



MINUTES OF THE ORDINARY COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL HELD 7 FEBRUARY 2018 AT THE COUNCIL CHAMBER, 92 NELSON STREET, NHILL COMMENCING AT 3.00PM.

MINUTES

1. Acknowledgement of the Indigenous Community and Opening Prayer

2. Apologies

3. Confirmation of Minutes

4. Declaration of Interests

5. Public Question Time

6. Deputations

7. Activity Reports

8. Correspondence

9. Assembly of Councillors

9.1 Record of Assembly

10. Planning Permit Reports

10.1 VicSmart Planning Permits – quarterly report

11. Reports Requiring a Decision

- 11.1 Procurement Policy Review
- 11.2 Request for co-funding installation of a fishing pontoon on Nhill Lake
- 11.3 Financial Report for the period ending 31 December 2017

12. Special Committees

- 12.1 Wimmera Mallee Pioneer Museum
- 12.2 Rainbow Town Committee
- 12.3 Nhill Town Committee

13. Late Reports

No report

14. Other Business

No report

15. Confidential Matters

- 15.1 Financial Hardship Application
- 15.2 Return of International KB6 Truck

16. Meeting Close

Present:

Crs R. Ismay (Mayor), R. Lowe (Deputy Mayor), T. Schneider, R. Gersch, D. Nelson

In Attendance:

Mr Greg Wood, (Chief Executive Officer), Ms Monica Revell (Director Corporate and Community Services), Mr Shane Power (Director of Infrastructure Services), Ms Shelley Gersch (Executive Assistant)

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Cr Ismay opened the meeting at 3:00pm by acknowledging the Indigenous Community and offering the opening prayer.

2. APOLOGIES

Cr David Colbert.

MOVED: CRS R. Gersch/R. Lowe

That Council accepts the apology.

CARRIED

3. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 20 December 2017 in the Council Chamber, 92 Nelson Street Nhill, as circulated to Councillors be taken as read and confirmed.

MOVED: CRS T. Schneider/D. Nelson

That the Minutes of the Ordinary Council Meeting held on Wednesday 20 December 2017 in the Council Chamber, 92 Nelson Street Nhill, as circulated to Councillors be taken as read and confirmed.

CARRIED

Attachment: 1

4. DECLARATION BY COUNCILLORS OR OFFICERS OF ANY DIRECT OR INDIRECT INTEREST IN ANY ITEM ON THE AGENDA.

) Direct; or

) Indirect interest

) a) by close association;

) b) that is an indirect financial interest;

) c) because of conflicting duties;

) d) because of receipt of an applicable gift;

) e) as a consequence of becoming an interested party; or

) f) because of an impact on residential amenity.

Declaration of direct or indirect interest must also be advised by Councillors at the commencement of discussion of the specific item.

5. PUBLIC QUESTION TIME

No questions

6. DEPUTATIONS

Wimmera Mallee Pioneer Museum Committee members spoke about their written submission on confidential item 15.2.

7. ACTIVITY REPORTS

COUNCILLOR ACTIVITIES: DECEMBER 2017/JANUARY 2018

Cr ISMAY, Mayor

Attended:

- J 01/12/2017 International Day of people with disabilities, Civic Centre Nhill
- J 01/12/2017 Meeting with CEO
- J 05/12/2017 Federation University meeting CEO's Office, Nhill
- J 06/12/2017 Meeting with CEO
- J 06/12/2017 Briefing/council meeting, Nhill
- J 06/12/2017 Rainbow primary hub meeting, Rainbow
- J 13/12/2017 Rainbow primary hub meeting, Rainbow
- J 13/12/2017 Federation University foundation scholarships, Horsham
- J 15/12/2017 Western Highway action group meeting, Ararat
- J 15/12/2017 Christmas drinks with Emma Kealy and Andrew Broad, Horsham
- J 15/12/2017 Inspection of Dimboola skate park and chat with contractors
- J 16/12/2017 Turning of first sod and pouring of foundations for Rainbow brewery
- J 19/12/2017 Rainbow P 12 speech night/Rae Keam award
- J 19/12/2017 Wimmera Mallee tourism meeting, Hopetoun
- J 20/12/2017 Meeting with CEO
- J 20/12/2017 Briefing/council meeting, Nhill
- J 27/12/2017 Inspected skate park Dimboola
- J 04/01/2018 Meeting with Wimmera Mallee Pioneer Museum Committee Jeparit
- J 04/01/2018 Inspection of boat ramp area Jeparit
- J 04/01/2018 Tour of weir pool at Jeparit
- J 06/01/2018 Karen new year celebration Nhill
- J 15/01/2018 Meet and arrange accommodation for Fred (Skate park)
- J 18/01/2018 Infrastructure tour Jeparit/ Rainbow
- J 18/01/2018 Meeting with WMT
- J 22/01/2018 Rainbow town committee meeting
- J 24/01/2018 Meeting with CEO
- J 24/01/2018 Official opening wind farm Kiata
- J 24/01/2018 Opening of Barengi Gadjin Wail Site
- J 26/01/2018 Australia Day, Rainbow
- J 26/01/2018 Australia Day, Jeparit
- J 26/01/2018 Australia Day, Dimboola
- J 26/01/2018 Australia Day, Nhill

Cr LOWE, DEPUTY MAYOR

Attended:

- J 01/12/2017 International Disability Day Activities, Nhill
- J 01/12/2017 Vintage Club Christmas Dinner, Nhill

- J 06/12/2017 Council Briefing, Meeting, Nhill
- J 13/12/2017 Scholarship Presentation, Federation University, Horsham
- J 16/12/2017 Christmas Party, Aged Care Home staff, Mundulla
- J 17/12/2017 Carols Evening, Rainbow
- J 18/12/2017 Entertainment Christmas Party, Avonlea, Nhill
- J 19/12/2017 Presentation Night, Nhill College
- J 20/12/2017 Council Briefing, Meeting, Councillor Dinner, Nhill
- J 21/12/2017 Council Staff Break-up, Jeparit
- J 24/12/2017 Mopoke Christmas Eve, Jeparit
- J 31/12/2017 New Years Eve Dance, Lorquon
- J 04/01/2018 Meeting WMPM, with Mayor, CEO, Simon Landrigan & Jeff Woodward, Jeparit
- J 06/01/2018 Karen New Year Celebrations, Nhill
- J 07/01/2018 Annual Filipino Gathering, Horsham
- J 16/01/2018 Wimmera Mallee Pioneer Museum Meeting, Jeparit
- J 18/01/2018 Infrastructure Tour, Rainbow and Jeparit areas, with Mayor and DIS, Rainbow & Jeparit
- J 24/01/2018 Barengi Gadjin Land Council Plan Launch, Wail
- J 26/01/2018 Australia Day formalities, Rainbow, Jeparit, Dimboola & Nhill

Cr GERSCH

Attended:

- J 01/12/2017 Wimmera regional roads meeting
- J 01/12/2017 Youth council interviews
- J 04/12/2017 Youth council interviews
- J 06/12/2017 Council briefing and meeting
- J 08/12/2017 RCV board meeting
- J 12/12/2017 WDA board meeting
- J 20/12/2017 Council briefing and meeting
- J 20/12/2017 Council Xmas tea
- J 21/12/2017 Council Xmas breakup
- J 26/12/2017 Nhill boxing day races
- J 06/01/2018 Karen new year celebrations
- J 19/01/2018 RCV board meeting
- J 23/01/2018 NWMA subcommittee meeting, Swan Hill
- J 26/01/2018 Australia Day celebrations, Nhill

Cr COLBERT

Attended:

- J 06/12/2017 Council Briefing and Meeting, Nhill
- J 20/12/2017 Council Briefing and Meeting, Nhill
- J 01/01/2018 Karen New Year, Nhill
- J 02/01/2018 Nhill Town Committee Meeting

Cr NELSON

Attended:

-) 01/12/2017 International Day of people with disabilities, Nhill
-) 04/12/2017 Dimboola Town Committee meeting, Dimboola
-) 06/12/2017 Briefing Meeting, Nhill
-) 06/12/2017 Council Meeting, Nhill
-) 06/12/2017 Councillor /SMT dinner, Nhill
-) 12/12/2017 Wimmera Development Association meeting, Horsham
-) 13/12/2017 Federation University Scholarship awards, Horsham
-) 15/12/2017 Andrew Broad Drinks event, Horsham
-) 19/12/2017 DMSC awards night, Dimboola
-) 20/12/2017 Briefing meeting, Nhill
-) 20/12/2017 Council Meeting, Nhill
-) 06/01/2018 Karen New Year Celebrations, Nhill
-) 24/01/2018 Kiata Wind Farm Official Opening, Kiata
-) 25/01/2018 Tour of Snape Reserve, Dimboola
-) 26/01/2018 Australia Day event, Dimboola
-) 26/01/2018 Australia Day Event, Nhill

Cr SCHNEIDER

Attended:

-) 04/12/2017 Dimboola Town Committee
-) 05/12/2017 Youth Council interviews, Dimboola
-) 06/12/2017 Council Briefing and meeting, Nhill
-) 07/12/2017 Town Christmas decorations, Dimboola
-) 11/12/2017 Dimboola Memorial Secondary College School Council meeting, Dimboola
-) 15/12/2017 Wimmera Regional Library Corporation Board meeting, Horsham
-) 19/12/2017 Dimboola Memorial Secondary College Awards Night
-) 20/12/2017 Council Briefing and meeting, Nhill
-) 20/12/2017 Councillor Christmas dinner, Nhill
-) 13/01/2018 High Street Dimboola cleanup
-) 15/01/2018 High Street Dimboola cleanup
-) 26/01/2018 Australia Day commemoration, Dimboola
-) 27/01/2018 Upper Regions Cemetery work, Wail

MOVED: CRS R. Gersch/D. Nelson

That Council writes letters to:

-) ***Nhill Racing Club – congratulating them on a successful Boxing Day Races 2017***
-) ***Maree Caldwell, Australia Day Ambassador – thanking her for her contribution to the Hindmarsh Shire Australia Day Events 2018***

CARRIED

SENIOR MANAGEMENT ACTIVITIES: DECEMBER 2017/JANUARY 2018

GREG WOOD, Chief Executive Officer:

Attended:

- J 01/12/2017 Meeting with Mayor
- J 01/12/2017 Sharing Wimmera Regulatory Services Meeting, Horsham
- J 04/12/2017 RDV monthly meeting, Nhill
- J 05/12/2017 Council First Skype Webcast Demo, Nhill
- J 05/12/2017 Federation University meeting CEOs Office, Nhill
- J 06/12/2017 Meeting with Mayor
- J 06/12/2017 Budget Briefing Discussion, Nhill
- J 06/12/2017 Council Briefing and Meeting, Nhill
- J 08/12/2017 Hindmarsh Early Years Supported Playgroup Funding
Teleconference
- J 11/12/2017 Dimboola Community Civic Hub
- J 12/12/2017 WDA Meeting, Horsham
- J 13/12/2017 Oasis Meeting, Rainbow
- J 14/12/2017 Shared Services Meeting, Horsham
- J 14/12/2017 CEO Wimmera Regional Meeting, Horsham
- J 15/12/2017 Sharing Wimmera Regulatory Services Meeting, Horsham
- J 18/12/2017 Local Government Bill 2018 Exposure Draft Briefings, Bendigo
- J 19/12/2017 Nhill College Presentation Evening, Nhill
- J 20/12/2017 Meeting with Mayor
- J 20/12/2017 Council Briefing and Meeting, Nhill
- J 20/12/2017 SMT and Councillor Dinner, Nhill
- J 21/12/2017 All staff Christmas break up, Jeparit
- J 04/01/2018 Meeting with Wimmera Mallee Pioneer Museum Committee
members, Mayor and Cr Lowe, Jeparit
- J 04/01/2018 Inspection of boat ramp area Jeparit with Mayor
- J 04/01/2018 Tour of weir pool at Jeparit with Mayor
- J 06/01/2018 Karen New Year celebrations, Nhill
- J 16/12/2018 Firearms Licence Training, Nhill
- J 24/01/2018 Meeting with Mayor
- J 24/01/2018 Official Opening of Kiata Wind Farm
- J 24/01/2018 Barengi Gadjin Land Council Country Plan Launch and Wail
Office Opening

SHANE POWER, Director Infrastructure Services:

Attended:

- J 01/12/2017 Shared Wimmera Regulatory Services, Horsham
- J 01/12/2017 Wimmera Regional Transport Group, Horsham
- J 04/12/2017 Dimboola Township Committee Meeting, Dimboola
- J 06/12/2017 Council Briefing, Nhill

- J 06/12/2017 Council Meeting, Nhill
- J 12/12/2017 Aerodrome discussions, Nhill
- J 15/12/2017 Shared Wimmera Regulatory Services, Horsham
- J 18/12/2017 Crime Prevention Reference Group, Horsham
- J 18/12/2017 Nhill Township Committee Meeting, Nhill
- J 20/12/2017 Council Briefing, Nhill
- J 20/12/2017 Council Meeting, Nhill
- J 21/12/2017 Staff Christmas function, Jeparit
- J 10/01/2018 Contract discussion, Wimmera Mallee Waste, Rainbow
- J 11/01/2018 Nhill Aerodrome Stakeholders Meeting, Nhill
- J 16/01/2018 Firearms Licence Training
- J 17/01/2018 VCAT Directions Hearing (teleconference), Nhill
- J 18/01/2018 North Ward issues and opportunities meeting with Councillors
Lowe and Ismay, various locations
- J 24/01/2018 Official Opening of Horsham ICC, Horsham
- J 24/01/2018 Launch of the Barengi Gadjin Land Councils *Country Plan* and
Official opening of the Wail facility, Wail

MONICA REVELL, Director Corporate and Community Services:

Attended:

- J 05/12/2017 Software web demonstration
 - J 05/12/2017 Council First Skype Webcast Demo, Nhill
 - J 06/12/2017 Council Briefing, Nhill
 - J 06/12/2017 Council Meeting, Nhill
 - J 08/12/2017 Meeting with Department of Health
 - J 13/12/2017 Emergency Management Working Group Meeting
 - J 15/12/2017 WRLC Board Meeting
 - J 18-31/12/2017 Annual Leave
 - J 16/01/2018 Firearms Licence Training, Nhill
 - J 17-26/01/2018 Annual Leave
 - J 29/01/2018 Meeting with Wimmera Uniting
-

8. CORRESPONDENCE

8.1 GENERAL CORRESPONDENCE

Responsible Officer: Chief Executive Officer

Attachment: 2

Introduction:

The following correspondence is tabled for noting by Council:

- Dimboola Playgroup
 - o *Congratulating the Playgroup on receiving Community Playgroup of the Year for Rural/Regional Victoria*
- Cal Myers, Leading Senior Constable
 - o *Congratulating him on 15 years' service*
- Darren Sadler, Sergeant
 - o *Congratulating him on 15 years' service and National Police Service Medal*
- Dimboola Town Committee
 - o *Congratulating committee on Keep Victoria Beautiful Tidy Towns Awards*
- Dimboola RSL Sub Branch
 - o *Congratulating committee on Keep Victoria Beautiful Tidy Towns Awards*
- Menzies Foundation
 - o *Thanking the Foundation for their contribution to the youth in Hindmarsh Shire*
- John Smith
 - o *Thanking him for his contribution and service as CEO of West Wimmera Health Service*
- Nhill Dimboola Band Inc
 - o *Thanking the band for their contributions to the community*
- West Wimmera Health Service Loop the Greens
 - o *Inwards – thanking Hindmarsh Shire Council for their contribution to the event*
- Rainbow Archive and Historical Society
 - o *Advising of contribution from Hindmarsh Shire Council*
- Rainbow Archive and Historical Society
 - o *Thanking Hindmarsh Shire Council for the \$500 contribution to the society*

RECOMMENDATION:

That Council notes the attached correspondence.

MOVED: CRS R. Gersch/R. Lowe

That Council notes the attached correspondence.

CARRIED

Attachment: 2

9. ASSEMBLY OF COUNCILLORS

Responsible Officer: Chief Executive Officer

Attachment: 3

Introduction:

The attached Assembly of Councillors Record is presented as an attachment to the Council agenda for the information of Councillors and recorded at the Council meeting as required under s80A Local Government Act 1989.

RECOMMENDATION:

That Council accepts the Assembly of Councillors Record as presented.

MOVED: CRS R. Lowe/D. Nelson

That Council accepts the Assembly of Councillors Record as presented.

CARRIED

Attachment: 3

10. PLANNING PERMITS

10.1 VICSMART PLANNING PERMITS – QUARTERLY REPORT

Responsible Officer: Director Infrastructure Services

Introduction:

This report is to inform Council, and provide an update on VicSmart permits processed by Council for the period 20/09/17 – 31/12/17, as per Councillor briefing on 20 September 2017.

Discussion:

The VicSmart planning permit process is a statutory process that was introduced to streamline ‘simple’ planning permit applications.

Key features of VicSmart include:

-) A 10 business day permit process
-) Applications are not advertised
-) Information to be submitted with applications and what Council can consider is pre-set
-) The CEO or his delegate decides the application.

The table below indicates the status of VicSmart permit applications within this period.

Permit No.	Address	Proposal	Date Received	Date Approved	Statutory Days	Comments
1569-2017	90 Lloyd Street, Dimboola	Buildings & Works for carport, steel fences & alterations to building	20/09/2017	04/10/2017	1 (due to 'Request for Information' (RFI))	Under construction
1574-2017	9 King Street, Rainbow	To build a Mens' Shed	23/11/2017	N/A	0	Fee not paid – processing time not started

Options

N/A

Link to Council Plan:

- Strategic Objective 1.1 - An actively engaged community.
- Strategic Objective 2.1 - Well-maintained physical assets and infrastructure to meet community and organisational needs.
- Strategic Objective 3.1 - A strong rural economy and thriving towns
- Strategic Objective 4.2 - Quality customer services
- Strategic Objective 4.6 - An organisation that takes its risk management

responsibilities seriously and embeds a culture of risk management throughout the organisation.

Financial Implications:

Fees associated with planning permit applications and amendments are set by the State in accordance with the Planning and Environment (Fees) Regulations 2016. These fees are currently being applied to all applications received by Council. It is therefore considered that the VicSmart process does not have any financial implications for Council.

Risk Management Implications:

Risk is managed appropriately by adhering to the VicSmart process.

Conflict of Interest:

Under section 80c of the Local Government Act 1989, officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Shane Power – Director Infrastructure Services

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Andre Dalton, Coordinator Planning & Development

In providing this advice as the Author, I have no disclosable interests in this report.

Communications Strategy:

Nil

Next Steps:

Next Quarterly Report is to be provided on 4 April 2018.

RECOMMENDATION:

That Council receives and notes this report.

MOVED: CRS D. Nelson/R. Lowe

That Council receives and notes this report.

CARRIED

11. REPORTS REQUIRING A DECISION

11.1 PROCUREMENT POLICY REVIEW

Responsible Officer: Director Corporate and Community Services

Attachment Number: 4

Introduction:

Council's Procurement Policy is the key operational policy for tendering, quotations for and purchasing of goods and services. The intent of the Procurement Policy is to achieve best value outcomes and ensure high standards of probity and accountability in Council's procurement of goods, services and works. The policy is required to be reviewed annually.

The current policy was adopted on 18 December 2013 and reviewed in July 2015, May 2016 and February 2017. It is proposed a change be made to the policy to include section 2.3.3 Exceptions to obtaining quotations, and 2.3.4 Chief Executive Officers Discretion.

Discussion:

The *Local Government Act 1989* (the Act) section 186A requires Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council. Council must review the Procurement Policy annually and make it available for public inspection at Council offices and on its website.

The purpose of this Policy is to:

1. provide policy and guidance to Council to allow consistency and control over Procurement activities;
2. demonstrate accountability to rate payers;
3. provide guidance on ethical behaviour in public sector purchasing;
4. demonstrate the application of elements of best practice in purchasing; and
5. increase the probability of obtaining the right outcome when purchasing goods and service

The policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council staff and temporary employees, contractors and consultants while engaged by Council.

Upon review of the Procurement Policy in January 2018 officers requested the policy include two new sections – 2.3.3 Exceptions to obtaining quotations, and 2.3.4 Chief Executive Officers Discretion. This request has been made because there are occasions when insufficient suitably qualified contractors are available to provide the desired number of quotations. This can occur when the works are of a specialised nature and there are limited local contractors and the job is not attractive enough for contractors to travel from outside of the shire.

It is proposed to include the following:

2.3.3 Exceptions to obtaining quotations

The required number of quotations must be obtained in all circumstances except for:

-) Emergency response, relief or recovery including urgent medical attention.
-) Plant and equipment servicing and spare parts and similar under warranty.
-) Legal services.
-) Specialist knowledge and skill or sole supplier of intellectual property.
-) Conferences, Training Courses, Seminars, Information Forums.
-) Sole supplier services such as library, water and fire.
-) At the Chief Executive Officers discretion in accordance with section 2.3.4.

2.3.4 Chief Executive Officers Discretion

In the event of:

-) An unforeseen urgency; or
-) a strong preference for continuity of supply; or
-) goods, services or works being of such a specialised nature that there are insufficient known suppliers from which to seek the required number of quotations

The Chief Executive Officer may, upon receiving a written explanation from the relevant Director, give approval to seek less than the number of quotations required by section 2.3.2.2.

Link to Council Plan:

Strategic Objective 4.1 - Long-term financial sustainability.

Strategic Objective 4.6 - An organisation that takes risk management responsibilities seriously and embeds a culture of risk management throughout the organisation.

Financial Implications:

The Procurement Policy provides the processes to be followed when tendering for goods and services. Financial delegations are assigned to positions and authorise limits for signing purchase orders and authorising invoices.

Risk Management Implications:

Purchases and payments are reviewed regularly by the Finance Team to ensure compliance with the policy.

Conflict of Interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible & Author: Monica Revell, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

Communications Strategy:

The Procurement Policy is available to key suppliers and available on Council's website.

RECOMMENDATION:

That Council updates the Procurement Policy to include section 2.3.3 Exceptions to obtaining quotations; and section 2.3.4 Chief Executive Officers Discretion.

MOVED: CRS T. Schneider/D. Nelson

That Council updates the Procurement Policy to include section 2.3.3 Exceptions to obtaining quotations; and section 2.3.4 Chief Executive Officers Discretion.

CARRIED

Attachment: 4

11.2 REQUEST FOR CO-FUNDING INSTALLATION OF A FISHING PONTOON ON NHILL LAKE

Responsible Officer: Director of Corporate and Community Services

Introduction:

This report seeks financial support from Council for a funding application through the Victorian Fisheries Authority, Recreational Fishing Grants program to install a fishing pontoon at Nhill Lake.

The Recreational Fishing Large Grants Program provides funds for projects between \$5,001 - \$100,000 GST Exclusive for the following categories;

-) Recreational fishing access and facilities
-) Recreational fisheries sustainability and habitat improvement
-) Recreational fisheries related education, information and training, and
-) Recreational fisheries research

Preference will be given to projects that leverage off other projects, and/or which some financial co-funding or in-kind contribution can be made by the project proponent(s) to the funds being sought.

The 2017/18 round of the Large Grants Program will close on 28 February 2018.

Discussion:

Council is working with the Nhill Lake Committee on a project to install a fishing pontoon on the Nhill Lake, which will be similar to previous projects completed by Council to install fishing pontoons on the Wimmera River at Dimboola and Jeparit.



Fishing pontoon at Dimboola, similar to what is proposed for installation at Nhill Lake

Both of these previous projects received the support of Council, by way of a \$10,000 contribution to the Dimboola pontoon ahead of construction and an \$8,000 contribution to the Jeparit pontoon that was provided after installation to create things such as accessible pathways and provide bollards for boundaries.

Though final design, layout and size of the pontoon are still to be confirmed, it is expected

that the cost of the project will be between \$45,000 and \$50,000 (ex GST). This cost covers all works associated with the project, including the installation of the pontoon, installation of the concrete abutment 'anchor point', access pathways and acknowledgement signage.

It is requested that Council contribute \$10,000 to the project to install a fishing pontoon on the Nhill Lake as part of the application to the Recreational Fisheries Grants Program.

In support of this application the Nhill Lake Committee will provide in kind support with the supply and installation of gravel access pathways, bollards and any other landscaping requirements to ensure the fishing pontoon is accessible.

Council's contribution would be allocated from ledger **30104 - Council Contribution to Grant Funded Projects**.

The fishing pontoon will provide easier, safer access to the lake for those engaged in recreational fishing, particularly those with mobility issues.

Link to Council & Community Plans:

It is expected that the Fishing Pontoon will further promote the Nhill Lake as a destination for both locals and tourists alike, an objective identified in both the Nhill Precinct Plan 2016 and the Hindmarsh Shire Recreation Strategy 2016.

The installation of a Fishing Pontoon will also align with objectives identified in the Council Plan 2013-2017

Strategic Objectives:

1.3 A community that is physically active with access to a wide range of leisure, sporting and recreational activities.

3.2 A thriving tourism industry

3.2.2 Appealing tourism facilities that promote visitation and meet visitor needs.

Financial Implications:

30104 - Council Contribution to Grant Funded Projects \$10,000

Conflict of Interest:

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Monica Revell, Director Corporate & Community Services

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Simon Landrigan, Community Development Coordinator

In providing this advice as the author, I have no disclosable interests in this report.

Risk Management Implications:

Project Risk Assessment completed. Council to ensure contractor induction is completed prior to installation and appropriate safety signage is installed on the pontoon.

Communications Strategy

Media release should Council's application be successful and again at subsequent launch of boating pontoon. Promotion via Council Facebook page.

RECOMMENDATION:

That Council allocates \$10,000 funding towards the Nhill Lake Fishing Pontoon Project subject to a successful grant application.

MOVED: CRS T. Schneider/R. Gersch

That Council allocates \$10,000 funding towards the Nhill Lake Fishing Pontoon Project subject to a successful grant application, and requests the Lake Committee consult with the Nhill Town Committee about the proposal.

CARRIED

11.3 FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2017

Responsible Officer: Director of Corporate and Community Services
Attachment number: 5

Introduction:

The Financial Report for the second quarter of 2017/18 financial year has been prepared, including explanations of variances where applicable, and is presented for the information of Council.

RECOMMENDATION:

That Council accepts the Financial Report as presented.

MOVED: CRS T. Schneider/R. Gersch

That Council accepts the Financial Report as presented.

CARRIED

Attachment: 5

12. SPECIAL COMMITTEES

12.1 WIMMERA MALLEE PIONEER MUSEUM

Responsible Officer: Director Corporate and Community Services
Attachment: 6

Introduction:

The Wimmera Mallee Pioneer Museum held its meeting on 16 January 2018. The purpose of this report is to note the minutes from this meeting and to appoint Iain Sedgman to the committee and accept his nomination as secretary. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Wimmera Mallee Pioneer Museum, appoints Iain Sedgman to the WMPM committee, and accepts the nomination of Iain Sedgman as secretary.

MOVED: CRS R. Lowe/T. Schneider

That Council notes the minutes of the Wimmera Mallee Pioneer Museum, appoints Iain Sedgman to the WMPM committee, and accepts the nomination of Iain Sedgman as secretary.

CARRIED

Attachment: 6

12.2 NHILL TOWN COMMITTEE

Responsible Officer: Director Corporate and Community Services
Attachment: 7

Introduction:

The Nhill Town Committee held its meeting on 18 December 2017. The purpose of this report is to note the minutes from these meetings. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Nhill Town Committee Meeting held on 18 December 2017.

MOVED: CRS R. Gersch/R. Lowe

That Council notes the minutes of the Nhill Town Committee Meeting held on 18 December 2017.

CARRIED

Attachment: 7

12.3 RAINBOW TOWN COMMITTEE

Responsible Officer: Director Corporate and Community Services

Attachment: 8

Introduction:

The Rainbow Town Committee held its general meeting on 27 November 2017. The purpose of this report is to note the minutes from these meetings. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Rainbow Town Committee meeting held on 27 November 2017.

MOVED: CRS R. Lowe/T. Schneider

That Council notes the minutes of the Rainbow Town Committee meeting held on 27 November 2017.

CARRIED

Attachment: 8

13. LATE REPORTS

No reports

14. OTHER BUSINESS

15. CONFIDENTIAL REPORTS

In accordance with Section 89 (2) of the *Local Government Act 1989*, Council may close the meeting to the public if items to be discussed are deemed confidential, that is, if the items to be discussed relate to:

- a) Personnel matters;
- b) The personal hardship of any resident or ratepayer;
- c) Industrial matters;
- d) Contractual matters;
- e) Proposed developments;
- f) Legal advice;
- g) Matters affecting the security of Council property;
- h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

RECOMMENDATION:

That the meeting be closed in accordance with Section 89 of the Local Government Act 1989, to consider:

- 15.1 *Financial Hardship Application***
- 15.2 *Return of International KB6 Truck***

MOVED: CRS R. Gersch/R. Lowe

That the meeting be closed in accordance with Section 89 of the Local Government Act 1989, to consider:

- 15.1 *Financial Hardship Application***
- 15.2 *Return of International KB6 Truck***

CARRIED

Council resumed in open session at 4.23pm.

16. MEETING CLOSE

As there was no further business, Cr R. Ismay declared the meeting closed at 4.24pm.



751CTA NOW VERBS1*

DIMBOOLA MEMORIAL SECONDARY COLLEGE

P.O. BOX 40,
DIMBOOLA 3414

PHONE (03) 5389 1460

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ABN: 67 226 344 673

20th December, 2017

Mayor Ron Ismay,
Shire of Hindmarsh,
P.O. Box 250,
NHILL, 3418.

Dear Ron,

We would like to thank the Hindmarsh Shire for sponsoring our annual Awards Night through the Rae Keam Award.

Hindmarsh Shire sponsored the Year 12 Vocational Education and Training Award. The recipient of this award for 2017 was Will Barber.

Thank you also to Councillor Debra Nelson for being in the official party and making the presentation.

Your support is greatly appreciated.

Yours faithfully,

Anne Gawith
Principal



ASSESS	
ACTION	
FILED	EA
X REF	



ASSEMBLY OF COUNCILLORS RECORD

Assembly of Councillors means a planned or scheduled meeting of at least 3 councillors and one member of council staff which considers matters that are intended or likely to be:

- a) the subject of a decision of the Council; or*
- b) subject to the exercise of a function, duty of power of the council that has been delegated to a person or committee; but does not include a meeting of the Council, a special committee of the Council, a club, association, peak body, political party or other organisation.*

Requirements to be observed by an assembly of Councillors (Section 80A Local Government Act, 1989)

Title of Meeting: Council Briefing Session

Date: Wednesday 7 February 2018 **Time:** 1:00pm – 3:00pm

Assembly Location: Council Chamber, Nhill

Present:

Crs. R. Ismay (Mayor), D. Nelson, R. Lowe, R. Gersch, T. Schneider

Apologies:

Cr D. Colbert

In Attendance:

Mr. G. Wood (Chief Executive Officer), Mr. S. Power (Director Infrastructure Services) (2-5) Ms M Revell (Director of Corporate and Community Services) (2-5)

Conflict of Interest Disclosures

1. Direct; or
2. Indirect interest
 - (a) by close association;
 - (b) that is an indirect financial interest;
 - (c) because of conflicting duties;
 - (d) because of receipt of an applicable gift;
 - (e) as a consequence of becoming an interested party; or
 - (f) because of an impact on residential amenity.

Declaration of direct or indirect interest must also be advised by Councillors at the commencement of discussion of the specific item.

Councillors:

Cr. R Ismay declared a conflict of interest because of an indirect interest because of conflicting duties in item 2 – Rainbow Primary School site, and left the room when the item was discussed.

Officers:

Nil

Matters Discussed:

No.	Detail	Presenter
1.	CEO Update	Greg Wood
2.	Rainbow Primary School Site	Robyn Ravenhorst
3.	KB6 International Truck	Greg Wood
4.	Tourism Presentation	Jeff Woodward
5.	Councillor question time	Greg Wood

Completed by: Greg Wood



Signed:

Date: 07/02/2018

Must be kept for four years from date of the assembly. Available for public inspection at Council Offices for 12 months after date of assembly.



HINDMARSH SHIRE COUNCIL

INSTRUMENT OF DELEGATION

to

CHIEF EXECUTIVE OFFICER

Approved 21 February 2018

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Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* (**the Act**) and all other powers enabling it, Hindmarsh Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on **21 February 2018**;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

The COMMON SEAL OF THE
HINDMARSH SHIRE COUNCIL
was affixed on day of February 2018
in the presence of:

Councillor: Cr.....

Cr.....

Chief Executive Officer:
Mr Greg Wood

.....
Date

SCHEDULE

The power to

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

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

Conditions and Limitations

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

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$200,000 (including GST), or for goods and services exceeding the value of \$150,000 (including GST);
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of Councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or
 - 7.2 strategy
adopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



HINDMARSH SHIRE COUNCIL

INSTRUMENT OF DELEGATION

to

MEMBERS OF COUNCIL STAFF

Approved 21 February 2018

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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. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on **21 February 2018**; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in subparagraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The COMMON SEAL OF THE
HINDMARSH SHIRE COUNCIL
was affixed on 21 day of February 2018
in the presence of:

Councillor: Cr.....
Cr.....

Chief Executive Officer:
Mr Greg Wood
.....
Date

SCHEDULE

INDEX

CEMETERIES AND CREMATORIA ACT 2003	1
DOMESTIC ANIMALS ACT 1994.....	35
ENVIRONMENT PROTECTION ACT 1970.....	36
FOOD ACT 1984.....	38
HERITAGE ACT 1995.....	48
PLANNING AND ENVIRONMENT ACT 1987.....	49
RAIL SAFETY (LOCAL OPERATIONS) ACT 2006.....	85
RESIDENTIAL TENANCIES ACT 1997	88
ROAD MANAGEMENT ACT 2004	92
CEMETERIES AND CREMATORIA REGULATIONS 2015.....	105
PLANNING AND ENVIRONMENT REGULATIONS 2015.....	115
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016.....	116
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010.....	117
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	123
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015.....	125

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8(1)(a)(ii)	power to manage one or more public cemeteries	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Where council is a Class B cemetery trust

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.14	power to manage multiple public cemeteries as if they are one cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.15(1) and (2)	power to delegate powers or functions other than those listed	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.15(4)	duty to keep records of delegations	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.17(1)	power to employ any persons necessary	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 17(3)	power to determine the terms and conditions of employment or engagement	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Subject to any guidelines or directions of the Secretary
s.18(3)	duty to comply with a direction from the Secretary	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.19	power to carry out or permit the carrying out of works	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.20(1)	duty to set aside areas for the interment of human remains	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Subject to the Minister approving the purpose

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40	duty to notify Secretary of fees and charges fixed under section 39	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Provided the street was constructed pursuant to the Local Government Act 1989
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Report must contain the particulars listed in s.57(2)

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.59	duty to keep records for each public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.60(1)	duty to make information in records available to the public for historical or research purposes	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.60(2)	power to charge fees for providing information	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.64B(d)	power to permit interments at a reopened cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	The application must include the requirements listed in s.66(2)(a)–(d)

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69	duty to take reasonable steps to notify of conversion to historic cemetery park	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.70(2)	duty to make plans of existing place of interment available to the public	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.71(2)	power to dispose of any memorial or other structure removed	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.72(2)	duty to comply with request received under section 72	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.73(1)	power to grant a right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.73(2)	power to impose conditions on the right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.80(1)	function of receiving notification and payment of transfer of right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.80(2)	function of recording transfer of right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	The notice must be in writing and contain the requirements listed in s.85(2)

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.85(2)(b)	duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Does not apply where right of interment 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 interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.86(5)	duty to provide notification before taking action under s.86(4)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.91(1)	power to cancel a right of interment in accordance with this section	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.91(3)	duty to publish notice of intention to cancel right of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.100(1)	power to require a person to remove memorials or places of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.100(3)	power to recover costs of taking action under section 100(2)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.103(1)	power to require a person to remove a building for ceremonies	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.103(3)	power to recover costs of taking action under section 103(2)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.106(2)	power to require the holder of the right of interment to provide for an examination	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.108	power to recover costs and expenses	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

###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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.109(1)(a)	power to open, examine and repair a place of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Where the holder of right of interment or responsible person cannot be found

CEMETERIES AND CREMATORIA ACT 2003

###The provisions of this Act apply to 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.110(1)	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.112	power to sell and supply memorials	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.119	power to set terms and conditions for interment authorisations	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.131	function of receiving an application for cremation authorisation	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.146	power to dispose of bodily remains by a method other than interment or cremation	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Subject to the approval of the Secretary
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
s.151	function of receiving applications to inter or cremate body parts	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA ACT 2003

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
Schedule 1 clause 8(8)	power to regulate own proceedings	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	Subject to clause 8

DOMESTIC ANIMALS ACT 1994

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	Local Laws Officer; Director Corporate & Community Services	Council may delegate this power to an authorised officer

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	Environmental Health Officer; Director Corporate & Community Services	
s.53M(4)	duty to advise applicant that application is not to be dealt with	Environmental Health Officer; Director Corporate & Community Services	
s.53M(5)	duty to approve plans, issue permit or refuse permit	Environmental Health Officer; Director Corporate & Community Services	Refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	Environmental Health Officer; Director Corporate & Community Services	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)	Environmental Health Officer; Director Corporate & Community Services	Refusal must be ratified by council or it is of no effect
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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	If section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	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).	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	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

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.19CB(4)(b)	power to request copy of records	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.19NA(1)	power to request food safety audit reports	Environmental Health Officer; Director Corporate & Community Services	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	Director Corporate & Community Services	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
---	power to register, renew or transfer registration	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Environmental Health Officer; Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.38D(3)	power to request copies of any audit reports	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38E(2)	power to register the food premises on a conditional basis	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority; Not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority Only if satisfied of matters in subsections (2)(a)-(c)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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>	Environmental Health Officer; Director Corporate & Community Services	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	Director Corporate & Community Services	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	Director Corporate & Community Services	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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Environmental Health Officer; Director Corporate & Community Services	Where council is the registration authority

HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	power to sub-delegate Executive Director's functions	No Delegation	Must obtain Executive Director's written consent first

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victorian Planning Provisions	Director Infrastructure Services	If authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Director Infrastructure Services	
s.4H	duty to make amendment to Victorian Planning Provisions available	Coordinator Planning and Development; Director Infrastructure Services	
s.4I	duty to keep Victorian Planning Provisions and other documents available	Coordinator Planning and Development; Director Infrastructure Services	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	Director Infrastructure Services	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8A(5)	function of receiving notice of the Minister's decision	Director Infrastructure Services	
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	Director Infrastructure Services	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Coordinator Planning and Development; Director Infrastructure Services	
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	Director Infrastructure Services	
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>)	Director Infrastructure Services	
s.12B(1)	duty to review planning scheme	Director Infrastructure Services	
s.12B(2)	duty to review planning scheme at direction of Minister	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Director Infrastructure Services	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Director Infrastructure Services	
s.17(1)	duty of giving copy amendment to the planning scheme	Director Infrastructure Services	
s.17(2)	duty of giving copy s.173 agreement	Director Infrastructure Services	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Director Infrastructure Services	
s.18	duty to make amendment etc. available	Director Infrastructure Services	
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	Director Infrastructure Services	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	Director Infrastructure Services	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	Director Infrastructure Services	
s.21(2)	duty to make submissions available	Director Infrastructure Services	
s.21A(4)	duty to publish notice in accordance with section	Director Infrastructure Services	
s.22	duty to consider all submissions	Director Infrastructure Services	
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Director Infrastructure Services	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	Director Infrastructure Services	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.26(1)	power to make report available for inspection	Coordinator Planning and Development; Director Infrastructure Services	
s.26(2)	duty to keep report of panel available for inspection	Coordinator Planning and Development; Director Infrastructure Services	
s.27(2)	power to apply for exemption if panel's report not received	Director Infrastructure Services	
s.28	duty to notify the Minister if abandoning an amendment	Director Infrastructure Services	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	Coordinator Planning and Development; Director Infrastructure Services	
s.30(4)(b)	duty to provide information in writing upon request	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.32(2)	duty to give more notice if required	Director Infrastructure Services	
s.33(1)	duty to give more notice of changes to an amendment	Director Infrastructure Services	
s.36(2)	duty to give notice of approval of amendment	Director Infrastructure Services	
s.38(5)	duty to give notice of revocation of an amendment	Director Infrastructure Services	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Director Infrastructure Services	
s.40(1)	function of lodging copy of approved amendment	Director Infrastructure Services	
s.41	duty to make approved amendment available	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42	duty to make copy of planning scheme available	Coordinator Planning and Development; Director Infrastructure Services	
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	Coordinator Planning and Development; Director Infrastructure Services	
s.46GF	duty to comply with directions issued by the Minister	Coordinator Planning and Development; Director Infrastructure Services	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	Coordinator Planning and Development; Director Infrastructure Services	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	Director Infrastructure Services	Where council is a collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	Director Infrastructure Services	Where council is a collecting agency
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	Director Infrastructure Services	Where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	Director Infrastructure Services	Must be done in accordance <i>with Local Government Act 1989</i>
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	Director Infrastructure Services	
s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	Director Infrastructure Services	
s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	Director Infrastructure Services	
s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	Director Infrastructure Services	Where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	Director Infrastructure Services	Where council is a collecting agency or development agency
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Coordinator Planning and Development; Director Infrastructure Services	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	Coordinator Planning and Development; Director Infrastructure Services	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Coordinator Planning and Development; Director Infrastructure Services	
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	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Director Infrastructure Services	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Director Infrastructure Services	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Director Infrastructure Services	
s.46Q(1)	duty to keep proper accounts of levies paid	Director Infrastructure Services	
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	Director Infrastructure Services	
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	Director Infrastructure Services	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	Director Infrastructure Services	Only applies when levy is paid to Council as a 'development agency'

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Director Infrastructure Services	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	Director Infrastructure Services	Must be done in accordance with Part 3
s46Q(4)(e)	duty to expend that amount on other works etc.	Director Infrastructure Services	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	Director Infrastructure Services	
s.46QD	duty to prepare report and give a report to the Minister	Director Infrastructure Services	Where council is a collecting agency or development agency
s.46Y	duty to carry out works in conformity with the approved strategy plan	Director Infrastructure Services	
s.47	power to decide that an application for a planning permit does not comply with that Act	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Director Infrastructure Services	
s.49(2)	duty to make register available for inspection	Director Infrastructure Services	
s.50(4)	duty to amend application	Director Infrastructure Services	
s.50(5)	power to refuse to amend application	Director Infrastructure Services	
s.50(6)	duty to make note of amendment to application in register	Director Infrastructure Services	
s.50A(1)	power to make amendment to application	Coordinator Planning and Development; Director Infrastructure Services	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(4)	duty to note amendment to application in register	Director Infrastructure Services	
s.51	duty to make copy of application available for inspection	Director Infrastructure Services	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Coordinator Planning and Development; Director Infrastructure Services	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Coordinator Planning and Development; Director Infrastructure Services	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Coordinator Planning and Development; Director Infrastructure Services	
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	Coordinator Planning and Development; Director Infrastructure Services	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Coordinator Planning and Development; Director Infrastructure Services	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(3)	power to give any further notice of an application where appropriate	Coordinator Planning and Development; Director Infrastructure Services	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	Coordinator Planning and Development; Director Infrastructure Services	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	Coordinator Planning and Development; Director Infrastructure Services	
s.54(1)	power to require the applicant to provide more information	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1A)	duty to give notice in writing of information required under section 54(1)	Coordinator Planning and Development; Director Infrastructure Services	
s.54(1B)	duty to specify the lapse date for an application	Coordinator Planning and Development; Director Infrastructure Services	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Director Infrastructure Services	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	Coordinator Planning and Development; Director Infrastructure Services	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Director Infrastructure Services	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Coordinator Planning and Development; Director Infrastructure Services	
s.57(5)	duty to make available for inspection copy of all objections	Director Infrastructure Services	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	Coordinator Planning and Development; Director Infrastructure Services	
s.57A(5)	power to refuse to amend application	Director Infrastructure Services	
s.57A(6)	duty to note amendments to application in register	Director Infrastructure Services	
s.57B(1)	duty to determine whether and to whom notice should be given	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57B(2)	duty to consider certain matters in determining whether notice should be given	Coordinator Planning and Development; Director Infrastructure Services	
s.57C(1)	duty to give copy of amended application to referral authority	Coordinator Planning and Development; Director Infrastructure Services	
s.58	duty to consider every application for a permit	Director Infrastructure Services	
s.58A	power to request advice from the Planning Application Committee	Director Infrastructure Services	
s.60	duty to consider certain matters	Coordinator Planning and Development; Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s60(1A)	duty to consider certain matters.	Coordinator Planning and Development; Director Infrastructure Services	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	Coordinator Planning and Development; Director Infrastructure Services	
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	Director Infrastructure Services	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Director Infrastructure Services	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Director Infrastructure Services	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Director Infrastructure Services	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Director Infrastructure Services	
s.62(1)	duty to include certain conditions in deciding to grant a permit	Director Infrastructure Services	
s.62(2)	power to include other conditions	Director Infrastructure Services	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Director Infrastructure Services	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Director Infrastructure Services	
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	Director Infrastructure Services	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Director Infrastructure Services	
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 section 62(5) or section 46N	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Director Infrastructure Services	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Director Infrastructure Services	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	
s.69(1A)	function of receiving application for extension of time to complete development	Director Infrastructure Services	
s.69(2)	power to extend time	Director Infrastructure Services	
s.70	duty to make copy permit available for inspection	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(1)	power to correct certain mistakes	Director Infrastructure Services	
s.71(2)	duty to note corrections in register	Director Infrastructure Services	
s.73	power to decide to grant amendment subject to conditions	Director Infrastructure Services	
s.74	duty to issue amended permit to applicant if no objectors	Director Infrastructure Services	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Director Infrastructure Services	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Director Infrastructure Services	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Director Infrastructure Services	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	Director Infrastructure Services	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director Infrastructure Services	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	Director Infrastructure Services	
s.83	function of being respondent to an appeal	Director Infrastructure Services	
s.83B	duty to give or publish notice of application for review	Director Infrastructure Services	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Director Infrastructure Services	
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	Director Infrastructure Services	
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	Director Infrastructure Services	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86	duty to issue a permit at order of Tribunal within 3 working days	Director Infrastructure Services	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Director Infrastructure Services	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Coordinator Planning and Development; Director Infrastructure Services	
s.91(2)	duty to comply with the directions of VCAT	Director Infrastructure Services	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	Director Infrastructure Services	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	Director Infrastructure Services	
s.93(2)	duty to give notice of VCAT order to stop development	Director Infrastructure Services	
s.95(3)	function of referring certain applications to the Minister	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.95(4)	duty to comply with an order or direction	Director Infrastructure Services	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Director Infrastructure Services	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Director Infrastructure Services	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Director Infrastructure Services	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Director Infrastructure Services	
s.96F	duty to consider the panel's report under section 96E	Director Infrastructure Services	
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>)	Director Infrastructure Services	
s.96H(3)	power to give notice in compliance with Minister's direction	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96J	power to issue permit as directed by the Minister	Director Infrastructure Services	
s.96K	duty to comply with direction of the Minister to give notice of refusal	Director Infrastructure Services	
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	Director Infrastructure Services	
s.97C	power to request Minister to decide the application	Director Infrastructure Service	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Director Infrastructure Services	
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	Director Infrastructure Services	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	Director Infrastructure Services	
s.97L	duty to include Ministerial decisions in a register kept under section 49	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97MH	duty to provide information or assistance to the Planning Application Committee	Director Infrastructure Services	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	Director Infrastructure Services	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Director Infrastructure Services	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Director Infrastructure Services	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Coordinator Planning and Development	
s.97Q(4)	duty to comply with directions of VCAT	Director Infrastructure Services	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Director Infrastructure Services	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Director Infrastructure Services	
s.101	function of receiving claim for expenses in conjunction with claim	Director Infrastructure Services	
s.103	power to reject a claim for compensation in certain circumstances	Director Infrastructure Services	
s.107(1)	function of receiving claim for compensation	Director Infrastructure Services	
s.107(3)	power to agree to extend time for making claim	Director Infrastructure Services	
s.114(1)	power to apply to the VCAT for an enforcement order	Director Infrastructure Services	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	Coordinator Planning and Development; Director Infrastructure Services	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.123(1)	power to carry out work required by enforcement order and recover costs	Director Infrastructure Services	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Director Infrastructure Services	Except Crown Land
s.129	function of recovering penalties	Director Infrastructure Services	
s.130(5)	power to allow person served with an infringement notice further time	Director Infrastructure Services	
s.149A(1)	power to refer a matter to the VCAT for determination	Director Infrastructure Services	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Director Infrastructure Services	
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)	Director Infrastructure Services	Where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.171(2)(g)	power to grant and reserve easements	Director Infrastructure Services	
s.173(1)	power to enter into agreement covering matters set out in section 174	Director Infrastructure Services	
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	Director Infrastructure Services	Where council is the relevant responsible authority note: this provision is not yet in force and will commence on 1 June 2018, if not proclaimed earlier
---	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	Director Infrastructure Services	
---	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	Director Infrastructure Services	
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	Director Infrastructure Services	
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	Director Infrastructure Services	
s.178A(1)	function of receiving application to amend or end an agreement	Director Infrastructure Services	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Director Infrastructure Services	
s.178A(5)	power to propose to amend or end an agreement	Director Infrastructure Services	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Director Infrastructure Services	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Director Infrastructure Services	
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	Director Infrastructure Services	
s.178C(4)	function of determining how to give notice under s.178C(2)	Director Infrastructure Services	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	Director Infrastructure Services	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Director Infrastructure Services	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Director Infrastructure Services	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	Director Infrastructure Services	If no objections are made under s.178D Must consider matters in s.178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	Director Infrastructure Services	After considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Director Infrastructure Services	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Director Infrastructure Services	
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	Director Infrastructure Services	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Director Infrastructure Services	
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	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Director Infrastructure Services	
s.179(2)	duty to make available for inspection copy agreement	Director Infrastructure Services	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Director Infrastructure Services	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	Director Infrastructure Services	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	Director Infrastructure Services	
s.182	power to enforce an agreement	Director Infrastructure Services	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Director Infrastructure Services	
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	Director Infrastructure Services	
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	Director Infrastructure Services	
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	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Coordinator Planning and Development; Director Infrastructure Services	
s.184G(2)	duty to comply with a direction of the Tribunal	Director Infrastructure Services	
s.184G(3)	duty to give notice as directed by the Tribunal	Director Infrastructure Services	
s.198(1)	function to receive application for planning certificate	Director Infrastructure Services	
s.199(1)	duty to give planning certificate to applicant	Director Infrastructure Services	
s.201(1)	function of receiving application for declaration of underlying zoning	Director Infrastructure Services	
s.201(3)	duty to make declaration	Director Infrastructure Services	
-	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	Director Infrastructure Services	
	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	Director Infrastructure Services	
	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	Director Infrastructure Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	power to give written authorisation in accordance with a provision of a planning scheme	Director Infrastructure Services	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Director Infrastructure Services	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible	Director Infrastructure Services	
s.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority	Director Infrastructure Services	

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	duty to comply with a direction of the Safety Director under this section	Director Infrastructure Services	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	Director Infrastructure Services	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)	Director Infrastructure Services	Where council is a utility under section 3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	Director Infrastructure Services	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	Director Infrastructure Services	Where council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	Director Infrastructure Services	Where council is the relevant road authority
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	Director Infrastructure Services	Where council is the relevant road authority
s.34E(1)(a)	duty to identify and assess risks to safety	Director Infrastructure Services	Where council is the relevant road authority

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
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)	Director Infrastructure Services	Where council is the relevant road authority
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Director Infrastructure Services	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)	Director Infrastructure Services	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)	Director Infrastructure Services	Where council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Director Infrastructure Services	Where council is the relevant road authority
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)	Director Infrastructure Services	Where council is the relevant road authority
s.34I	function of entering into safety interface agreements	Director Infrastructure Services	Where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	Director Infrastructure Services	Where council is the relevant road authority

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	Director Infrastructure Services	Where council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)- (b)	Director Infrastructure Services	Where council is the relevant road authority

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	Environmental Health Officer; Director Corporate & Community Services	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	Environmental Health Officer; Director Corporate & Community Services	
s. 142G(2)	power to enter certain information in the Rooming House Register	Environmental Health Officer; Director Corporate & Community Services	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Environmental Health Officer; Director Corporate & Community Services	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Director Corporate & Community Services	Where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	Director Corporate & Community Services	Where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Director Corporate & Community Services	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Director Infrastructure Services; Director Corporate and Community Services	
s.522(1)	power to give a compliance notice to a person	Environmental Health Officer; Director Corporate & Community Services	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Environmental Health Officer; Director Corporate & Community Services	
s.525(4)	duty to issue identity card to authorised officers	Environmental Health Officer; Director Corporate & Community Services	
s.526(5)	duty to keep record of entry by authorised officer under section 526	Environmental Health Officer; Director Corporate & Community Services	
s.526A(3)	function of receiving report of inspection	Environmental Health Officer; Director Corporate & Community Services	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Environmental Health Officer; Director Corporate & Community Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	Director Infrastructure Services	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	Not delegated	
s.11(9)(b)	duty to advise Registrar	Director Infrastructure Services	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Director Infrastructure Services	Clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Director Infrastructure Services	Where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	Not delegated	Where council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	Director Infrastructure Services; Director Corporate & Community Services	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	Not delegated	Duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(6)	function of hearing a person in support of their written submission	Not delegated	Function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Director Infrastructure Services	Duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	
s.14(7)	power to appeal against decision of VicRoads	Director Infrastructure Services	
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	Director Infrastructure Services	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Director Infrastructure Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.15(2)	duty to include details of arrangement in public roads register	Director Infrastructure Services	
s.16(7)	power to enter into an arrangement under section 15	Director Infrastructure Services	
s.16(8)	duty to enter details of determination in public roads register	Director Infrastructure Services	
s.17(2)	duty to register public road in public roads register	Director Infrastructure Services	Where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18(1)	power to designate ancillary area	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	
s.19(4)	duty to specify details of discontinuance in public roads register	Director Infrastructure Services	
s.19(5)	duty to ensure public roads register is available for public inspection	Director Infrastructure Services	
s.21	function of replying to request for information or advice	Director Infrastructure Services	Obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	Director Infrastructure Services	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	Director Infrastructure Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.22(5)	duty to give effect to a direction under this section.	Director Infrastructure Services	
s.40(1)	duty to inspect, maintain and repair a public road.	Director Infrastructure Services	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	Director Infrastructure Services	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	Director Infrastructure Services	
s.42(1)	power to declare a public road as a controlled access road	Director Infrastructure Services	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	Director Infrastructure Services	Power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	Director Infrastructure Services	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	Director Infrastructure Services	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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Director Infrastructure Services	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	Director Infrastructure Services	
s.49	power to develop and publish a road management plan	Director Infrastructure Services	
s.51	power to determine standards by incorporating the standards in a road management plan	Director Infrastructure Services	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Director Infrastructure Services	
s.54(2)	duty to give notice of proposal to make a road management plan	Director Infrastructure Services	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	Director Infrastructure Services	
s.54(6)	power to amend road management plan	Director Infrastructure Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(7)	duty to incorporate the amendments into the road management plan	Director Infrastructure Services	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Director Infrastructure Services	
s.63(1)	power to consent to conduct of works on road	Director Infrastructure Services	Where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Director Infrastructure Services	Where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	Director Infrastructure Services	Where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	Director Infrastructure Services	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	Director Infrastructure Services	Where council is the coordinating road authority
s.67(3)	power to request information	Director Infrastructure Services	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.68(2)	power to request information	Director Infrastructure Services	Where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	Director Infrastructure Services	
s.72	duty to issue an identity card to each authorised officer	Director Infrastructure Services	
s.85	function of receiving report from authorised officer	Director Infrastructure Services	
s.86	duty to keep register re section 85 matters	Director Infrastructure Services	
s.87(1)	function of receiving complaints	Director Infrastructure Services	
s.87(2)	duty to investigate complaint and provide report	Director Infrastructure Services	
s.112(2)	power to recover damages in court	Director Infrastructure Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	power to cause or carry out inspection	Director Infrastructure Services	
s.119(2)	function of consulting with VicRoads	Director Infrastructure Services	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	Director Infrastructure Services	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	Director Infrastructure Services	
s.121(1)	power to enter into an agreement in respect of works	Director Infrastructure Services	
s.122(1)	power to charge and recover fees	Director Infrastructure Services	
s.123(1)	power to charge for any service	Director Infrastructure Services	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Director Infrastructure Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Director Infrastructure Services	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Director Infrastructure Services	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	Director Infrastructure Services	
Schedule 2 Clause 5	duty to publish notice of declaration	Director Infrastructure Services	
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	Director Infrastructure Services	Where council is the infrastructure manager or works manager
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	Director Infrastructure Services	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	Director Infrastructure Services	Where council is the infrastructure manager or works manager responsible for non-road infrastructure

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	Where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	Director Infrastructure Services	Where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	Director Infrastructure Services	Where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	Director Infrastructure Services	Where council is the coordinating road authority
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)	Director Infrastructure Services	Where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	Director Infrastructure Services	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	Director Infrastructure Services	Where council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	Director Infrastructure Services	Where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	Director Infrastructure Services	Where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	Director Infrastructure Services	Where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	Director Infrastructure Services	Where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	Director Infrastructure Services	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	Director Infrastructure Services	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	Director Infrastructure Services	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Director Infrastructure Services	Where council is the coordinating road authority
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	Director Infrastructure Services	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	Director Infrastructure Services	Where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	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	Director Infrastructure Services	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.24	duty to ensure that cemetery complies with depth of burial requirements	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.28(2)	duty to ensure any fittings removed of are disposed in an appropriate manner	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.29	power to dispose of any metal substance or non-human substance recovered from a cremator	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.30(2)	power to release cremated human remains to certain persons	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.34	duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r. 40	power to approve a person to play sport within a public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r. 41(1)	power to approve fishing and bathing within a public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r. 42(1)	power to approve hunting within a public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r. 43	power to approve camping within a public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r. 45(1)	power to approve the removal of plants within a public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
r. 47(3)	power to approve the use of fire in a public cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules
Schedule 2, clause 8	power to approve certain mementos on a memorial	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules
Schedule 2, clause 11(1)	power to remove objects from a memorial or place of interment	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	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	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules
Schedule 2, clause 14	power to approve an animal to enter into or remain in a cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules
Schedule 2, clause 16(1)	power to approve construction and building within a cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules
Schedule 2, clause 17(1)	power to approve action to disturb or demolish property of the cemetery trust	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 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).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2, clause 18(1)	power to approve digging or planting within a cemetery	Rates Coordinator; Customer Services Coordinator; Director Corporate & Community Services	see note above regarding model rules

PLANNING AND ENVIRONMENT REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Director Infrastructure Services	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	Director Infrastructure Services	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Director Infrastructure Services	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	Director Infrastructure Services	Where Council is not the responsible authority but the relevant land is within Council's municipal district
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	Director Infrastructure Services	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	Director Infrastructure Services	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Director Infrastructure Services	
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	Director Infrastructure Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	Environmental Health Officer; Director Corporate & Community Services	
r.11	function of receiving application for registration	Environmental Health Officer; Director Corporate & Community Services	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	Environmental Health Officer; Director Corporate & Community Services	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	Environmental Health Officer; Director Corporate & Community Services	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Environmental Health Officer;	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Director Corporate & Community Services	
r.13(4) & (5)	duty to issue certificate of registration	Environmental Health Officer; Director Corporate & Community Services	
r.15(1)	function of receiving notice of transfer of ownership	Environmental Health Officer; Director Corporate & Community Services	
r.15(3)	power to determine where notice of transfer is displayed	Environmental Health Officer; Director Corporate & Community Services	
r.16(1)	duty to transfer registration to new caravan park owner	Environmental Health Officer; Director Corporate & Community Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.16(2)	duty to issue a certificate of transfer of registration	Environmental Health Officer; Director Corporate & Community Services	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	Not delegated	
r.18	duty to keep register of caravan parks	Environmental Health Officer; Director Corporate & Community Services	
r.19(4)	power to determine where the emergency contact person's details are displayed	Environmental Health Officer; Director Corporate & Community Services	
r.19(6)	power to determine where certain information is displayed	Environmental Health Officer; Director Corporate & Community Services	
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	Environmental	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	caravan park owner	Health Officer; Director Corporate & Community Services	
r.22A(2)	duty to consult with relevant emergency services agencies	Environmental Health Officer; Director Corporate & Community Services	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Environmental Health Officer; Director Corporate & Community Services	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Environmental Health Officer; Director Corporate & Community Services	
r.25(3)	duty to consult with relevant floodplain management authority	Environmental Health Officer; Director Corporate & Community Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Services	
r.26	duty to have regard to any report of the relevant fire authority	Environmental Health Officer; Director Corporate & Community Services	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Environmental Health Officer; Director Corporate & Community Services	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Environmental Health Officer; Director Corporate & Community Services	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Environmental Health Officer; Director Corporate & Community Services	
r.40(4)	function of receiving installation certificate	Environmental Health Officer; Director	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Corporate & Community Services	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Environmental Health Officer; Director Corporate & Community Services	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	Environmental Health Officer; Director Corporate & Community Services	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of road management plan	Director Infrastructure Services	
r.9(2)	duty to produce written report of review of road management plan and make report available	Director Infrastructure Services	
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)	Director Infrastructure Services	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	Director Infrastructure Services	
r.13(1)	Duty to publish notice of amendments to road management plan	Director Infrastructure Services	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	Director Infrastructure Services	
r.16(3)	power to issue permit	Director Infrastructure Services	Where council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	Director Infrastructure Services	Where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.23(2)	power to make submission to Tribunal	Director Infrastructure Services	Where council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	Not delegated	Where council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Director Infrastructure Services	Where council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Director Infrastructure Services	Where council is the responsible road authority
r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	Director Infrastructure Services	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	Director Infrastructure Services	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	Director Infrastructure Services	Where council is the coordinating road authority

RAINBOW TOWN COMMITTEE MEETING MONDAY 22RD JANUARY 2018

Held at Civic Centre Small Meeting room @8.00pm

Visiting: Mayor Cr Ron Ismay, Director Economic & Community Development Phil King

Members attending: Michael Sullivan, Julie McLean, Ross Heinrich, Bill Hutson, Greg Roberts and Dianne Dickson.

Chairperson: declares meeting open and welcome to all attending.

Apologies: Leonie Clarke, Leanne Cox, Ben Gosling, Deputy Mayor Cr Ron Lowe, Peta Bennet and Adrian Bennet.

Motion: to accept apologies

Moved: Greg Roberts / Michael Sullivan - carried

Declaration by members of any conflict of interest in any item of the agenda, either,

-) Direct; or
-) Indirect interest of one of five types;
 1. a close association;
 2. an indirect financial interest;
 3. a conflicting duty;
 4. an applicable gift or
 5. a party to the matter in any term on the agenda
 6. An impact on residential amenity.

Chairman requests members declare any known conflicts of and/or pecuniary interests.

Minutes from November as circulated.

Business: arising from last meeting, yes.

Acting Liaison Officer Phil King: pointed out that in the November Liaison Officer report the word permanent should have read (permit) to be corrected

Motion: to adopt circulated November minutes and pass accounts for payment

Moved: Julie McLean / Michael Sullivan – carried

There was no financial report as the treasurer Adrian Bennet, was attending to a fire in the desert.

Mayor Cr Ron Ismay Report:

-) *Skate Park has been pegged out and any one was welcome to view the construction from outside the fence as it was a construction site and safety precautions must be observed.*
-) *Mayor Cr Ron Ismay had the pleasure of opening Kiata wind farm.*

Motion: to Receive Cr Report

Moved: Dianne Dickson / Michael Sullivan – carried

**Rainbow Town Committee Meeting
22 January 2018
Hindmarsh Shire Council – Liaison Officer Report
(Phil King on behalf of Wayne Schulz)**

-) Minutes from Monday 27 November 2017
Liaison Officer Report – Nhill Rainbow Road should read permit not permanent
-) Rainbow Skate Park – site set out and shaping of fill expected to commence week starting 29 January 2018. Works may take up to two months. Potentially looking at an official opening in April during Youth Week.
-) Rainbow Swimming Pool – will close at the end of March long weekend (contract was 3 year with 1 + 1 extension) Expires this year so new contract will be awarded from 2018 / 2019 season.
-) Bow Street footpath – path over railway line has to be constructed from hot mix. Council is having trouble securing a contractor to carry out work. Contractor needs to be an approved V Line contractor.
-) Re-seals on various roads and streets in and around Rainbow being organized.
-) Leanne Cox has tendered her resignation as the caretaker of the Rainbow Caravan Park and Rainbow Transfer Station.
-) Tourism Forum to be on the 21st of February 2018 at the Civic Centre Supper Room, posters supplied for shop windows.

Motion: to Receive Liaison Officer Report

Moved: Dianne Dickson / Greg Roberts - carried

Inwards correspondence:

Letter of response: Re Rainbow Caravan Park from CEO Greg Wood (fw)

Outwards correspondence:

Letter: Congratulating Belinda Eckermann on her achievements to her Business, Turbo Gallery (fw)

Letter: to CEO Greg Wood Re RTC concerns as to the underperforming Rainbow Caravan Park (fw)

Chairperson Ross Heinrich asked was there any questions regarding correspondence.

Motion: to receive inwards correspondence and endorse outward correspondence

Moved: Greg Roberts / Dianne Dickson - carried

General Business

1. Discussion: required from CEO letter, Re Caravan Park. (recommendations)

There is a possibility of an immediate expenditure to take place and suggest that money be allocated if available for attention to

Toilet / shower block

Signage addition to entrance sign to include camp fees and (caretaker contact details which are already there)

It appears that quite a number of potential clients pull up at entrance see no caretaker activity and lack of information and turn around and move on maybe displayed camp fees and other relevant information might be more welcoming ?

Motion: to submit Caravan Park Recommendations from RTC for short term improvements for council consideration.

Moved: Dianne Dickson / Julie McLean - carried

2. **Discussion:** future and replacement of Tourist Info flag maybe even location?

The problem is mainly the flag is left out 24/7 (it is an extremely windy corner unbelievably so) The proprietors have little knowledge or interest these days in the tourist information trade.

Previous owners Schillings: used to bring the flag in when closing and return the next day if it was too windy they would leave it in side, the new proprietors have not listened to this suggestion.

Current flag is only a year old and is at the end of its life. (cost is over \$200)

-) Do we replace flag?
-) Do we relocate flag?
-) A suggestion was made do we go to a metal sign.

During discussion: it was decided to wait for the Tourism Forum and place this on next month's agenda.

Greg Roberts suggested: that he would like a letter to be sent to Emma Keely about the state of our arterial roads on the next month's agenda.

As there was no further business Chairperson Ross Heinrich thanked all for their attendance and closed meeting@8.32 pm

3.

MINUTES

NHILL TOWN COMMITTEE

Monday 22nd January 2018

1. In Attendance

Brian McGennisked, Lyn Schoolderman, Helen Woodhouse-Herrick, Pauline McCracken, Kay Frost, Helen Ross, Jeff Woodward (standing in for Shane Power) Clr. David Colbert

2. Apologies

David Borain

3. Minutes

Minutes for the previous meeting were accepted as distributed.

4. Finance Report

Lengthy finance report was presented by Lyn Schoolderman and copies distributed. A discussion was had as to Lyn using the end of month as her cut off date to simplify reporting, but Lyn elected to make the end date for the reporting, the day before the meeting to enable her to be completely up to date. Motion to accept the financial report was proposed by Lyn, seconded by Helen R. All in favor, Motion Passed.

5. Correspondence

A list of correspondence was emailed to all members, plus additional correspondence was presented in the Agenda. Motion was proposed by Helen R. to accept the correspondence, seconded by Brian. All in favor, Motion Passed.

6. Business Arising

There was no business arising from the correspondence

7. New Business

Pauline and Helen gave an update on Fiesta planning

Helen Requested assistance for the pick up of the Stage Steps from the Shire on Thursday.

Helen reported that she had contacted the manufacturer of the street decorations for information and a price list. They replied they were closed until 1 February, but would send details after this time.

Discussion was held on the proposal to submit a budget request to the Shire for provision of 3 phase power at the Sound Shell. A show of hands was called for to direct the Secretary to write this proposal. All were in favor.

Discussion was held on a proposal to request the Shire to employ a qualified arborist to compile a survey of the Trees within the town and report on a succession plan. Secretary will write to the Shire with this request.

Pauline discussed the present condition of the "Vinnies" Bin near the Post Office and requested a letter be sent to the organisation asking if the bin could be replaced or re-painted. Secretary will write to them with this request.

Another discussion was held about the Recycle Bins for Goldsworthy Park. As Shane Power was not in attendance and his replacement Jeff Woodward was not in possession of the progress of this subject, it was decided to re-present this matter at the next meeting. Shane had previously reported that it

was under discussion at the Shire level, but did not have a conclusion at the time of our meeting in December.

Helen R proposed a motion to pay Graham Warner for his bales of straw, as he has previously loaned the straw, only to have it stolen from the Lake foreshore before he had the chance to pick it up. It was decided to buy the straw and then sell it at the end of the Fiesta to recoup the cost. Motion was seconded by Pauline, All in favor, motion passed.

A discussion was held on the removal of the Bark pile at the Lake foreshore which had been placed in the area required for the stage. Helen had written to the Lake Committee prior to this meeting requesting that the bark pile be removed and had a reply in the affirmative. Alternative means to move the Bark were discussed in the case that the Lake Committee did not fulfill their promise and it was decided that Helen would approach Graham Nottle to arrange a machine to move the pile to a more suitable place. Helen will see Graham about this work.

Helen Woodhouse-Herrick presented the Gate Attendants roster and confirmed that there would be at least 3 persons on duty each night during the 6.30p.m. to 8.00 p.m. rush.

Further to a discussion conducted at a previous meeting it was decided that the Town Committee would purchase 40 Star Pickets for the security fencing for the Fiesta. It has been necessary to beg and borrow star pickets previously, so a motion was put by Brian to purchase them for our use, the motion was seconded by Lyn, all in favor, motion passed.

Float for Gate for Fiesta and Money security was discussed. Pauline will get the float from the Bank and Brian will park his vehicle in the driveway adjacent to the Entrance tent so the gate crew can use the vehicle as a 'drop' for the money. It was arranged that Pauline or Brian would skim the money tin regularly, to remove excess notes and provide change for the Gate attendants.

Ratification of a motion to write to Councillors and Senior staff with an invitation to the Fiesta was passed. This motion was agreed upon in a phone poll of members, to allow the Secretary to send out the invitations prior to this meeting. The proposal for ratification was made by Lyn and seconded by Helen R. all were in favor, Motion was passed.

Helen requested assistance to clean the Dance Floor for the Fiesta. The Dance floor had been rolled up for storage without being pressure washed so it was in a poor condition. It was decided that a working bee would be held on Saturday 27th, at the Sound Shell 7.30 a.m.

8. Meeting closure

Meeting Closed at 9.35 p.m.

9. Next Meeting

Monday 19th February 2018

Dimboola Town Committee Minutes

5th February @Dimboola Community Centre 7.30pm

Present: Bruce Donnelly (BD), Kaylene Pietsch (KP), Phil Colquhoun (PC), Amanda Ingeme (AI), Tony Schneider (TS), Phil King (PK), Bill Eldridge (BE), Chris Johnston (CJ), Jo Donnelly (JD), Cadence Smith (CS), Rhonda Huff (RH), Sharon Cook (SC).

Apologies: Debra Nelson (DN), Emma Clark (EC), Jan Ballard (JB), Ron Donaldson (RD)

	Item	Action	Whom
1	Welcome & apologies	Mvd (PC) 2 nd (AI) – Meeting Opened @ 7. 36pm	
2	Minutes of last meeting	Mvd (PC) BE 2 nd (KP)	
3	Items arising last Minutes	Nil	
4	Treasurer's report	Opening Balance tda account - \$17,889.10 (Incl \$50.68 Term Deposit interest) Opening Balance chq account - \$20,317.09 In: \$695.50 (Xmas Raffle) Out: \$422.35 Closing Balance Chq Acct – \$20,590.24 Closing Balance Tda Acct – \$17,889.10 Mvd (KP) 2 nd (TS)	
5	Correspondence in/out	IN: email from Alicia Stewart re update of Section 86 Handbook – instrument of Delegation; Email from PK re repairs to JB's mower repairs; Email from PK re quotes for Street Seating; Letter from Emma Kealy Congratulating DTC & Riverside Caravan Park on Winning the Community Government Partnership Award @ Tidy Towns Awards; Copy of Public & Products Liability Insurance from JLT IGA Statement; Bendigo Bank Confirmation of Term Deposit; Invoice for Community Centre Usage; Statement Bendigo Bank; Clean Up Australia Flyer for 4 th March, Emails Tony Schneider, Phil King & Ilse Aschenbrenner re Agenda Items, Letter from Hindmarsh Shire (Greg Wood) congratulating DTC re Tidy Towns awards, Road Boss Rally Catering Guide. OUT: 4/12/17 Letter to VRI Hall re donation of \$1000 from Tidy Town Grant; Email to Wimmera Trophies & Gifts re engraving winners plaques for Aust Day awards, email to Tony Schneider re possible Shire Location for storage of Town Christmas Decorations Mvd (PC) 2 nd (AI)	
6	General business		

Xmas Raffle	Xmas Raffle – total income \$695.50. All prizes delivered except 4 th prize. Bill Eldridge to deliver to winner. Funds will be used to go towards Xmas next year. (Will do a street run with Santa next year)	RH
Town Xmas Decorations	Guest Kim Balmain did not attend. Kim & Ilsa suggested to Amanda that a Xmas tree (same as Kims) be on every second post & alternative on other posts. (Approx \$60 a tree) – maybe further spaced out to be more cost effective. It was suggested that maybe shop owners decorate the front of their shops. To be discussed further closer to Xmas this year and/or if /when Kim /Ilsa attend.	
Project for VCAL Students around Town	Guest Lou Sampson – Didn't attend.	
Phil King: Lloyd Street Security Lighting	Still no solution – Phil will get together with Phil C & Bruce to discuss.	PK, BD & PC
2018/19 Budget Submissions	A proposal submitted by Bruce / Phil \$16,000 for replacement of the 10 Concrete / wood seats in main street. No timber slats. Suggested the old seating be placed in alternate locations (The Common?) Already \$3,500 allocated to Town Seating. Phil to talk to supplier & see if they will do the Fiesta with a Composite Plastic. If not, maybe Woodgrove with armrests. (Suggested armrests best for older population.)	PK
Sound Shell Development / Bollards	Designs need to be done. Shire has \$8,000 to go towards the development. Need to keep in mind that it does get flooded. Maybe just extend the concrete walls out - & have a concrete ground area for the band to access. Bruce & Phil to get together & draw up a design. Power would need to be upgraded – more power points / higher points. Maybe corrugated iron on ceiling to replace ceiling that is vulnerable to vandalism.	BD & PC
Drinking Fountain	To go into Pickering Gardens.	PK
RV Free Parking Signage for Dump Point	No signs from RV dump point to location of RV Parking. Signs to be Reflective &/or Reflective Tape. Discussed that no lighting required. – Still to be done	PK
Skate Park	Finished now. Looks great. But there is a lot of rubbish left around. Maybe signs on Bins?- Ethan Clyde has been nominated to keep watch over it. Opening at Youth Week – April some time. Bollards to go around it – with trees for Shade.	PK

Dimboola Library & Civic Hub Redevelopment	Haven't heard back about the 2 nd grant. Designs have been approved for project. State Government funding has been approved & have the \$'s. Just waiting on Federal funding. If Federal Funding doesn't come through, first major stage can go ahead, but designs would need to be adjusted for 2 nd stage.	PK
Bin Installation near Fishing pontoons	Still to be done	PK
Shelter / Gazebo at the Weir	We have \$13,439.98 already allocated as earmarked funds. Tony suggested we get someone to come in and do it. TS suggested similar to Pickering Gardens. Phil has some alternative ideas for Nhill. We will look at that the next meeting. Suggest Steel / not wood. It was agreed that this needs to be actioned soon & use these allocated funds	PK
Tourism Forum	Dimboola Scheduled for Monday 19 th Feb @ 7pm. PK distributed posters & Flyers. Jeff Woodward will hold it in the Caravan Park Rec Room. Open to everyone, especially businesses.	PK & all
Round 3 Community Action Grant (Event / Project)	Submissions Close 21 st Feb 2018. Didn't have one last year. Maybe an Easter Event. (30 th March) – Jo & Amanda to get together & submit. (on the Saturday) \$500. Start around 5pm, novelty rides, & Music & BBQ. Jeff Woodward maybe. JD to submit Grant Application. JD, AI & CS to work on details of the event. Include Easter Egg hunt.	JD, AI & CS
Installation of Artwork on Walking Tracks	PC has "Cliko's" that could be used to make installation easier. PK to bring all the artwork down to the Community Centre on Sunday 11 th Feb & sort them into some order. Anyone who is interested in helping sort them, come to Community Centre next Monday 12 th 5pm. Needs to be done before Easter. Ron can help when he gets back	PK, BD & PC
Working bee – Seat Installation	We have approx. 5 seats to be installed, & a Picnic table to go near the Pontoon. KP noted that some of our plaques have faded considerably. May need to be replaced. BD & PC suggested DTC look at purchasing an engraver. BD to get quotes. (Look at option for logo's). Wait for Ron to get back for Working bee to install seats.	BD, PC & RD
Extension of Walking Tracks around Rec Reserve	TS had approval to extend the Walking tracks around the Perimeter (\$20,000) TS to follow up with Costings. BD suggested the closure of the Denham Street Rec Reserve Gate – all agreed. Dangerous to people walking. Bruce will amend on Internet – Wiki camps. TS to meet with PK re the plans. Using Footpath Grade material.	TS & PK
Repainting of Council Tennis Court Lines	(TS) - Just about disappeared. Not councils property / on Crown land. It was suggested to ask Croquet Club to use their machine with permanent paint? Kaylene to ask about Arkona equipment. (Now Closed) Maybe they could do the work for us? Kaylene to follow up.	KP

Dimboola Information Sign & RV Friendly Signs at Pink Lake	(TS) General concensus that a Dimboola Information Sign out there would be great! PK stated this is already in hand. Organized already with Vic Roads. For numerous locations. (It is a Vic Roads Stop) PK to bring up with Vic Roads & also the cleanliness of the facilities. Lots of complaints.	PK
Mobile BBQ	Ongoing	
Bridge over Walkway at the Common	Ongoing	PC
Riverside Caravan Park	(Only to be added to the agenda if Emma attends the meeting.) Advisory Meeting Monday 4pm.	PC JD
Horsham Sports & Community Club grant (Shelter for Event BBQ near Soundshell)	Need to order shelter. Needs to be acquitted. \$'s spent on steel uprights for the Shelter. JD to check with HSCC re extension of Acquittal. PC has ordered steel legs and having them painted Shade Sail over the kids Playground – Wurega. (Suggestion for this years application)	PK & JD
Tidy Towns ideas for 2018	If anyone has any ideas, bring them to the next meeting. Ideas to Involve the whole community. Easter Extravaganza could be an entry. CJ advised someone to talk to the principals at the schools. It was suggested we look at a Tidy Towns Project Working Group – but, wait till Jan gets back to get together a group of people to be proactive in getting ideas together well before the nominations.	All & JB
Aust Day Town Committee Awards	Congratulations to Sharon & Amanda. Discussed whether to give all nominees a certificate of appreciation. It was discussed that we will leave it as it is. But, to make sure the Town Committee submits a Shire Nomination. (Only Nhill nominations TY)	
Laneway back Lloyd Street Shops thru to Victoria Street Update	Ongoing. CJ advised John Hutchinson going to mediation – Assumed Easement across the property. Complications with surveying – who would foot the bill for VCAT Survey?	
Storage of Xmas Decorations	PC & BD got 2 IBC's & filled them with the Xmas Decorations & put them down at the Council Yards. AI mentioned there are still xmas decorations at Tony Ingeme's business.	BD
Signs on Farm Equipment opposite Historical Society	PK has information of all the signage. (It was just temporary signage from the 150 th Anniversary Celebrations). PK to get a quote to reprint the signs BD & PC to look at costing for a CNC machine to do our own signage – mainly text.	PK BD & PC
Road Closure on Australia	Can't be changed – maybe a sign stating alternate parking – behind the library. Maybe next year Aust	

	Day Dimboola	Day will be in a different location.	
	Road Boss Rally Catering Ideas	Information given to JD & BD from Pauline & "Thommo" Thomson re the Road Boss Rally – scheduled to spend one night (Saturday 14 th July) in Dimboola as part of their Rally. They were approached by the organizers of Road Boss Rally, 180 people coming to town for this leg of the event. They will be staying overnight & utilizing all our Accommodation facilities. The town will need to do the catering for them (a Breakfast, Lunch & Dinner – at the Rowing Club) We are after suggestions of any organizations that would benefit in helping with the Catering. Components of the meals could be done by different groups. Suggested Alambi (Fab), Lutherin School (Zoe Krahe), Lions, High School, Girl Guides, CWA, Town Committee Maybe let the guides know – market day for Guides. Check the Footy on that day. (Dimboola v Nhill at Dimboola)	JD & BD
	New Residents	Invite New Residents (Deb at the Library) – Invite them to the Easter Event.	JD
	Other Business	RH advised that there are quite a lot of 50 year Anniversaries this year – for the Swimming Pool, Alambi, Horseshoe Bend (Rotary), Arrura, Little Dessert National Park. It was suggested CJ might do some follow up & highlight in the Banner – using archive photo's.	CJ & RH
		Idea to erect an Event sign in Pickering Gardens – Organisers of the Event get their own signs made up to go on the Event Sign. (Same / Similar as Arch)?. Try and find another location for the other end of town.	PK
	Next Meeting	Monday 5 th March at 7.30pm – at the Community Centre.	
	Meeting Closed	Closed at 9.33pm	