people need</b>  <b>Progress measure:</b> Number of initiatives delivered  Number of sports clubs engaged in education initiatives  Increase in service referrals from schools.	Plan local community initiatives to address existing and emerging issues e.g. Alcohol and other drugs/mental health forums, youth engagement and participation		<b>MSC Community Services</b> Ellimatta		1-4
	Advocate for the delivery of flexible youth services		<b>MSC Community Services</b> Ellimatta Nexus Family Care Berry Street Secondary Schools		1-4
	Explore the potential to expand Melbourne / Regional based services into towns (mobile facilities, pop up centres)		<b>MSC Community Services</b> Ellimatta		1-3

<p>Number of partners involved</p> <p>Number of successful outcomes</p>					
	Promote community education initiatives through sporting environments to target young people		<b>Valley Sport Nexus</b>		1-4
	Increase partnership and awareness of services in schools		<b>Family Care</b> Berry Street Secondary Schools Ellimatta		1-2
	Campaign for Place Based Youth Services that are locally based and delivered		<b>MSC Community Services</b> Ellimatta Kinglake Ranges Neighbourhood House FamilyCare		

**1.5 - Promote opportunities for people of all ages to connect with and be involved in their community.**

**Indicator:** DHHS Victorian Population Health Survey – COMMUNITY & CIVIC ENGAGEMENT - Proportion of Victorian adults who did not volunteer  
VicHealth Indicators Survey – MENTAL WELLBEING – Perceptions of neighbourhood – this is a close knit neighbourhood  
– Low gender equality score

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>1.5.1 Inspire people to be engaged and active</b>	Deliver Library programs and events, which engage, inform, inspire and help connect communities		<b>MSC Library Services</b>		1-4
<b>Progress Measure:</b> Number of initiatives delivered	Support Community and Neighbourhood Houses in relevant ongoing delivery of services to the Community		<b>MSC Community Services</b> Community and Neighbourhood Houses		1-4
Number of people attending Library programs	Deliver programs and initiatives that address specific barriers to participation		<b>MSC Community Services</b> Murrindindi Access and Inclusion Committee Nexus Vic Police Valley Sport CEACA		1-4
Number of people engaged in Community and Neighbourhood programs and activities					
<b>1.5.2 Remove barriers that restrict people's participation in the community</b>	Deliver initiatives that will make our communities more age friendly.		<b>MSC Community Services</b> Community and Neighbourhood Houses Vic Police		1-2
<b>Progress measure:</b> Number of disability access addressed	Identify and address disability access issues in conjunction		<b>MSC Community Services</b>		1-4

Number of age friendly initiatives delivered	with the Access and Inclusion Committee.		Murrindindi Access and Inclusion Committee Nexus		
Transport forums delivered	Promote the inclusion of all people regardless of age, disability, gender identity, sexuality, cultural and/or religious background.		<b>MSC Community Services</b> Murrindindi Access and Inclusion Committee Nexus		1-4
	Explore solutions to transport barriers with the community		<b>MSC Community Services</b>		1-2

# OUR PLACE

## STRATEGIC OBJECTIVE 2:

## WE WILL MAINTAIN AND ENHANCE PLACES TO BE ATTRACTIVE AND LIVEABLE, IN BALANCE WITH OUR NATURAL ENVIRONMENT.

### Strategy 2.1 - Support recreation opportunities for our residents and visitors that encourage participation and community connections

**Indicator:** DHHS Victorian Population Health Survey – SOCIAL ISOLATION - High/very high levels of social isolation  
– COMMUNITY & CIVIC ENGAGEMENT - Proportion of Victorian adults who did not volunteer  
VicHealth Indicators Survey – PHYSICAL ACTIVITY – Participation in any organised physical activity  
– Participation in any non-organised physical activity

Actions	Key focus area	Progress comments	Responsibility	Achieved/ Achieved in part / Not achieved	Year
<b>2.1.1 Plan for an appropriate mix of sport and recreation assets to meet community needs</b>	Finalise and implement the recreation and open space policy framework to address equity and need in the provision of council services.		<b>MSC Community Services</b>		2-3
<b>Progress measure:</b> Number of clubs engaged	Facilitate localised community conversations to support maintenance, service planning and collaboration.		<b>MSC Community Services</b>		1-2

	Work with cycling groups to identify opportunities for signage to indicate key cycling routes.		<b>MSC Community Services</b>		2
	Engage the community and Sport and Recreation partners to ensure local facility needs can be met and implemented.		<b>Valley Sport</b> MSC Community Services Vic Police		1-4
	Groups are supported to undertake strategic planning for facilities.		<b>Valley Sport</b> MSC Community Services		1-3
<b>2.1.2 Explore innovative approaches to promote tracks, trails, sport and recreational opportunities</b>  <b>Progress measure:</b> Number of promotion activities undertaken	Support the marketing and promotion of local sport and recreation opportunities including social media and innovative approaches.		<b>MSC Community Services</b>		1-4
	Improve main road signage identifying the Great Victorian Rail Trail		<b>MSC</b>		1
	Install Indigenous Recognition Shire entry signage.		<b>MSC</b>		2

**Community Grant Applications Summary**  
**Round 1 – July to September 2018**

No	Org/Club	Project Name	Project Value	Grant amount Requested	Grant amount recommended by Assessment Committee	Comments Manager Community Services
1819-1-01	Alexandra Bowling Club	Renovation of Grass Bowling Green	\$16,000	\$5,000	\$0	Grant will pay for the purchase and application of chemicals to renovate the existing grass green at the Alexandra Bowling Club. The project is a 2-year project - the application is for funding support for the first year of the project. <b>Recommendation: Not supported at this time, invitation to reapply in future round pending further information</b>
1819-1-02	Alexandra Swim Club	Teaching equipment for swimming program at Alexandra Swimming Pool.	\$3,957	\$3,837	\$3000	Grant will pay for equipment and aids for use by the Alexandra Swim Club. <b>Recommendation: Supported in part with a contribution of funding of \$3000.</b>
1819-1-03	Eildon Action Inc.	Rejuvenate “Mimi Jane” – First Houseboat on Lake Eildon	\$8,094	\$3,000	\$0	Grant will pay for replacement/repair works on the “Mimi Jane” located at the Eildon Dams Museum (operated by Eildon Action Inc.) <b>Recommendation: Not supported at this time, further exploration of other funding recommended. Invited to reapply in future round if required</b>
1819-1-04	Kinglake Ranges Men’s Shed	Kinglake Men’s Shed Solar System Installation	\$20,039	\$1,500	\$1500	Grant will pay for installation of grid connected solar panels on the Kinglake Men’s Shed. Have received funding of \$12,116.73 from the State Governments Men’s Shed Funding. <b>Recommendation: Supported</b>
1819-1-05	MMTI Programs	Jumpstart Your Health: 5 Night Residential Health Program	\$18,016.47	\$5,000	\$0	Grant will pay for promotional flyers, supplies, welcome packs, participant handouts and rent for a 5-night residential health education program at Abide Wellness Retreat. <b>Recommendation: Not supported at this time, invitation to reapply in future round pending further information</b>
1819-1-06	Yarck Public Hall COM	Provision for disabled access into the Yarck Public Hall	\$5,500	\$4,000	\$3900 cash \$100 in kind permit fee waiver	Grant will pay for a crossover from the street kerb to the existing ramp to provide universal access. Seeking a waiver of permit costs. Permit costs are included in the quote for works. Council is completing the disabled car park line-marking. <b>Recommendation: Supported with a cash contribution of \$3900 and an in kind permit waiver of \$100.</b>
1819-1-07	Yea Golf Club	Toilet block at Yea Golf Course	\$10,830	\$5,000	\$0	Grant will pay for materials (including septic tank and water tank) to construct a toilet on the Yea Golf course. Seeking a waiver of the septic tank permit. <b>Recommendation: Not supported at this time, invitation to reapply in future round pending further information</b>
			<b>\$82,436.47</b>	<b>\$27,337</b>	<b>\$8400</b>	<b>Allocated TOTAL</b>
					<b>\$30,000</b>	<b>Available community grant funding 2018/19 year</b>
					<b>\$21, 600</b>	<b>Balance of Community Grant funding available</b>

# MURRINDINDI SHIRE COUNCIL PLAN 2017-2021



**Murrindindi**  
Shire Council

## QUARTERLY REPORT JULY - SEPTEMBER 2018



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## INTRODUCTION

This report provides a quarterly summary of progress towards delivering the strategies in the Murrindindi Shire Council Plan 2012-2017. The report focuses on action undertaken during the July - September 2018 Quarter. A full report on annual progress and achievements, including an assessment against the Strategic Indicators in the Council Plan is provided each financial year as part of Council's Annual Report.

# OUR PEOPLE

## TOGETHER WE WILL CELEBRATE AND ENCOURAGE DIVERSE, CARING AND CONNECTED COMMUNITIES.

### WHAT WE AIM TO ACHIEVE: (STRATEGIES)

### WHAT WE DID IN QUARTER ONE 2018/2019:

#### 1. Encourage activities and events that celebrate our vibrant, diverse and creative people and communities

- We continued to recognise the contribution and success of our community members and groups at Council meetings.
- We actively promoted community events taking place in our Shire via social and print media and local radio.
- We continued to support young people to develop stage performance and event management experience through a range of youth activities, including the development of the Platform Youth Theatre Group, Open Mic nights, Battle of the Bands and the Alexandra Farmstay event.
- We collaborated with Ellimatta Inc. on the Kinglake Youth Arts Show with entries from across the Shire.
- We developed an indigenous reconciliation action plan for our family day care service to improve how indigenous culture is recognised in the delivery of the service.
- We completed construction on the Marysville Information and Regional Artspace.
- We established an informal Friends of the Library group in Kinglake to work together with Council in best supporting the community's library needs.
- Our refurbished Mobile Library and Customer Service Van was officially launched at Toolangi by the Member for Northern Victoria, Jaclyn Symes, involving students from Toolangi Primary School.
- We coordinated the ELF reading day in Alexandra in partnership with the local schools and early years services.

#### 2. Work with our community and groups to connect, collaborate and plan for our future

- We developed and finalised the draft Community Planning Framework.
- We have provided infrastructure and operational support to groups managing the following:
  - Thornton Recreational Reserve
  - Kinglake Memorial Reserve
  - Yea Recreation Reserve
  - Alexandra Tennis Club
  - Alexandra Showgrounds.
- We have undertaken governance and asset planning with user groups of the Kinglake Memorial Reserve.
- We worked with community groups to support planning for commemorative events associated with the 10-year anniversary of the 2009 bushfires.

#### 3. Work with our partner agencies to ensure people of all ages can access the health and community services they need

- We provided perinatal anxiety and depression training to community and professional workers.
- We conducted four community information sessions on aged and disability service reforms in partnership with Menzies Support Service.
- We began the review of Council's Aged and Disability Services, including two community consultation sessions.
- We obtained grant funding to attract new family day care educators in areas of need.
- We have introduced new educators to the service and achieved a 25% increase in hours of family day care.

**4. Create a positive environment that supports our young people to grow, participate and be happy**

- We engaged young people in school holiday programs and event development in Alexandra, Yea and Kinglake, including at Council's libraries.
- We supported the Steer Leadership Group in Kinglake to deliver Open Mic Nights, Battle of Bands and the Annual Youth Art Show.
- We established an after school drop-in program in Alexandra at the 'Embassy of Ideas'.

**5. Promote opportunities for people of all ages to connect with and be involved in their community**

- Our libraries ran 371 programs with 2877 participants across the Shire, we also ran 69 Early Years sessions with 890 participants.
- We coordinated with 7 schools across the Shire with regular library visits throughout the quarter.
- We finalised the Age Friendly Communities project with many new programs initiated under this project continuing by Neighbourhood Houses including the Community meals at Toolangi Community House and Move and Groove at Yea Community House.

# OUR PLACE

## WE WILL MAINTAIN AND ENHANCE PLACES TO BE ATTRACTIVE AND LIVEABLE, IN BALANCE WITH OUR NATURAL ENVIRONMENT.

WHAT WE AIM TO ACHIEVE: (STRATEGIES)	WHAT WE DID IN QUARTER ONE 2018/2019
<b>1. Support recreation opportunities for our residents and visitors that encourage participation and community connections</b>	<ul style="list-style-type: none"> <li>• We submitted funding applications for upgrades to the Spring Valley Recreation Reserve pavilion and female friendly facilities at the Yea Recreation Reserve.</li> <li>• We have continued conversations with local sporting clubs to plan improvements to their facilities to best meet community needs.</li> <li>• We completed the Thornton Eildon District Football Netball Clubrooms refurbishment and upgrade.</li> <li>• We commenced the detailed design of the Yea Railway Reserve Play Space redevelopment.</li> <li>• We commenced a project to widen the Eildon Alliance Boat Ramp in partnership with Goulburn Murray Water.</li> </ul>
<b>2. Improving links and making Murrindindi Shire easier to navigate and its services and destinations easy to find</b>	<ul style="list-style-type: none"> <li>• We commenced the design and procurement phase for the 2018/19 path and road upgrade programs.</li> <li>• We initiated discussions with members of local cycling clubs to identify signage requirements.</li> <li>• We placed our annual application for blackspot funding to address road safety improvements in the Shire.</li> </ul>
<b>3. Through good land use planning enhance the liveability, prosperity and the rural character of our Shire</b>	<ul style="list-style-type: none"> <li>• We commenced the design phase for the Kinglake streetscape in line with the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework and secured initial grant funding for the works.</li> <li>• We adopted an amendment to the Murrindindi Planning Scheme to incorporate Council's new Gaming Policy to improve our ability to regulate new gaming development proposals.</li> <li>• We undertook preparatory work to assist the community through the cessation of the temporary accommodation planning provisions, following a further one year extension.</li> </ul>
<b>4. Strengthen the environmental sustainability of our communities, protect our natural environment and reduce resource consumption</b>	<ul style="list-style-type: none"> <li>• We completed the Council facility audits under the Local Government Energy Saver Program to identify opportunities to reduce our energy consumption.</li> <li>• We commenced our annual roadside weed management program.</li> <li>• We began incorporating the need to provide for electric vehicles into the design of new infrastructure where appropriate.</li> <li>• We continued to implement the Dindi Solar Bulk Buy Scheme.</li> <li>• We partnered with the Upper Goulburn Landcare Network (UGLN) to deliver another successful National Tree Day event.</li> <li>• We supported UGLN at the Yea Rotary Garden Expo promoting the Queensland Fruit Fly Research program and the Aussie Backyard Bird Count.</li> </ul>

**5. Recognise and embrace the history, culture and identity of our towns and communities**

- We installed additional flagpoles at all of our Council Offices to enable the Aboriginal and Torres Strait Islander flags to be flown.
- We posted videos on social media showcasing some of the recipients of the 2017 Murrindindi Business Awards, with over 15,000 views.

**6. Enhance community safety, resilience and liveability through improved planning, community engagement, and a fair and transparent approach to compliance**

- We brought forward the annual amnesty fire restriction period in response to requests from fire authorities and the dry conditions.
- We actively promoted the Municipal Fire Prevention Period and Council's free green waste disposal.
- We brought forward the roadside fire prevention slashing program due to the prevailing weather conditions.
- We commenced targeted compliance activities in relation to car parking to improve pedestrian safety.
- We undertook a range of compliance actions and education to promote responsible animal management.
- We commenced development of our Domestic Wastewater Management Plan.

# OUR PROSPERITY

**IN PARTNERSHIP WITH THE COMMUNITY WE WILL PROMOTE AN ENVIRONMENT IN WHICH BUSINESS AND COMMUNITY CAN THRIVE.**

## WHAT WE AIM TO ACHIEVE: (STRATEGIES)

## WHAT WE DID IN QUARTER ONE 2018/2019:

### 1. Use a fresh approach to attract new and existing business investment

- We reviewed the first round of the Murrindindi Business and Tourism Innovation Grants and commenced the planning for a Policy which would bring all of Council's grants under one program.
- We continued to work with developers and investors in an effort to secure access to a local supermarket in Kinglake Ranges.
- The value of building works approvals within the Shire during quarter was \$11.6 million.
- We carried out nine Development Assessment Team onsite visits with potential developers concerning new developments.
- We continued delivery of the Discover Dindi social media campaign, with continuing growth in followers across our facebook and Instagram platforms.

### 2. Work with our businesses, regional partners and communities to support a diverse visitor experience that promotes our natural assets, and a vibrant range of events

- We worked with Goulburn River Valley Tourism to strengthen our tourism offer by:
  - Commencing a regional TV Campaign
  - Reviewing the Cultural Guide – ready for reproduction
  - Progressing the Agri-Tourism Project.
- We reviewed and developed the Calendar of Events for the October to June 2018 period.
- We commenced the development of the Tourism and Events Strategy and Communications Strategy.
- We commenced a review of the local business and tourism associations and visitor information services in the Shire as part of the Tourism and Events Strategy.
- Eight tourism events were held in Murrindindi Shire, and Council supported 5 of these with either cash or in-kind contributions.
- We continued to deliver both weekly and monthly "What's on in Murrindindi" events guides.

### 3. Support and encourage local businesses to work together, thrive and grow, through networking, start-up assistance, mentoring and access to skills

- We continued working in collaboration with Murrindindi Inc. to deliver two business networking opportunities and workshops across the Shire.
- We supported Small Business Bus visits to Eildon, Kinglake and Marysville.
- We assisted community groups and businesses to list their attractions and events on Australia Tourism Data Warehouse.
- We delivered three Murrindindi Business monthly newsletters communicating relevant business information to over two hundred local businesses.
- We worked with local business women to canvas ideas for the commencement of a Women's Business Network.

**4. Advocate for and support high quality opportunities for education and training to meet community and business needs**

- We advocated to State Government to strengthen education provision within Murrindindi Shire.

**5. Advocate for improved infrastructure and access to public land to realise social and economic opportunities**

- We continued to advocate for, and support mobile phone blackspots in the Shire.
- We secured State Government funding of \$150,000 to support work Goulburn Murray Water, Regional Development Victoria, Mansfield Shire Council and Goulburn River Valley Tourism (GRVT) to progress development opportunities in Eildon.
- We leveraged Council's contribution from the Business and Tourism Innovation Grants by advocating to the State Government for funding for key infrastructure projects to support the Eildon Houseboat Industry.
- We advocated to State and Federal Government for Kinglake Streetscape improvement .

# OUR PROMISE

**WE WILL ALL WORK IN COLLABORATION WITH OUR COMMUNITIES TO DELIVER THE BEST POSSIBLE OUTCOMES IN ALL THAT WE DO.**

## WHAT WE AIM TO ACHIEVE: (STRATEGIES)

## WHAT WE DID IN QUARTER ONE 2019/2020:

### 1. Represent and advocate for our community in a transparent and equitable way

We advocated to relevant ministers, local MPs and agencies to promote priority issues and opportunities for Murrindindi Shire including:

- Preparation for the 10-year anniversary of the 2009 Bushfires, including funding support for community commemorative events
- Government funding to support the redevelopment of the Kinglake Streetscape
- Support for infrastructure improvements to assist the Eildon Houseboat Industry
- Improvements to the provision of mental health and other support services in the Shire
- Addressing issues arising out of the ending of the temporary accommodation permissions associated with the 2009 Bushfires
- Improvements to the electricity supply network in the Kinglake Ranges
- Improvements to community transport links and options in Murrindindi Shire.

### 2. Ensure our culture, systems and technologies encourage and enable innovation in our business practices and service delivery

- We progressed our connections to the NBN across all Council sites to improve connectivity and communications for Council operations and service delivery.
- We enhanced our geographic mapping technology to improve our ability to locate, monitor and address issues with our infrastructure.

### 3. Ensure the range of services we provide and the way we provide them are best aligned with community priorities and Council's resources

- We continued to identify improvements in our internal processes to improve efficiencies for our customers.
- We commenced an expansion of our Local Law enforcement/ community safety team to strengthen service provision and responsiveness across the Shire.
- We further refined our methodology to assess new capital works projects to ensure greater equity across the Shire.
- We engaged an Immunisation Nurse to support the introduction of dedicated child immunisation sessions.

### 4. Commit to developing a stronger customer-focused culture that makes us easier to deal with

- We launched an external facing Customer Request Management forms on Council's website for some services including waste.
- We launched 'Snap Send Solve' utilising an App that makes it easier for our residents and visitors to report issues in the Shire requiring Council action.
- We rolled out a new Customer Service Charter and Values Statement for the organisation to support our 'Customer First' approach.

## 5. Expand our communication and two-way engagement with the community

- We commenced the development of our new Communications and Marketing Strategies.
- We began online engagement with the community regarding planning for the 2019/20 Budget.
- We continued face to face engagement with the community through the “Coffee with Council” sessions.
- We continued to expand Council’s social media presence and reach through Facebook pages, Instagram (Discover Dindi) and LinkedIn.
- We distributed a new Council newsletter to our community.

## 6. Maintain Council’s financial sustainability through sound financial and asset management

- We commenced use of our new asset management system ‘Assetic’ to further improve our ability to effectively manage and develop our assets.
- A key focus this quarter involved finalising our end of year financial auditing and reporting requirements and distributing annual rates notices.
- We continued to review our road design and maintenance methods to improve the working life of our road assets.



































## 7. Support a skilled, engaged and flexible workforce that can respond to changing needs

- We commenced a realignment of our organisational structure to better deliver our focus in the Council Plan on customers, community engagement, shared services and systems improvement.
- We introduced an Employee Assistance Program for employees to access coaching and counselling when required to support resilience and mental health.
- We continued to implement the 3-year program to improve Council’s Occupational Health & Safety as a part of the MAV Workcare Scheme.

## ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - SEPTEMBER

Revision - 5 October 2018 Page 1 of 4

Ordinary Meeting of Council 24 October 2018 Page 65			ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - SEPTEMBER				Attachment 10.2
ID	Health	Name	% Complete	Estimated Construction Start	Estimated Construction Finish	Comment	
93		Whittlesea-Kinglake Road East Side, Kinglake (Seg 719)	0%	Mon 21/01/19	Fri 28/06/19		
94		Healesville-Kinglake Road South Side, Toolangi (Seg 876)	0%	Mon 21/01/19	Fri 28/06/19		
95		Healesville-Kinglake Road South Side, Toolangi (Seg 877)	0%	Mon 21/01/19	Fri 28/06/19		
96		Monarch Close, Kinglake West (Seg 947)	0%	Mon 21/01/19	Fri 28/06/19		
97		Bolygum Path, Kinglake (Seg 1649)	0%	Mon 21/01/19	Fri 28/06/19		
98		Toolangi Tall Trees Trail, Toolangi (Seg 1693)	0%	Mon 21/01/19	Fri 28/06/19		
99		Racecourse Road South Side, Yea (Seg 673)	0%	Mon 21/01/19	Fri 28/06/19		
100		Missing Links	0% Mon 21/01/19	Fri 28/06/19			
101		Aitken Cres, Whittlesea-Kinglake & Kinglake Glenburn - Stage 2	0%	Mon 21/01/19	Fri 28/06/19	As per Aitken Crescent comments	
102		Urban Access Improvements	0% Mon 21/01/19	Fri 28/06/19	Provisional Construction Dates		
103		Bayley Street East Side, Alexandra (Seg 110)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
104		Bayley Street West Side, Alexandra (Seg 111)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
105		Bayley Street West Side, Alexandra (Seg 117)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
106		Downey Street (Maroondah Highway) South Side, Alexandra (New)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
107		High Street North Side, Yea (New #1)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
108		High Street North Side, Yea (New #2)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
109		Kerb & Channel Program	0% Mon 21/01/19	Fri 28/06/19	Provisional Construction Dates		
110		Albert Street West Side, Alexandra (Seg 5)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
111		Albert Street East Side, Alexandra (Seg 450)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
112		High Street, Yea (Seg 387)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
113		Station Street, Yea (Seg 673)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
114		Thom Street, Alexandra (Seg 693)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
115		Villeneuve Street South, Alexandra (Seg 707)	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender	
116		Road Safety	8% Mon 21/01/19	Fri 28/06/19	Provisional Construction Dates		
117		Street Lighting	5%	Mon 21/01/19	Fri 28/06/19	Bus Stop Light at Marysville ordered. Waiting on Ausnet to advise works are completed. Remaining projects currently being assessed.	
118		Cycling Road Signage	20%	Mon 21/01/19	Fri 28/06/19	Inspection of route and marking of locations currently underway	
119		Kinglake-Glenburn Road - Curve Safety Upgrade at Westbridge Road	0%	Mon 21/01/19	Fri 28/06/19	Part of traffic treament works	
120		Stormwater Network	10% Mon 21/01/19	Fri 28/06/19	Provisional Construction Dates		
121		Marshbank Street, Yea	5%	Mon 21/01/19	Fri 28/06/19	Currently working on specification	
122		High Street Yea	5%	Mon 21/01/19	Fri 28/06/19	Currently working on specification	
123		William Street to UT Creek - Staged Works	20%	Mon 21/01/19	Fri 28/06/19	Currently finalising tender documents	
124		Community Facility	1% Mon 05/11/18	Fri 28/06/19	Provisional Construction Dates		
125		Park/Reserves Access Roads/Shared Path Renewal	0%	Mon 21/01/19	Fri 28/06/19	Works included in path program tender - Galipoli Park Path	
126		Emergency Sercvices Access to Helipad, Alexandra	0%	Mon 21/01/19	Fri 28/06/19	Project to be scoped	
127		Yea Office Carpark Traffic Management	0%	Mon 21/01/19	Fri 28/06/19	Project to be scoped	
128		Marysville Settlers Park Power Heads - Renewal	20%	Mon 05/11/18	Fri 23/11/18	Works awarded, awaiting commencement date	
129		Community Land - Annual Program	0% Mon 06/08/18	Fri 28/06/19	Provisional Construction Dates		
130		Irrigation upgrade High Street, Yea	0%	Mon 04/03/19	Fri 28/06/19	Plumber engaged to undertaken pressure test of line to ascertain requirements for works.	
131		Leckie Park - Little Aths Long and Triple Jump Renewal	0%	Mon 06/08/18	Fri 28/06/19	Consultation completed. Quotation to be sought.	
132		Pioneer Reserve Parking Area - Sealing	0%	Mon 06/08/18	Fri 28/06/19	Waiting on finalisation of sealed roads panel	
133		Yea Visitor Info/Events Board - Upgrade	0%	Mon 06/08/18	Fri 28/06/19	Project to be scoped	
134		Tourist Signage	0%	Mon 06/08/18	Fri 28/06/19	Project to be scoped	
135		Community Buildings - Renewal and Upgrade	7% Mon 06/08/18	Fri 28/06/19	Provisional Construction Dates		
136		CJ Dennis Memorial Hall - External Refurbishment	20%	Mon 01/10/18	Fri 28/12/18	Works awarded. Awaiting commencement date	
137		Switchboard compliance works - Stage 1	10%	Mon 06/08/18	Fri 22/02/19	Works awarded. Awaiting commencement date	
138		Kinglake Ranges Neighbourhood House - Kitchen	5%	Mon 01/10/18	Fri 28/06/19	Meeting with Neighbourhood house arranged for early October.	
139		Kinglake Community Centre - Roof and lighting	10%	Mon 06/08/18	Fri 28/06/19	Lighting currently being reviewed with committee. Roofing currently being inspected and scoped.	
140		Yea Rec Reserve - Change rooms - Renewal and upgrade	0%	Mon 06/08/18	Fri 28/06/19	On hold until receipt of grant application	
141		Alexandra Lawn Tennis Club - Hard Courts resurfacing	10%	Mon 06/08/18	Fri 29/03/19	Waiting on quotations. Quotations received for the concrete base. Quotations for the synthetic surface currently being obtained.	
142		Community Buildings - Expansion	5% Mon 27/08/18	Fri 22/02/19	Provisional Construction Dates		
143		Leckie Park Storage Shed Extension	0%	Mon 27/08/18	Fri 22/02/19	Consultation completed. Quotation to be sought.	
144		Strath Creek Playground Shade Structure	10%	Mon 27/08/18	Fri 22/02/19	Quotations currently being sought.	
145		Community Buildings - Public Conveniences	5% Mon 10/09/18	Fri 28/06/19	Provisional Construction Dates		
146		Bollygum Park - Septic Upgrade	100%	Mon 10/09/18	Fri 21/09/18	Works completed	
147		Yarck Public Toilet - Renewal	0%	Mon 01/10/18	Fri 28/06/19	Works currently being scoped for a specification	
148		Play Equipment	20% Mon 06/08/18	Fri 22/02/19			
149		Yea Playground - Station Reserve	20%	Mon 06/08/18	Fri 22/02/19	Detailed design currently underway.	
150		Swimming Pools - Annual Program	0% Mon 06/08/18	Fri 28/06/19	Provisional Construction Dates		
151		Plant renewal	0%	Mon 06/08/18	Fri 28/06/19	Works to be scoped	
152		Shell renewal	0%	Mon 06/08/18	Fri 28/06/19	Works to be scoped	
153		Resource Recovery Centres	5% Mon 06/08/18	Fri 28/06/19	Provisional Construction Dates		

Ordinary Meeting of Council 24 October 2018 Page 66			ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - SEPTEMBER				Attachment 10.2
ID	Health	Name	% Complete	Estimated Construction Start	Estimated Construction Finish	Comment	
154		Electromagnetic for 13T Excavator - Alexandra Landfill	5%	Mon 06/08/18	Fri 28/06/19	Quotes received. Currently reviewing.	
155		GPS attachment to compactor - Alexandra Landfill	5%	Mon 06/08/18	Fri 28/06/19	Quotes received. Currently reviewing.	
156		Closed Landfills - Flowerdale - Stage 2	0%	Mon 06/08/18	Fri 28/06/19	Waiting on receipt of closed landfill report due November.	
157		Landfill Capping Cell 1A - Alexandra - Stage 1	0%	Mon 06/08/18	Fri 28/06/19	Filling rates to be reassessed in November.	
158		Projects related to resource recovery centres - Stage 1	20%	Mon 06/08/18	Fri 28/06/19	Seperation curbs for Alexandra RRC have been ordered. Awaiting delivery. Weigh bridge upgrade awaiting supplier inspection.	
159		Minor Projects - Alexandra Landfill	5%	Mon 06/08/18	Fri 28/06/19	Grass root matting about to be ordered for the Leachate Pond.	
160		Alexandra Resource Recovery Centres - E Waste Collection	0%	Mon 06/08/18	Fri 28/06/19	Waiting on grant	
161		Corporate Buildings	12%	Mon 06/08/18	Fri 28/06/19		
162		Flagpoles at Council Offices	30%	Mon 06/08/18	Tue 04/09/18	Works completed	
163		Depot Development Works	10%	Mon 06/08/18	Fri 28/06/19	Works currently out to tender. Tender close 8/10	
165		CARRY FORWARDS FROM 2017/2018	0%	Thu 23/07/15	Thu 23/07/15		
166		Other Road Projects	23%	Mon 13/07/15	Fri 28/06/19		
167		Pendlebury Street, Alexandra	28%	Mon 06/08/18	Fri 28/06/19	Works being reviewed	
168		Snodgrass Street Stage 1 & 2 - Sealing Design (Special Charge Scheme)	22%	Mon 06/08/18	Fri 28/06/19	Survey completed. Currently obtaining prices for design.	
169		Wattle Pendlebury - Guard Rail	10%	Mon 13/07/15	Fri 25/09/15	Works awarded.	
170		Path Program 17/18	60%	Mon 22/01/18	Fri 28/09/18		
171		Construction	60%	Mon 22/01/18	Fri 28/09/18		
172		Mareeba Avenue, Buxton	44%	Mon 22/01/18	Fri 28/09/18	Works completed	
173		Grant Street, Alexandra	100%	Mon 22/01/18	Fri 31/08/18	Works completed	
174		Drainage	16%	Mon 06/08/18	Fri 28/06/19		
175		Construction	16%	Mon 06/08/18	Fri 28/06/19		
176		Construction 2017/2018	16%	Mon 06/08/18	Fri 28/06/19		
177		William Street to UT Creek St, Alexandra	10%	Mon 06/08/18	Fri 28/06/19	Works packaged with stage 2 - Works about to be tendered.	
178		Thom Street, Alexandra	50%	Mon 10/09/18	Fri 26/10/18	Construction currently underway.	
179		Bridge Program (Carry Forward)	80%	Mon 10/04/17	Fri 28/09/18		
180		Investigation	80%	Mon 10/04/17	Fri 28/09/18		
181		Cheviot Tunnel - Report	80%	Mon 10/04/17	Fri 28/09/18	Structural assessment of the brick lining walls completed. Final report include asset management plan to be received within 2 weeks.	
183		Community Land	0%	Mon 06/08/18	Fri 28/06/19		
184		Pioneer Reserve Traffic Management	0%	Mon 06/08/18	Fri 28/06/19	Currently finalising scope of works. Possibly to be combined with carpark sealing works.	
185		Community Buildings	90%	Mon 05/03/18	Fri 28/09/18		
186		Thornton Recreation Reserve - Football Pavilion Renewal Works	90%	Mon 05/03/18	Fri 28/09/18	Works nearing completion	
187		Toilets	0%	Mon 06/08/18	Fri 28/12/18		
188		Leckie Park - Removal of old toilet block	0%	Mon 06/08/18	Fri 28/12/18	Currently obtaining quotations.	
189		Waste Management Facilities Program	18%	Tue 28/03/17	Fri 28/06/19		
190		Landfill	24%	Fri 28/04/17	Fri 28/06/19	Capping Design completed. Awaiting auditor review.	
191		Projects relating to Resource Recovery Centre	30%	Tue 28/03/17	Fri 28/06/19	Fencing works completed at Alexandra and Yea. Waiting on commencement date for Kinglake.	
192		Closed landfills	0%	Mon 07/08/17	Fri 28/06/19	Awaiting report due November	
193		Corporate Buildings	13%	Mon 06/08/18	Fri 28/06/19		
194		Alexandra Office - Office renovation	20%	Mon 06/08/18	Fri 28/06/19	On hold	
195		Yea Shire Hall - Restoration works	5%	Mon 06/08/18	Fri 28/06/19	Scope being finalised with works due to be tendered in September	
196		Marysville Carpark	32%	Mon 04/07/16	Fri 22/02/19	On hold	
197		Scope/Design	0%	Mon 04/07/16	Fri 30/06/17	Completed	
198		Consultation	100%	Mon 03/07/17	Fri 27/10/17	Completed	
199		Final Specification	99%	Mon 30/10/17	Wed 14/02/18	Design completed. Currently waiting on quantity estimate.	
200		RFQ	0%	Mon 10/09/18	Fri 12/10/18	On hold	
201		Award	0%	Mon 15/10/18	Fri 19/10/18	On hold	
202		Construction	0%	Mon 03/12/18	Fri 22/02/19	On hold	
203		Timber Tramway Museum	0%	Mon 06/08/18	Fri 28/06/19		
204		Works	0%	Mon 06/08/18	Fri 28/06/19	Works still under consideration	
205		Vegetation Projects	0%	Mon 06/08/18	Fri 28/06/19		
206		Planting	0%	Mon 06/08/18	Fri 28/06/19	Funds likely to be spent over next 3 yrs in further planting and project management	
207		Grant Funded Carry Forwards	99%	Mon 06/06/16	Mon 06/06/16		
208		Yea Childrens Centre - Stage One Extention	78%	Mon 24/07/17	Fri 30/11/18		
212		Construction	40%	Wed 13/06/18	Fri 30/11/18	Works underway	
213		Bushfire Memorials	88%	Mon 01/05/17	Fri 30/11/18		
217		Construction	85%	Mon 09/10/17	Fri 30/11/18	Works at Kinglake West, Toolangi/Castella and Flowerdale completed. Works nearing completion at Kinglake, Marysville and Narbetong.	
219		COMPLETED WORKS	100%	Mon 07/08/17	Fri 28/09/18		
220		Marysville Triangle Arts & Culture - Construction	100%	Mon 07/08/17	Fri 28/09/18	Completed	
221		Tender	100%	Mon 07/08/17	Fri 01/09/17	Completed	
222		Award	100%	Wed 22/11/17	Wed 22/11/17	Completed	
223		Construction	100%	Mon 22/01/18	Fri 27/07/18	Completed and under defect period	

ID	Health	Name	% Complete	Estimated Construction Start	Estimated Construction Finish	Comment
224		Community Facilities	100%	Mon 06/08/18	Fri 28/09/18	
225	✓	Yea Saleyards Floor Renewal Works	100%	Mon 06/08/18	Fri 28/09/18	Completed

	Statement A					
	Murrindindi Shire Council					
	Income Statement					
	For the period ended 30 September 2018					
	Original Budget	Annual Revised Budget	YTD Budgets	YTD Actual	Budget/ Actual Variance (unfav)	%
	2018/19	2018/19	30/09/18	30/09/18		
	\$	\$	\$	\$	\$	
Revenue						
Rates & Charges	20,525,445	20,565,445	20,461,134	20,463,290	2,156	0%
Special Charge	87,000	87,000	-	-	-	
Statutory fees and fines	888,678	998,678	206,760	205,245	(1,515)	-1%
User fees	2,345,277	2,342,777	462,163	481,268	19,105	4%
Grants - Operating	7,346,704	5,429,011	1,646,003	1,641,032	(4,971)	0%
Grants -Capital	1,414,759	1,518,723	207,546	206,913	(633)	0%
Contributions - Cash	54,275	303,378	201,926	204,144	2,218	1%
Contributions - Non Cash	400,000	400,000	-	-	-	
Reimbursements	382,114	382,114	62,067	57,834	(4,233)	-7%
Other revenue	1,181,015	1,115,514	185,784	181,270	(4,514)	-2%
Total Revenue	34,625,267	33,142,640	23,433,383	23,440,995	7,612	0%
Expenses						
Employee Benefits	14,799,536	14,851,886	3,797,428	3,713,620	83,808	2%
Materials and Services	9,798,106	11,259,394	2,480,289	2,544,853	(64,564)	-3%
Depreciation and amortisation	9,602,649	9,602,649	-	922	(922)	0%
Bad and Doubtful Debts	-	-	-	-	-	
Other Expense	313,338	313,338	33,901	41,505	(7,604)	-22%
Finance Costs (Interest)	55,050	55,050	(11,599)	(11,599)	(0)	0%
Total Expenses	34,568,679	36,082,317	6,300,019	6,289,301	10,718	0%
Net gain(loss) on disposal of property, infrastructure, plant and equipment	(55,054)	96,830	-	18,501	18,501	
Surplus (deficit) for the period	1,534	(2,842,847)	17,133,364	17,170,194	36,830	0%
Net gain (loss) on disposal of property, infrastructure, plant & equipment						
Proceeds from Sale of Fixed Assets	623,267	775,151	30,789	35,808	5,019	16%
Carrying value of assets sold	678,321	678,321	30,789	17,308	13,481	
Total	(55,054)	96,830	-	18,501	18,501	
Total Materials and Contractors						
Utilities	527,267	527,267	115,308	87,649	27,659	24%
Contractors	6,640,245	7,470,478	1,589,525	1,709,119	(119,594)	-8%
Legal Expenses	255,450	250,450	27,345	39,381	(12,036)	-44%
Insurance	426,209	451,209	414,459	416,948	(2,489)	-1%
Materials	842,840	858,160	175,695	134,543	41,152	23%
Contributions	848,218	1,325,862	108,872	103,923	4,949	5%
Consultants	257,877	375,968	49,085	53,290	(4,205)	-9%
	9,798,106	11,259,394	2,480,289	2,544,853	(64,564)	-3%

	Statement A (Alternative Format)					
	Murrindindi Shire Council					
	Income Statement					
	Underlying Operational Result Format					
	For the period ended 30 September 2018					
	Original Budget	Annual Revised Budget	YTD Budgets	YTD Actuals	Budget/ Actual Variance (unfav)	%
	2018/19	2018/19	30/09/18	30/09/18		
	\$	\$	\$	\$	\$	
Revenue						
Rates & Charges	20,525,445	20,565,445	20,461,134	20,463,290	2,156	0%
Statutory fees and fines	888,678	998,678	206,760	205,245	(1,515)	-1%
User fees	2,345,277	2,342,777	462,163	481,268	19,105	4%
Grants - Recurrent Operating	6,987,415	4,912,444	1,379,783	1,377,403	(2,380)	0%
Grants - Non-Recurrent (Operating Only)	359,289	516,567	266,220	263,629	(2,591)	-1%
Contributions - Cash (Operating Only)	24,775	229,775	201,926	204,144	2,218	1%
Reimbursements	382,114	382,114	62,067	57,834	(4,233)	-7%
Other revenue	1,181,015	1,115,514	185,784	181,270	(4,514)	-2%
Total Revenue	32,694,008	31,063,314	23,225,837	23,234,082	8,245	0%
Expenses						
Employee Benefits	14,799,536	14,809,495	3,797,428	3,713,620	83,808	2%
Materials and Services	9,798,106	11,301,785	2,480,289	2,544,853	(64,564)	-3%
Depreciation and amortisation	9,602,649	9,602,649	-	922	(922)	0%
Bad and Doubtful Debts	-	-	-	-	-	
Other Expense	313,338	313,338	33,901	41,505	(7,604)	-22%
Finance Costs (Interest)	55,050	55,050	(11,599)	(11,599)	(0)	0%
Total Expenses	34,568,679	36,082,317	6,300,019	6,289,301	10,718	0%
Underlying Surplus (deficit) for the period	(1,874,671)	(5,019,003)	16,925,818	16,944,781	18,963	0%
Reconciliation to Income Statement						
Proceeds from Sale of Fixed Assets	623,267	775,151	30,789	35,808	5,019	16%
Less Carrying value of assets sold	(678,321)	(678,321)	(30,789)	(17,308)	13,481	
Capital Grants	325,500	429,464	187,806	187,806	0	0%
Grants - Recurrent Capital	1,089,259	1,089,259	19,740	19,107	(633)	0%
Capital Contributions	29,500	73,603	-	-	-	0%
Contributions - Non Cash	400,000	400,000	-	-	-	
Contributed Assets					-	
Net Movement in Asset Revaluation Reserve					-	
Special Charge Rate for Capital Projects	87,000	87,000	-	-	-	
					-	
Operating Result as per Income Statement	1,534	(2,842,847)	17,133,364	17,170,194	36,830	0%

	<u>Statement B</u>					
	Murrindindi Shire Council					
	Balance Sheet					
	as at 30 September 2018					
	Original Budget	Annual Revised Budget	YTD Budget	Actual	Variance (unfav)	%
	2018/19	2018/19	30/09/18	30/09/18		
	\$	\$	\$	\$	\$	
Assets						
Current assets						
Cash and cash equivalents	28,133,754	29,001,914	30,987,695	30,140,245	(847,450)	-3%
Trade and other receivables	2,705,897	2,705,897	20,103,377	21,056,023	952,646	5%
Other financial assets			-	-	-	
Accrued Income	202,000	202,000	-	-	-	
Prepayments	215,000	215,000	-	-	-	
Non Current Assets Held for sale		-	217,047	217,047	-	
Inventories	45,000	45,000	50,000	53,277	3,277	7%
Total current assets	31,301,651	32,169,811	51,358,119	51,466,592	108,473	0%
Non current assets						
Intangible Assets	2,886,566	3,176,281	3,595,974	3,595,973	(1)	
Property & Plant & Equipment	305,720,438	342,698,428	342,082,043	342,095,561	13,518	0%
Receivables	39,000	39,000	16,000	15,137	(863)	-5%
Total non-current assets	308,646,004	345,913,709	345,694,017	345,706,670	12,653	0%
Total assets	339,947,655	378,083,520	397,052,136	397,173,262	121,126	0%
Liabilities						
Current liabilities						
Trade and other payables	2,107,764	2,107,764	350,000	376,700	(26,700)	-8%
Trust funds and deposits	1,030,222	1,030,222	1,530,551	1,599,564	(69,013)	-5%
Provisions - Employee Entitlements	3,601,508	3,495,913	3,425,913	3,414,496	11,417	0%
Interest-bearing loans and borrowings	188,469	188,469	-	-	-	
Total Current Liabilities	6,927,963	6,822,368	5,306,464	5,390,759	(84,295)	-2%
Non-Current Liabilities						
Provisions - Employee Entitlements	188,161	196,707	196,707	196,706	1	0%
Provisions - Other	5,800,000	5,943,417	5,943,417	5,943,417	0	0%
Interest-bearing loans and borrowings	478,556	478,556	986,865	986,865	0	0%
Total Non Current Liabilities	6,466,717	6,618,680	7,126,989	7,126,987	2	0%
TOTAL LIABILITIES	13,394,680	13,441,048	12,433,453	12,517,747	(84,294)	-1%
NET ASSETS	326,552,975	364,642,472	384,618,683	384,655,515	36,832	0%
Equity						
Accumulated Surplus	126,320,719	130,757,042	131,242,478	131,242,479	1	0%
Surplus for the Year	1,534	(2,842,847)	17,133,364	17,170,194	36,830	0%
Asset Revaluation Reserve	182,944,361	219,166,552	219,166,552	219,166,553	1	0%
Other Reserves	17,286,361	17,561,725	17,076,289	17,076,289	0	0%
TOTAL EQUITY	326,552,975	364,642,472	384,618,683	384,655,515	36,832	0%

Statement C					
Murrindindi Shire Council					
Cash Flow Statement					
For the period ended 30 September 2018					
	Original Budget 2018/19 Inflows/ (Outflows) \$	Annual Revised Budget 2018/19 Inflows/ (Outflows) \$	YTD Budget 30/09/18 Inflows/ (Outflows) \$	Actual 30/09/18 Inflows/ (Outflows) \$	Variance (unfav) \$
Cash Flow From Operating Activities					
Rates & Charges	20,485,666	21,865,521	4,423,730	3,384,127	(1,039,602)
User charges, fines and contributions	4,234,731	4,614,639	1,238,284	1,372,132	133,849
Grants	8,911,463	7,425,387	2,271,202	2,235,339	(35,863)
Interest	725,646	798,140	288,734	286,175	(2,559)
Net GST Refund/Payment	-	-	-	-	-
Payments to suppliers	(10,554,681)	(12,443,485)	(4,374,943)	(4,423,688)	(48,745)
Payments to employees	(14,752,141)	(14,854,802)	(4,420,344)	(4,347,953)	72,391
Net cash flow provided by operating activities	9,050,684	7,405,399	(573,338)	(1,493,868)	(920,530)
Cash flow from investing activities					
Payment for property, plant and equipment, infrastructure & Intangible assets	(7,820,038)	(10,379,802)	(549,976)	(550,935)	(959)
Payments for investments					
Proceeds from sale of property, plant and equipment, infrastructure	623,267	775,151	30,789	35,808	5,019
Net cash used in investing activities	(7,196,771)	(9,604,651)	(519,187)	(515,127)	4,060
Cash flows from financing activities					
Trust funds and deposits	97,452	(98,390)	401,939	470,959	69,020
Finance costs	(58,885)	(58,885)	1	-	(1)
Proceeds from interest bearing loans and borrowings	-	-	-	-	-
Repayment of interest bearing loans and borrowings	(319,840)	(319,840)	-	-	-
Net cash provided by (used in) financing activities	(281,273)	(477,114)	401,940	470,959	69,019
Net increase/(decrease) in cash and cash equivalents	1,572,640	(2,676,366)	(690,585)	(1,538,036)	(847,451)
Cash and cash equivalents at the beginning of the financial year	26,561,114	31,678,280	31,678,280	31,678,280	-
Cash and cash equivalents at the end of the financial year	28,133,754	29,001,914	30,987,695	30,140,245	(847,451)
Reconciliation of result from ordinary activities with net cash from operations					
Surplus for the financial year	1,534	(2,842,847)	17,133,364	17,170,194	36,830
Depreciation and amortisation	9,602,649	9,602,649	-	922	922
Bad and Doubtful debts		-	-	-	-
Contributions Non Monetary Assets	(400,000)	(400,000)	-	-	-
Financing Costs (Cash Portion)	58,885	58,885	(1)	-	1
(Profit)/loss on disposal of property, plant and equipment, infrastructure	55,054	(96,830)	-	(18,501)	(18,501)
Change in assets and liabilities					
(Increase)/decrease trade and other receivables	189,239	1,973,646	(15,400,834)	(16,352,620)	(951,787)
(Increase)/decrease in inventories	5,000	(13,258)	(18,258)	(21,537)	(3,279)
(Increase)/decrease in other current assets	(67,000)	(53,789)	363,211	363,211	-
Increase/(decrease) in provisions	99,158	110,431	40,431	29,014	(11,417)
Increase/(decrease) in trade and other payables	(493,835)	(933,488)	(2,691,252)	(2,664,553)	26,700
Net cash provided by operating activities	9,050,684	7,405,399	(573,338)	(1,493,869)	(920,531)

			Statement D		
			Murrindindi Shire Council		
			Statement of Capital Works		
			For the period ended 30 September 2018		
	Original Budget	Revised Budget	YTD Budget	Actuals	Budget/ Actual Variance (unfav)
	2018/19	2018/19	30/09/18	30/09/18	
	\$	\$	\$	\$	\$
Land	-	-	-	-	-
Land Under Roads					-
Buildings	2,043,987	3,167,588	241,039	235,207	5,832
Plant , Machinery & Equipment	1,367,317	1,914,891	109,752	111,067	(1,315)
Roads	3,140,624	3,288,277	61,390	63,067	(1,677)
Bridges	590,000	706,141	-	332	(332)
Footpaths and Cycleways	190,260	243,959	25,230	24,460	770
Stormwater Network	174,000	404,852	-	4,484	(4,484)
Heritage	-	267,874	51,000	51,720	(720)
Furniture, Office Equipment and Software	214,000	286,370	54,670	54,252	418
Library Materials	99,850	99,850	6,895	6,347	548
Works in Progress	-	-	-		-
Total Capital Works	7,820,038	10,379,802	549,976	550,935	(959)
Property, Infrastructure, Plant and Equipment					
	Original Budget	Revised Budget	YTD Budget	YTD Actual	Variance
Movement Reconciliation Worksheet	2018/19	2018/19	30/09/18	30/09/18	
	\$	\$	\$	\$	\$
Total Capital Works	7,820,038	10,379,802	549,976	550,935	(959)
Impaired assets					-
Asset revaluation movement			0	-	(0)
Depreciation	(9,182,956)	(9,182,956)	-	(922)	922
Written down value of non current assets sold	(461,274)	(461,274)	(30,789)	(17,308)	(13,481)
Contributed Assets	400,000	400,000	0	-	-
Intangible software					
Net movement in property, infrastructure, plant and equipment	(1,424,192)	1,135,572	519,187	532,705	(13,518)

Murrindindi Shire Council					
Reconciliation of Non Discretionary Cash & Reserves					
as at 30 September 2018					
Cash Flow Statement Reconciliation - Non discretionary Cash Requirements					
Required Cash at year End	Original Budget	Annual Revised Budget	YTD Budget	Actual	Budget / Actual Variance
	2018/19	2018/19	30/09/18	30/09/18	
<b>Non discretionary Cash Requirements to be held:</b>					
<b>Reserves</b>	\$	\$	\$	\$	
<b>Account</b>					
070300 Public Open Space Reserve	(476,754)	(512,004)	(487,004)	(487,004)	(0)
070305 Infrastructure Contributions - Parking	(41,080)	(41,080)	(41,080)	(41,080)	-
070312 - Infrastructure Maintenance Reserve 2% Rates	(571,130)	(571,130)	(1,040,130)	(1,040,130)	-
070313 - Infra. Maint. New & Expanded Assets (bal. \$1.2m)	(4,052,881)	(4,040,532)	(4,040,532)	(4,040,532)	-
070314 - Infra. Maint. Gifted & Novated Assets - \$920K	(920,000)	(920,000)	(920,000)	(920,000)	-
070315 - Defined Benefits Superannuation	(1,050,000)	(1,200,000)	(1,200,000)	(1,200,000)	-
070316 - Infra. Balance MAP's Funding	(478,378)	(478,378)	(498,428)	(498,428)	-
070318 - Infra. Unexpended Capital Works	(789,979)	(789,979)	(789,979)	(789,979)	-
070325 Garbage Reserve	(8,579,195)	(8,685,081)	(7,784,511)	(7,784,511)	-
070336 - Marysville Community Fund	(63,531)	(63,531)	(63,531)	(63,531)	-
070345 Shaw Avenue Redevelopment Reserve	(43,752)	(43,752)	(43,752)	(43,752)	-
070355 Alexandra Community Leisure Centr	-	-	-	-	-
070370 Road Maintenance Reserve	(16,044)	(16,044)	(16,044)	(16,044)	-
070420 Yea Saleyards Reserve	(30,352)	(27,092)	(62,176)	(62,176)	-
070430 Alexandra Saleyards Reserve					-
070440 Yea Caravan Park Reserve	(28,000)	(28,000)	-	-	-
070445 Marysville Caravan Park Reserve	(145,285)	(145,122)	(89,122)	(89,122)	-
<b>Total Cash backed reserves</b>	<b>(17,286,361)</b>	<b>(17,561,725)</b>	<b>(17,076,289)</b>	<b>(17,076,289)</b>	<b>(0)</b>
Other Cash Requirements					
070000 Deposits	(700,000)	(700,000)	(700,000)	(765,230)	(65,230)
70041 Provision for Employee Entitlement - A/L 25%	(318,764)	(318,764)	(298,409)	(298,409)	-
070040 Provision for Employee Entitlement LSL ( progression to 25% over 4 years)	(581,614)	(555,215)	(555,215)	(555,215)	-
070060 General Trust Accounts	(11,915)	(11,915)	(11,915)	(11,417)	498
Quarry Security ANZ	(19,500)	(19,500)	(19,500)	(19,500)	-
Fires Service Property Levy	(143,307)	(143,307)	(693,307)	(687,466)	5,841
					-
<b>Total Required Cash</b>	<b>(19,061,460)</b>	<b>(19,310,425)</b>	<b>(19,354,635)</b>	<b>(19,413,526)</b>	<b>(58,891)</b>
<b>Total Available Cash</b>	<b>28,133,754</b>	<b>29,001,914</b>	<b>30,987,695</b>	<b>30,140,245</b>	<b>(847,451)</b>
<b>Surplus/(Deficit)</b>	<b>9,072,294</b>	<b>9,691,489</b>	<b>11,633,060</b>	<b>10,726,719</b>	<b>(906,342)</b>

## Operating – Year to Date Review

Overall the income statement reflects minimal variances in both operating revenue and operating expenditure, with several projects behind anticipated expenditure budgets.

The Year to Date Summary of the Income Statement for the period ending 30 September 2018 is provided in Table 3 as follows:

Table 3 – Summary of Income Statement

	YTD	YTD	
	Budget	Actual	Variance
	\$k	\$k	\$k
<b>Revenue</b>	23,433	23,459	<b>26</b>
<b>Expenses</b>	6,300	6,289	<b>11</b>
<b>Surplus</b>	<b>17,133</b>	<b>17,170</b>	<b>37</b>

The Year To Date (YTD) operating result at 30 September 2018 shows income up by \$26k and expenditure under budget by \$11k generating a larger than expected YTD surplus of \$37k or 0% better than the budgeted surplus.

The key components comprising both Revenue and Expenses variances are summarised by category in Tables 4 and 5 as follows:

Table 4 – Key Revenue component variance

Variance		
\$k		
<b>26</b>	<b>Favourable to budget</b>	
Key Components	Type	Particulars
19	User Fees	Favourable variance in Waste Management \$40K, offset by unfavourable Aged & Disability fees (\$17K).
(8)	Reimbursements & Other Revenue	Unfavourable Veteran Affairs reimbursements (\$4K) and Interest on Investments (\$4K).
13	Carrying Value of Assets Sold	Carrying value of vehicle sold not yet processed.

Table 5 – Key Expense component variance

Variance		
\$k		
<b>11</b>	<b>Favourable to Budget</b>	
Key Components:	Type	Particulars
84	Employee Benefits	Favourable variance mainly relates to; <ul style="list-style-type: none"> <li>Community Services \$27k</li> <li>Infrastructure Operations \$48K</li> </ul>
(65)	Materials & Services	Unfavourable variance mainly relates to; <ul style="list-style-type: none"> <li>Community Services \$46k</li> <li>Infrastructure Operations (\$95k) – offset by savings in employee benefits.</li> </ul> It should be noted these are year to date variances.

### **Capital - Year to Date Review**

As at 30 September 2018, Capital Works is (\$1k) above the year to date budget of \$550k. Statement D, as attached, indicates that across the asset categories, the largest variances are \$6k in Buildings and (\$4k) in Stormwater Network.

Table 6 – Summary of Capital Works completed (Financial)

<b>Asset Category</b>	<b>YTD Budget</b>	<b>Actuals</b>	<b>Variance</b>	<b>Complete to</b>
	<b>30/09/18</b>	<b>30/09/18</b>	<b>YTD</b>	<b>YTD Budget</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>%</b>
Land	-	-	-	0%
Buildings	241	235	6	2%
Plant & Machinery	110	111	(1)	0%
Roads & Paths	61	63	(2)	-3%
Bridges	-	0	(0)	0%
Footpaths and Cycleways	25	24	1	3%
Drainage	-	4	(4)	0%
Heritage Assets	51	52	(1)	0%
Furniture & Equipment	55	54	0	1%
Library Bookstock	7	6	1	8%
Works in Progress	-	-	-	0%
<b>Total Capital Works</b>	<b>550</b>	<b>551</b>	<b>(1)</b>	<b>0%</b>

With minimal Year to Date variance, the capital works program overall is running well as at 30 September 2018. The 2018/19 Original Adopted Budget has been increased from \$7.82m to \$10.38m with \$2.31m carry forwards from unexpended capital work projects forecast to be completed by 30 June 2018 (reported to Council 22 August 2018) and the inclusion of several additional capital works projects – listed below.

- Alexandra Depot Fire Services – Building Reg Compliance \$ 80,000
- Yea Saleyards – Scale-house Ramp Works \$ 30,000
- Alexandra Landfill – Leachate Pond Repairs \$100,000 and
- Plant Purchase adjustments – offset by trade in's \$ 39,340.

Further details by category can be found in Statement D.









***S6. Instrument of Delegation    Members of Staff***

**Murrindindi Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**



## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other 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:

**“CAM” means Coordinator Assets Management**

**“CEH” means Coordinator Environmental Health**

**“CES” means Coordinator Environmental Services**

**“CG&P” means Coordinator Governance & Performance**

**“CRPM” means Coordinator Roads and Park Maintenance**

**“CSP” means Coordinator Statutory Planning**

**“DA&D” means Director Assets & Development**

**“DCE” means Director Community Engagement**

**“DC&SS” means Director Corporate & Shared Services**

**“DE” means Development Engineer**

**“EHO” means Environmental Health Officer**

**“MBUS” means Manager Business Services**

**“MCA” means Manager Community Assets**

**“MDS” means Manager Development Services**

**“MG&R” means Manager Governance & Risk**

**“POS” means Senior Planning Officer**

**“SPO” means Statutory Planning Officer**

**“YCTS” means Yea Cemetery Trust Secretary**

3. declares that:

- 3.1 this Instrument of Delegation is authorised by **resolution** of Council passed on **24 October 2018** the delegation:

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

- Councillor .....





Maddocks

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Maddocks

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.8(1)(a)(ii)	power to manage one or more public cemeteries	DC&SS	
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	DC&SS	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	DC&SS	where Council is a Class B cemetery trust
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	DC&SS	
s.14	power to manage multiple public cemeteries as if they are one cemetery	DC&SS	
s.15(1) and (2)	power to delegate powers or functions other than those listed	DC&SS	
s.15(4)	duty to keep records of delegations	DC&SS	
s.17(1)	power to employ any persons necessary	DC&SS	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	DC&SS	
s. 17(3)	power to determine the terms and conditions of employment or engagement	DC&SS	subject to any guidelines or directions of the Secretary
s.18(3)	duty to comply with a direction from the Secretary	DC&SS	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19	power to carry out or permit the carrying out of works	DC&SS	
s.20(1)	duty to set aside areas for the interment of human remains	DC&SS	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	DC&SS	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	DC&SS	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	DC&SS	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	DC&SS	subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section	DC&SS	subject to the Minister approving the purpose
s.40	duty to notify Secretary of fees and charges fixed under section 39	DC&SS	
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	DC&SS	provided the street was constructed pursuant to the Local Government Act 1989

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	DC&SS	applies only to municipal Councils, not cemetery trusts report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	DC&SS, YCTS	
s.60(1)	duty to make information in records available to the public for historical or research purposes	DC&SS, YCTS	
s.60(2)	power to charge fees for providing information	DC&SS	
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	DC&SS	
s.64B(d)	power to permit interments at a reopened cemetery	DC&SS	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	DC&SS	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	DC&SS	
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	DC&SS	
s.70(2)	duty to make plans of existing place of interment available to the public	DC&SS	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	DC&SS	
s.71(2)	power to dispose of any memorial or other structure removed	DC&SS	
s.72(2)	duty to comply with request received under section 72	DC&SS	
s.73(1)	power to grant a right of interment	DC&SS, YCTS	
s.73(2)	power to impose conditions on the right of interment	DC&SS	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	DC&SS, YCTS	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	DC&SS, YCTS	
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	DC&SS, YCTS	
s.80(1)	function of receiving notification and payment of transfer of right of interment	DC&SS, YCTS	
s.80(2)	function of recording transfer of right of interment	DC&SS, YCTS	
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	DC&SS	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	DC&SS	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	DC&SS	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	DC&SS	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	DC&SS	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	DC&SS	does not apply where right of internment relates to remains of a deceased veteran.
85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment 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.	DC&SS	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	DC&SS	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of internment to a perpetual right of interment	DC&SS	
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	DC&SS	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	DC&SS	
s.86(4)	power to take action under s.86(4) relating to removing and re-intering cremated human remains	DC&SS	
s.86(5)	duty to provide notification before taking action under s.86(4)	DC&SS	
s 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	DC&SS	
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	DC&SS	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	DC&SS	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.91(1)	power to cancel a right of interment in accordance with this section	DC&SS	
s.91(3)	duty to publish notice of intention to cancel right of interment	DC&SS	
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	DC&SS	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	DC&SS	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	DC&SS	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	DC&SS	
s.100(1)	power to require a person to remove memorials or places of interment	DC&SS	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	DC&SS	
s.100(3)	power to recover costs of taking action under section 100(2)	DC&SS	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	DC&SS	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	DC&SS	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	DC&SS	
s.103(1)	power to require a person to remove a building for ceremonies	DC&SS	
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	DC&SS	
s.103(3)	power to recover costs of taking action under section 103(2)	DC&SS	
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	DC&SS	
s.106(2)	power to require the holder of the right of interment to provide for an examination	DC&SS	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	DC&SS	
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 section 106(1) is not complied with	DC&SS	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	DC&SS	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	DC&SS	
s.108	power to recover costs and expenses	DC&SS	
s.109(1)(a)	power to open, examine and repair a place of interment	DC&SS	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	DC&SS	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	DC&SS	where the holder of right of interment or responsible person cannot be found
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	DC&SS	
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	DC&SS	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.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	DC&SS	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	DC&SS	
s.112	power to sell and supply memorials	DC&SS	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	DC&SS	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	DC&SS	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	DC&SS	
s.119	power to set terms and conditions for interment authorisations	DC&SS	
s.131	function of receiving an application for cremation authorisation	DC&SS	
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	DC&SS	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	DC&SS	
s.146	power to dispose of bodily remains by a method other than interment or cremation	DC&SS	subject to the approval of the Secretary

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	DC&SS	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	DC&SS	
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	DC&SS	
s.151	function of receiving applications to inter or cremate body parts	DC&SS	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	DC&SS	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	DC&SS	
Schedule 1 clause 8(8)	power to regulate own proceedings	DC&SS	subject to clause 8

<b>DOMESTIC ANIMALS ACT 1994</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.41A(1)	power to declare a dog to be a menacing dog	DA&D, MDS	

<b>ENVIRONMENT PROTECTION ACT 1970</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53M(3)	power to require further information	DA&D, MDS, CEH, EHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	DA&D, MDS, CEH, EHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	DA&D, MDS, CEH, EHO	refusal must be ratified by Council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	DA&D, MDS	refusal must be ratified by Council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	DA&D, MDS	refusal must be ratified by Council or it is of no effect

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO	If section 19(1) applies

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	EHO	If section 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 section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	EHO	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	DA&D, MDS, CEH, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	DA&D, MDS, CEH, EHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	EHO	where Council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	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
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	DA&D, MDS, CEH, EHO	where Council is the registration authority
s.19CB(4)(b)	power to request copy of records	EHO	where Council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO	where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO	where Council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	EHO	where Council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO	where Council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	EHO	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	EHO	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO	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	EHO	where Council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO	where Council is the registration authority
---	power to register, renew or transfer registration	EHO	where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO	where Council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	EHO	where Council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO	where Council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO	where Council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO	where Council is the registration authority
s.38B(1)(c)	duty to inspect premises	EHO	where Council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	EHO	where Council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	EHO	where Council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO	where Council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO	where Council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	EHO	where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO	where Council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	EHO	where Council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	EHO	where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
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>	EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	EHO	where Council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	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, transferring or renewing registration of a component of a food business	EHO	where Council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHO	where Council is the registration authority
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	EHO	where Council is the registration authority

<b>HERITAGE ACT 1995</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.116	power to sub-delegate Executive Director's functions, duties or powers	DA&D, MDS	must first obtain Executive Director's written consent  Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation

<b>LOCAL GOVERNMENT ACT 1989</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.181H	power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO <sup>1</sup>	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.4B	power to prepare an amendment to the Victorian Planning Provisions	DA&D, MDS	if authorised by the Minister

<sup>1</sup> The only member of staff who can be a delegate in Column 3 is the CEO. If a CEO wishes to sub-delegate these powers, he or she must use the S13 Instrument Delegation of CEO powers, duties and functions to Members of Council Staff.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DA&D, MDS, CSP, POS	
s.4H	duty to make amendment to Victorian Planning Provisions available	DA&D, MDS, CSP, POS	
s.4I	duty to keep Victorian Planning Provisions and other documents available	DA&D, MDS, CSP, POS, SPO	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	DA&D, MDS	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	DA&D, MDS	
s.8A(5)	function of receiving notice of the Minister's decision	DA&D, MDS, CSP	
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	DA&D	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DA&D, MDS	
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	DA&D, MDS, CSP	
s 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DA&D, MDS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12B(1)	duty to review planning scheme	DA&D, MDS	
s.12B(2)	duty to review planning scheme at direction of Minister	DA&D, MDS	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DA&D, MDS, CSP	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	DA&D, MDS, CSP, POS, SPO	
s.17(1)	duty of giving copy amendment to the planning scheme	DA&D, MDS, CSP	
s.17(2)	duty of giving copy s.173 agreement	DA&D, MDS, CSP	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DA&D, MDS, CSP	
s.18	duty to make amendment etc. available	DA&D, MDS, CSP	
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 section 19 to a planning scheme	DA&D, MDS	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	DA&D, MDS, CSP, POS	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 section 19	DA&D, MDS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.21(2)	duty to make submissions available	DA&D, MDS, CSP	
s.21A(4)	duty to publish notice in accordance with section	DA&D, MDS, CSP, POS	
s.22	duty to consider all submissions	DA&D, MDS, CSP, POS	except submissions which request a change to the items in s.22(5)(a) and (b)
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	DA&D, MDS, CSP, POS	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	DA&D, MDS, CSP, POS	
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	DA&D, MDS, CSP, POS	
s.26(1)	power to make report available for inspection	DA&D, MDS, CSP, POS	
s.26(2)	duty to keep report of panel available for inspection	DA&D, MDS, CSP	
s.27(2)	power to apply for exemption if panel's report not received	DA&D, MDS	
s.28	duty to notify the Minister if abandoning an amendment	DA&D, MDS, CSP	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	DA&D, MDS, CSP	
s.30(4)(b)	duty to provide information in writing upon request	DA&D, MDS, CSP	
s.32(2)	duty to give more notice if required	DA&D, MDS, CSP	
s.33(1)	duty to give more notice of changes to an amendment	DA&D, MDS, CSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.36(2)	duty to give notice of approval of amendment	DA&D, MDS, CSP, POS	
s.38(5)	duty to give notice of revocation of an amendment	DA&D, MDS, CSP, POS	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	DA&D, MDS, CSP	
s.40(1)	function of lodging copy of approved amendment	DA&D, MDS, CSP, POS	
s.41	duty to make approved amendment available	DA&D, MDS, CSP, POS,	
s.42	duty to make copy of planning scheme available	DA&D, MDS, CSP, POS, SPO	
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	DA&D	where Council is a responsible public entity and is a planning authority  note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of Councils
s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DA&D, MDS	
s.46AW	function of being consulted by the Minister	DA&D, MDS	where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	DA&D, MDS	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	DA&D, MDS	
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	DA&D, MDS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GP	function of receiving a notice under s.46GO	DA&D, MDS	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	DA&D, MDS	
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	DA&D, MDS	
s.46GR(2)	power to consider a late submission  duty to consider a late submission if directed to do so by the Minister	DA&D, MDS	
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	DA&D, MDS	
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	DA&D, MDS	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DA&D, MDS	
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	DA&D, MDS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	DA&D, MDS	
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	DA&D, MDS	
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	DA&D, MDS	where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	DA&D, MDS	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)	DA&D, MDS	where Council is the development agency
s.46GV(4)(b)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	DA&D, MDS	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	DA&D, MDS	
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	DA&D, MDS	where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GX(1)	power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DA&D, MDS	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	DA&D, MDS	where Council is the collecting agency
s.46GY(1)	duty to keep proper and separate accounts and records	DA&D, MDS	where Council is the collecting agency
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	DA&D, MDS	where Council is the collecting agency
s.46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	DA&D, MDS	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	DA&D, MDS	where the Council is the planning authority this duty does not apply where Council is also the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.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	DA&D, MDS	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	DA&D, MDS	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)	DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DA&D, MDS	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	DA&D, MDS	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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.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	DA&D, MDS	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	DA&D, MDS	if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4)  where Council is the collecting agency under an approved infrastructure contributions plan  this duty does not apply where Council is also the development agency
s.46GZ(9)	function of receiving the fee simple in the land	DA&D, MDS	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	DA&D, MDS	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 1989</i>	DA&D, MDS	where Council is a development agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZB(3)	duty to follow the steps set out in s.46GZB(3)(a) – (c)	DA&D, MDS	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	DA&D, MDS	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)	DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan
s.46GZD(3)	duty to follow the steps set out in s.46GZD(3)(a) and (b)	DA&D, MDS	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)	DA&D, MDS	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	DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZE(2)	function of receiving the unexpended land equalisation amount	DA&D, MDS	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)	DA&D, MDS	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	DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	DA&D, MDS	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)	DA&D, MDS	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)	DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	where Council is a collecting agency or development agency
s.46LB(3)	duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	DA&D, MDS	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DA&D, MDS, CSP	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	DA&D, MDS, CSP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DA&D, MDS, CSP	
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	DA&D, MDS, CSP	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	DA&D, MDS, CSP	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	DA&D, MDS, CSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	DA&D, MDS,	
s.46Q(1)	duty to keep proper accounts of levies paid	DA&D, MDS, CSP	
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	DA&D, MDS, CSP	
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.	DA&D, MDS, CSP	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DA&D, MDS, CSP	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)	DA&D, MDS, CSP	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	DA&D, MDS	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DA&D, MDS	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	DA&D, MDS, CSP	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46QD	duty to prepare report and give a report to the Minister	DA&D, MDS	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	DA&D, MDS, CSP	
s.46Y	duty to carry out works in conformity with the approved strategy plan	DA&D, MDS, CSP	
s.47	power to decide that an application for a planning permit does not comply with that Act	DA&D, MDS, CSP, POS	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	DA&D, MDS, CSP, POS	
s.49(2)	duty to make register available for inspection	DA&D, MDS, CSP, POS	
s.50(4)	duty to amend application	DA&D, MDS, CSP, POS, SPO	
s.50(5)	power to refuse to amend application	DA&D, MDS, CSP	
s.50(6)	duty to make note of amendment to application in register	DA&D, MDS, CSP, POS, SPO	
s.50A(1)	power to make amendment to application	DA&D, MDS, CSP, POS, SPO	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DA&D, MDS, CSP, POS, SPO	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.50A(4)	duty to note amendment to application in register	DA&D, MDS, CSP, POS, SPO	
s.51	duty to make copy of application available for inspection	DA&D, MDS, CSP, POS, SPO	
s.52(1)(b)	duty to give notice of the application to other municipal Councils where appropriate	DA&D, MDS, CSP, POS	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	DA&D, MDS, CSP, POS, SPO	
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	DA&D, MDS, CSP, POS, SPO	
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	DA&D, MDS, CSP, POS, SPO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	DA&D, MDS, CSP, POS, SPO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	DA&D, MDS, CSP, POS, SPO	
s.52(3)	power to give any further notice of an application where appropriate	DA&D, MDS, CSP, POS	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DA&D, MDS, CSP, POS, SPO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DA&D, MDS, CSP, POS, SPO	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.54(1)	power to require the applicant to provide more information	DA&D, MDS, CSP, POS, SPO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	DA&D, MDS, CSP, POS, SPO	
s.54(1B)	duty to specify the lapse date for an application	DA&D, MDS, CSP, POS, SPO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DA&D, MDS, CSP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	DA&D, MDS, CSP	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DA&D, MDS, CSP, POS, SPO	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	DA&D, MDS	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	DA&D, MDS, CSP, POS, SPO	
s.57(5)	duty to make available for inspection copy of all objections	DA&D, MDS, CSP, POS, SPO	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	DA&D, MDS, CSP	
s.57A(5)	power to refuse to amend application	DA&D, MDS	After advertising
s.57A(6)	duty to note amendments to application in register	DA&D, MDS, CSP, POS, SPO	

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s.57B(1)	duty to determine whether and to whom notice should be given	DA&D, MDS, CSP, POS	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	DA&D, MDS, CSP, POS	
s.57C(1)	duty to give copy of amended application to referral authority	DA&D, MDS, CSP, POS, SPO	
s.58	duty to consider every application for a permit	DA&D, MDS, CSP, POS, SPO	
s.58A	power to request advice from the Planning Application Committee	DA&D, MDS	
s.60	duty to consider certain matters	DA&D, MDS, CSP, POS, SPO	
s60(1A)	power to consider certain matters before deciding on application	DA&D, MDS, CSP, POS, SPO	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	DA&D, MDS, CSP, POS, SPO	
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	DA&D, MDS, CSP, POS	<p>the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>The power to refuse a permit application or to determine an application for which objections have been lodged (and not withdrawn) is not delegated</p>

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s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DA&D, MDS, CSP	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DA&D, MDS, CSP, POS	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	DA&D, MDS, CSP, POS	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DA&D, MDS, CSP	
s.62(1)	duty to include certain conditions in deciding to grant a permit	DA&D, MDS, CSP	
s.62(2)	power to include other conditions	DA&D, MDS, CSP, POS, SPO	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DA&D, MDS, CSP, POS, SPO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DA&D, MDS, CSP, POS, SPO	
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 section 173 agreement	DA&D, MDS, CSP, POS, SPO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DA&D, MDS, CSP, POS, SPO	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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)	DA&D, MDS, CSP, POS	
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 section 62(1)(a)	DA&D, MDS, CSP, POS	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	DA&D, MDS, CSP, POS	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	DA&D, MDS, CSP, POS, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	DA&D, MDS, CSP, POS, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	DA&D, MDS, CSP, POS, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 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	DA&D, MDS, CSP, POS, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	DA&D, MDS, CSP, POS, SPO	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	DA&D, MDS, CSP, POS, SPO	

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s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	DA&D, MDS, CSP, POS, SPO	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	DA&D, MDS, CSP, POS, SPO	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 section 64 or 65	DA&D, MDS, CSP, POS	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	DA&D, MDS, CSP, POS, SPO	
s.69(1A)	function of receiving application for extension of time to complete development	DA&D, MDS, CSP, POS, SPO	
s.69(2)	power to extend time (or to refuse to extend time)	DA&D, MDS, CSP	
s.70	duty to make copy permit available for inspection	DA&D, MDS, CSP, POS	
s.71(1)	power to correct certain mistakes	DA&D, MDS, CSP, POS	

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s.71(2)	duty to note corrections in register	DA&D, MDS, CSP, POS	
s.73	power to decide to grant amendment subject to conditions	DA&D, MDS, CSP, POS	
s.74	duty to issue amended permit to applicant if no objectors	DA&D, MDS, CSP, POS, SPO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DA&D, MDS, CSP, POS, SPO	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	DA&D, MDS, CSP, POS, SPO	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DA&D, MDS, CSP, POS, SPO	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	DA&D, MDS, CSP, POS, SPO	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 section 64 or 76	DA&D, MDS, CSP, POS, SPO	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	DA&D, MDS, CSP, POS	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.83	function of being respondent to an appeal	DA&D, MDS, CSP, POS	
s.83B	duty to give or publish notice of application for review	DA&D, MDS, CSP, POS	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DA&D, MDS	
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	DA&D, MDS, CSP, POS, SPO	
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	DA&D, MDS, CSP, POS, SPO	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DA&D, MDS, CSP, POS, SPO	
s.84AB	power to agree to confining a review by the Tribunal	DA&D, MDS	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DA&D, MDS, CSP, POS, SPO	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	DA&D, MDS	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DA&D, MDS, CSP, POS	
s.91(2)	duty to comply with the directions of VCAT	DA&D, MDS, CSP, POS, SPO	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	DA&D, MDS, CSP, POS, SPO	

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s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	DA&D, MDS, CSP, POS, SPO	
s.93(2)	duty to give notice of VCAT order to stop development	DA&D, MDS, CSP, POS, SPO	
s.95(3)	function of referring certain applications to the Minister	DA&D, MDS, CSP	
s.95(4)	duty to comply with an order or direction	DA&D, MDS, CSP, POS, SPO	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	DA&D, MDS, CSP	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DA&D, MDS, CSP	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DA&D, MDS	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DA&D, MDS, CSP, POS	
s.96F	duty to consider the panel's report under section 96E	DA&D, MDS, CSP, POS	
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 section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DA&D, MDS, CSP	
s.96H(3)	power to give notice in compliance with Minister's direction	DA&D, MDS, CSP, POS	

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s.96J	power to issue permit as directed by the Minister	DA&D, MDS, CSP, POS	
s.96K	duty to comply with direction of the Minister to give notice of refusal	DA&D, MDS, CSP, POS	
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	DA&D, MDS, CSP, POS	
s.97C	power to request Minister to decide the application	DA&D, MDS	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	DA&D, MDS, CSP, POS, SPO	
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	DA&D, MDS, CSP, POS	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	DA&D, MDS, CSP, POS, SPO	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DA&D, MDS, CSP, POS	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DA&D, MDS, CSP	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DA&D, MDS	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DA&D, MDS, CSP	

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s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DA&D, MDS, CSP, POS	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DA&D, MDS, CSP, POS	
s.97Q(4)	duty to comply with directions of VCAT	DA&D, MDS, CSP, POS	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DA&D, MDS, CSP, POS	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DA&D, MDS	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DA&D, MDS	
s.101	function of receiving claim for expenses in conjunction with claim	DA&D, MDS	
s.103	power to reject a claim for compensation in certain circumstances	DA&D, MDS	
s.107(1)	function of receiving claim for compensation	DA&D, MDS	
s.107(3)	power to agree to extend time for making claim	DA&D, MDS	
s.114(1)	power to apply to the VCAT for an enforcement order	DA&D, MDS	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	DA&D, MDS	

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s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DA&D, MDS	
s.123(1)	power to carry out work required by enforcement order and recover costs	DA&D, MDS	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DA&D, MDS	except Crown Land
s.129	function of recovering penalties	DA&D, MDS, CSP	
s.130(5)	power to allow person served with an infringement notice further time	DA&D, MDS, CSP	
s.149A(1)	power to refer a matter to the VCAT for determination	DA&D, MDS	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DA&D, MDS	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (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 subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	DA&D, MDS	where Council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	DA&D, MDS	
s.171(2)(g)	power to grant and reserve easements	DA&D, MDS	

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s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DA&D, MDS	where Council is a development agency specified in an approved infrastructure contributions plan
s.172D(1)	power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	DA&D, MDS	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)	DA&D, MDS	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 section 174	DA&D	
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	DA&D	where Council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DA&D, MDS, CSP	
---	power to give consent on behalf of Council, where an agreement made under section 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	DA&D, MDS, CSP	
s.177(2)	power to end a section 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	DA&D	

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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	DA&D	
s.178A(1)	function of receiving application to amend or end an agreement	DA&D, MDS, CSP, POS	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DA&D, MDS, CSP, POS	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DA&D, MDS, CSP, POS	
s.178A(5)	power to propose to amend or end an agreement	DA&D, MDS, CSP, POS	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	DA&D, MDS, CSP, POS	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	DA&D, MDS, CSP, POS	
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	DA&D, MDS, CSP, POS	
s.178C(4)	function of determining how to give notice under s.178C(2)	DA&D, MDS, CSP, POS	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	DA&D, MDS, CSP, POS	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	DA&D, MDS	If no objections are made under s.178D Must consider matters in s.178B

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s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DA&D, MDS	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	DA&D, MDS	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	DA&D, MDS	After considering objections, submissions and matters in s.148B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	DA&D, MDS, CSP, POS	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DA&D, MDS, CSP, POS	
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	DA&D, MDS, CSP, POS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	DA&D, MDS	
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	DA&D, MDS	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DA&D, MDS, CSP, POS	
s.179(2)	duty to make available for inspection copy agreement	DA&D, MDS, CSP, POS	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DA&D, MDS, CSP, POS	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DA&D, MDS, CSP, POS	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	DA&D, MDS, CSP, POS	
s.182	power to enforce an agreement	DA&D, MDS	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DA&D, MDS, CSP, POS	
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	DA&D, MDS	
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	DA&D, MDS, CSP, POS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.184F(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	DA&D, MDS, CSP, POS	
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	DA&D, MDS, CSP, POS	
s.184G(2)	duty to comply with a direction of the Tribunal	DA&D, MDS, CSP, POS	
s.184G(3)	duty to give notice as directed by the Tribunal	DA&D, MDS, CSP, POS	
s.198(1)	function to receive application for planning certificate	DA&D, MDS, CSP, POS	
s.199(1)	duty to give planning certificate to applicant	DA&D, MDS, CSP, POS	
s.201(1)	function of receiving application for declaration of underlying zoning	DA&D, MDS, CSP	
s.201(3)	duty to make declaration	DA&D, MDS, CSP	
-	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	DA&D, MDS, CSP	
	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	DA&D, MDS, CSP, POS	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	power 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	DA&D, MDS, CSP, POS	
		DA&D, MCA, CAM	Development Plan to be considered by Council
-	power to give written authorisation in accordance with a provision of a planning scheme	DA&D, MDS, CSP, POS	
s.201UAB(1)	function of providing the Victorian Planning Authority with information relating to any land within municipal district	DA&D, MDS, CSP	
s.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	DA&D, MDS, CSP	

<b>RAIL SAFETY (LOCAL OPERATIONS) ACT 2006</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.33	duty to comply with a direction of the Safety Director under this section	DA&D, MCA, CAM	where Council is a utility under section 3
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	DA&D, MCA, CAM	duty of Council as a road authority under the <i>Road Management Act 2004</i>
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	DA&D, MCA, CAM	where Council is a utility under section 3

<b>RAIL SAFETY (LOCAL OPERATIONS) ACT 2006</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	DA&D, MCA	where Council is the relevant road authority
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	DA&D, MCA, CAM	where Council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	DA&D, MCA, CAM	where Council is the relevant road authority
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	DA&D, MCA	where Council is the relevant road authority
s.34E(1)(a)	duty to identify and assess risks to safety	DA&D, MCA, CAM	where Council is the relevant road authority
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	DA&D, MCA, CAM	where Council is the relevant road authority
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DA&D, MCA	where Council is the relevant road authority
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	DA&D, MCA, CAM	where Council is the relevant road authority
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	DA&D, MCA, CAM	where Council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DA&D, MCA	where Council is the relevant road authority

<b>RAIL SAFETY (LOCAL OPERATIONS) ACT 2006</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	DA&D, MCA, CAM	where Council is the relevant road authority
s.34I	function of entering into safety interface agreements	DA&D, MCA	where Council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	DA&D, MCA, CAM	where Council is the relevant road authority
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	DA&D, MCA, CAM	where Council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	DA&D, MCA, CAM	where Council is the relevant road authority

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.142D	function of receiving notice regarding an unregistered rooming house	DA&D, MDS, CEH, EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	DA&D, MDS, CEH, EHO	
s. 142G(2)	power to enter certain information in the Rooming House Register	DA&D, MDS, CEH, EHO	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	DA&D, MDS, CEH, EHO	

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	DA&D, MDS, CEH, EHO	where Council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	DA&D, MDS, CEH, EHO	where Council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by Council	DA&D, MDS, CEH, EHO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	DA&D, MDS, CEH, EHO	
s.522(1)	power to give a compliance notice to a person	DA&D, MDS, CEH, EHO	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	DA&D, MDS, CEH, EHO	
s.525(4)	duty to issue identity card to authorised officers	DA&D, MDS, CEH, EHO	
s.526(5)	duty to keep record of entry by authorised officer under section 526	DA&D, MDS, CEH, EHO	
s.526A(3)	function of receiving report of inspection	DA&D, MDS, CEH, EHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	DA&D, MDS, CEH, EHO	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	DA&D, MCA	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	DA&D, DCE, DC&SS, MCA, MDS, CSP	
s.11(9)(b)	duty to advise Registrar	DA&D, MCA, MDS, CSP, CAM	
s.11(10)	duty to inform Secretary to Department Environment, Land, Water and Planning of declaration etc.	DA&D, MCA, MDS, CAM, CSP	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department Environment, Land, Water and Planning or nominated person	DA&D, MCA, MDS, CAM, CSP	where Council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	DA&D, MCA, MDS	where Council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	DA&D, MCA, MDS, CAM, CSP	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	DA&D, MCA, MDS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	DA&D, MCA, MDS, CAM, CSP	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	DA&D, DC&SS, MCA, MDS, CAM, CSP	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	DA&D, MCA, MDS, CAM, CSP	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	DA&D, MDS, MCA	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	DA&D, MCA, CAM	
s.14(7)	power to appeal against decision of VicRoads	DA&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	DA&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	DA&D	
s.15(2)	duty to include details of arrangement in public roads register	DA&D, MCA, CAM	
s.16(7)	power to enter into an arrangement under section 15	DA&D, MCA	
s.16(8)	duty to enter details of determination in public roads register	DA&D, MCA, CAM	
s.17(2)	duty to register public road in public roads register	DA&D, MCA, CAM	where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.17(3)	power to decide that a road is reasonably required for general public use	DA&D, MCA, CAM	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	DA&D, MCA, CAM	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	DA&D, MCA, CAM	where Council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	DA&D, MCA, CAM	where Council is the coordinating road authority
s.18(1)	power to designate ancillary area	DA&D, MCA, CAM	where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	DA&D, MCA, CAM	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	DA&D, MCA, CAM	
s.19(4)	duty to specify details of discontinuance in public roads register	DA&D, MCA, CAM	
s.19(5)	duty to ensure public roads register is available for public inspection	DA&D, MCA, CAM	
s.21	function of replying to request for information or advice	DA&D, MCA, CAM	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	DA&D, MCA	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	DA&D, DC&SS, MCA	
s.22(5)	duty to give effect to a direction under this section.	DA&D, MCA, CAM	
s.40(1)	duty to inspect, maintain and repair a public road.	DA&D, MCA, CAM, CRPM	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	DA&D, MCA, CAM	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	DA&D, MCA, CAM	
s.42(1)	power to declare a public road as a controlled access road	DA&D	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	DA&D	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	DA&D, MCA, CAM	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	DA&D, MCA	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

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DA&D, MCA, CAM	where Council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	DA&D, MCA, CAM	
s.49	power to develop and publish a road management plan	DA&D, MCA	
s.51	power to determine standards by incorporating the standards in a road management plan	DA&D, MCA	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DA&D, MCA, CAM	
s.54(2)	duty to give notice of proposal to make a road management plan	DA&D, MCA, CAM	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	DA&D, MCA	
s.54(6)	power to amend road management plan	DA&D, MCA	
s.54(7)	duty to incorporate the amendments into the road management plan	DA&D, MCA, CAM	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	DA&D, MCA, CAM	
s.63(1)	power to consent to conduct of works on road	DA&D, MCA, CAM, DE	where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DA&D, MCA, CAM,	where Council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	DA&D, MCA	where Council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	DA&D, MCA, CAM	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	DA&D, MCA, CAM	where Council is the coordinating road authority
s.67(3)	power to request information	DA&D, MCA, CAM	where Council is the coordinating road authority
s.68(2)	power to request information	DA&D, MCA, CAM	where Council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	DA&D	
s.72	duty to issue an identity card to each authorised officer	DA&D, DC&SS, MG&R, CG&P	
s.85	function of receiving report from authorised officer	DA&D, MCA	
s.86	duty to keep register re section 85 matters	DA&D, MCA, CAM	
s.87(1)	function of receiving complaints	DA&D, MCA, CAM	
s.87(2)	duty to investigate complaint and provide report	DA&D, MCA, CAM	
s.112(2)	power to recover damages in court	DA&D	
s.116	power to cause or carry out inspection	DA&D, MCA, CAM, CRPM	
s.119(2)	function of consulting with VicRoads	DA&D, MCA, CAM	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	DA&D, MCA	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	DA&D, MCA	
s.121(1)	power to enter into an agreement in respect of works	DA&D, MCA	
s.122(1)	power to charge and recover fees	DA&D, MCA	
s.123(1)	power to charge for any service	DA&D, MCA	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	DA&D, MCA	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	DA&D, MCA	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	DA&D, MCA	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	DA&D, MCA, CAM	
Schedule 2 Clause 5	duty to publish notice of declaration	DA&D, MCA, CAM	
Schedule 7, Clause 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	DA&D, MCA, CAM	where Council is the infrastructure manager or works manager

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 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	DA&D, MCA, CAM	where Council is the infrastructure manager or works manager
Schedule 7, Clause 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	DA&D, MCA	where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 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	DA&D, MCA, CAM	where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DA&D, MCA, CAM	where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DA&D, MCA, CAM	where Council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	DA&D, MCA, CAM	where Council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	DA&D, MCA, CAM	where Council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	DA&D, MCA	where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	DA&D, MCA, CAM	where Council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	DA&D, MCA	where Council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	DA&D, MCA, CAM	where Council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	DA&D, MCA,	where Council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	DA&D, MCA, CAM	where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	DA&D, MCA, CAM	where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DA&D, MCA, CAM	where Council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	DA&D, MCA, CAM	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	DA&D, MCA	where Council is the responsible road authority
Schedule 7A Clause 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	DA&D, MCA	where Council is the responsible road authority
Schedule 7A Clause 3(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	DA&D, MCA	duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal Council (re: operating costs)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.24	duty to ensure that cemetery complies with depth of burial requirements	DC&SS	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DC&SS	
r.27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	DC&SS	
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	DC&SS	
r.28(2)	duty to ensure any fittings removed of are disposed in an appropriate manner	DC&SS	
r.29	power to dispose of any metal substance or non-human substance recovered from a cremator	DC&SS	
r.30(2)	power to release cremated human remains to certain persons	DC&SS	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	DC&SS	
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	DC&SS	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
r.31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	DC&SS	
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	DC&SS	
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DC&SS	
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	DC&SS	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	DC&SS	
r.34	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	DC&SS	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	DC&SS	
r. 40	power to approve a person to play sport within a public cemetery	DC&SS	
r. 41(1)	power to approve fishing and bathing within a public cemetery	DC&SS	
r. 42(1)	power to approve hunting within a public cemetery	DC&SS	
r. 43	power to approve camping within a public cemetery	DC&SS	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
r. 45(1)	power to approve the removal of plants within a public cemetery	DC&SS	
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DC&SS	
r. 47(3)	power to approve the use of fire in a public cemetery	DC&SS	
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	DC&SS	
<b>Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	DC&SS	see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	DC&SS	see note above regarding model rules
Schedule 2, clause 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	DC&SS	see note above regarding model rules
Schedule 2, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	DC&SS	see note above regarding model rules

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	DC&SS	see note above regarding model rules
Schedule 2, clause 8	power to approve certain mementos on a memorial	DC&SS	see note above regarding model rules
Schedule 2, clause 11(1)	power to remove objects from a memorial or place of interment	DC&SS	see note above regarding model rules
Schedule 2, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	DC&SS	see note above regarding model rules
Schedule 2, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	DC&SS	see note above regarding model rules
Schedule 2, clause 14	power to approve an animal to enter into or remain in a cemetery	DC&SS	see note above regarding model rules
Schedule 2, clause 16(1)	power to approve construction and building within a cemetery	DC&SS	see note above regarding model rules
Schedule 2, clause 17(1)	power to approve action to disturb or demolish property of the cemetery trust	DC&SS	see note above regarding model rules

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Schedule 2, clause 18(1)	power to approve digging or planting within a cemetery	DC&SS	see note above regarding model rules

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DA&D, MDS	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 section 54 of the Act	DA&D, MDS	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	DA&D, MDS, CSP, POS	where Council is the responsible authority
r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DA&D, MDS, CSP, POS	where Council is not the responsible authority but the relevant land is within Council's municipal district

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DA&D, MDS	where Council is not the planning authority and the amendment affects land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.

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

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>

PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	DA&D, MDS, CEH, EHO	
r.11	function of receiving application for registration	DA&D, MDS, CEH, EHO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	DA&D, MDS, CEH, EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	DA&D, MDS, CEH, EHO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DA&D, MDS, CEH, EHO	
r.13(4) & (5)	duty to issue certificate of registration	DA&D, MDS, CEH, EHO	
r.15(1)	function of receiving notice of transfer of ownership	DA&D, MDS, CEH, EHO	
r.15(3)	power to determine where notice of transfer is displayed	DA&D, MDS, CEH, EHO	
r.16(1)	duty to transfer registration to new caravan park owner	DA&D, MDS, CEH, EHO	
r.16(2)	duty to issue a certificate of transfer of registration	DA&D, MDS, CEH, EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	DA&D, MDS, CEH, EHO	
r.18	duty to keep register of caravan parks	DA&D, MDS, CEH, EHO	
r.19(4)	power to determine where the emergency contact person's details are displayed	DA&D, MDS, CEH, EHO	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.19(6)	power to determine where certain information is displayed	DA&D, MDS, CEH, EHO	
r.22A(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	DA&D, MDS, CEH, EHO	
r.22A(2)	duty to consult with relevant emergency services agencies	DA&D, MDS, CEH, EHO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	DA&D, MDS, CEH, EHO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	DA&D, MDS, CEH, EHO	
r.25(3)	duty to consult with relevant floodplain management authority	DA&D, MDS, MCA	
r.26	duty to have regard to any report of the relevant fire authority	DA&D, MDS, MCA	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	DA&D, MDS, MCA	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	DA&D, MDS, CEH, EHO	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DA&D, MDS, MCA	
r.40(4)	function of receiving installation certificate	DA&D, MDS, CEH, EHO	
r.42	power to approve use of a non-habitable structure as a	DA&D, MDS	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	dwelling or part of a dwelling		
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	DA&D, MDS, CEH, EHO	

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.8(1)	duty to conduct reviews of road management plan	DA&D, MCA	
r. .9(2)	duty to produce written report of review of road management plan and make report available	DA&D, MCA, CAM	
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)	DA&D, MCA, CAM	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 section 41 of the Act	DA&D, MCA, CAM	
r.13(1)	Duty to publish notice of amendments to road management plan	DA&D, MCA, CAM	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	DA&D, MCA, CAM	
r.16(3)	power to issue permit	DA&D, MCA	where Council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	DA&D, MCA	where Council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	DA&D, MCA	where Council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	DA&D, MCA, MDS	where Council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	DA&D, MCA, CAM CRPM	where Council is the responsible road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DA&D	where Council is the responsible road authority
r. 25(5)	power to recover in the Magistrates' Court, expenses from person responsible	DA&D, DC&SS, MCA	

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





## **Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)**

In this instrument "officer" means -

**"CCS" means Coordinator Community Safety – Chris Price**

**"CSO" means Community Safety Officer – Casey Southurst, Josephine Noble**

**"CSP" means Coordinator Statutory Planning – Karen Girvan**

**"DA&D" means Director Assets & Development – Stuart McConnell**

**"MDS" means Manager Development Services – Darren Jackson & Shivaun Brown**

**"POS" means Senior Planning Officer – Melissa Crane**

**"PTO" means Planning Technical Officer – Nicole Maguire**

**"SPO" means Statutory Planning Officer – Clara Gartland**

**By this instrument of appointment and authorisation Murrindindi Shire Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

[DA&D, MDS, CCS, CSP, CSO, POS, PTO, SPO]

2. under section 232 of the *Local Government Act 1989* authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.

[DA&D, MDS, CSP, POS]

**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 Murrindindi Shire Council  
on

DATED this      day of                      2018

THE COMMON SEAL OF THE MURRINDINDI    )  
SHIRE COUNCIL was hereunto affixed in the    )  
presence of:    )

Chief Executive Officer .....

Councillor .....